

**August 4, 2020
Planning Board
VIA Zoom**

Present were: Regular Members: Tom McCue, Lori Langlois, Naomi Levesque, Christina Lefebvre, Lane Strahan, Brian Valerino, Suzanne Wasileski; Ex-Officio member Lise Barrette; Alternate Members: Richard Cassidy

Excused were: Ex-Officio Member Lucie Remillard and Alternate Member Anthony Valliere

Others Present: Pamela Laflamme, Community Development Director; Burke York, York Land Services; Chuck Lloyd, President of White Mountain Community College; and Scott Fields, CFO of White Mountain Community College

Call to Order

The meeting was called to order at 6:30 PM.

Mr. McCue read the following statement:

As Chair of the Planning Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means: We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 646-558-8656, meeting ID 890 3397 1582, Passcode #819691, or by clicking on the Planning Board agenda on the City's website, www.berlinnh.gov.

Providing public notice of the necessary information for accessing the meeting: We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Board at www.berlinnh.gov.

Providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 752-8587 or email at plaflamme@berlinnh.gov.

Adjourning the meeting if the public is unable to access the meeting: In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

A Roll Call was taken:

Reg. Member Tom McCue – Present and alone
Reg. Member Loris Langlois—Present and alone
Reg. Member Naomi Levesque – Present and alone
Reg. Member Christina Lefebvre – Present and alone
Reg. Member Lane Strahan – Present and alone
Reg. Member Brian Valerino – Present and alone
Reg. Member Suzanne Wasileski – Present and alone
Ex-Officio Member Lise Barrette – Present and alone
Alternate Member Richard Cassidy – Present and alone

Public Comments

None

Approval of July 2020 minutes

Mr. Valerino made a motion to approve the minutes of the July 2020 meeting. Ms. Levesque seconded the motion. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Valerino – aye, Barrette – aye

Site Plan Review – Timberland Adventures Inc., Tax Map 407 Lot 15 (continued from February 4, 2020 meeting)

The Site Plan Review is not ready at this time and is being tabled. This is the official Public Notice for a continuance until the September 1, 2020 meeting at 6:30pm. No notice will be mailed or published, this is an official notice of record.

Minor Boundary Line Adjustment – State of NH/White Mountains community College, Tax Map139, Lots 3 and 5

Application is in order, Ms. Langlois made a motion to accept the application as presented, Ms. Strahan seconded it. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Valerino – aye, Barrette – aye.

Burke York showed the map and explained it was a lot line adjustment between two State of NH parcels located at the corner of Twitchell Lane and Route 16. There will be 1.02 acres from lot 3 that will become part of lot 5. Lot 3 will continue to have frontage on Route 16, and lot 5 will have frontage on Twitchell Lane.

Mr. McCue recessed the meeting and opened the Public Meeting at 6:44pm for public comments regarding the minor boundary line adjustment. No public comments, Mr. McCue closed the public hearing at 6:44pm.

Mr. McCue asked for clarification of Twitchell Lane and if it was all public road. Twitchell Lane is mostly paved public road and it actually curves to the right when it meets up with lot 5 and then it becomes a dirt private drive to the building on lot 5. The two lots are existing lots of record and there is no access issue.

Ms. Levesque made a motion to accept the minor lot line adjustment as presented. Mr. Valerino seconded it. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Valerino – aye, Barrette – aye.

Master Plan 2020 update discussion

Ms. Laflamme said that she is currently putting together the Request for Proposals to do the update. Due to COVID they are not sure how they are going to get the public input they typically gather for the update. It is hoped to get the RFP out by October and to have someone engaged and on board by the holidays.

There has been some discussion on setting up the Master Plan in a way so that it can help with redoing the Zoning Ordinance. The ordinance is well over 20 years old and it's found to not always be realistic with today's expectations.

Review of NHMA 2019-2020 Legislative Policy Positions

Mr. McCue has been part of a series of meeting to prepare for the next Legislative Session. He was assigned to be part of the Infrastructure, Development and Land Use Committee. They created policy recommendations to help guide the Municipal Associations advocacy activities before the legislature and state agencies. The policy was reviewed with attention to sections Solid Waste, Housing, Land Use, Transportation, and Economic Recovery and Vitality. The conference will be held online in October with over 300 participants.

Ms. Langlois made a motion to authorize Mr. McCue to move on with recommendations outlined in the policy for the conference. Ms. Lefebvre seconded it. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Valerino – aye, Barrette – aye.

Project Updates

Ms. Laflamme shared that North Country Council has put out traffic counters throughout the city in heavily traveled areas, school zones, and a couple side streets. Last year they included ATV counts which she will be reviewing. It was also noted that we have seen much more ATV travel and higher registration numbers this year.

The Census had a mobile unit at the Berlin Marketplace for a couple days where they had a lot of interaction with the public. They will be going door to door until mid-September.

The North Country Council received a grant from EPA for brownfield assessments where Berlin was a target community for this work. The grant is for working towards getting previously in use properties back to being productive and on the tax rolls. The city has been working with the consultant to start the cleanup on either vacant or problem properties. The consultant noted early on we have many more properties that need work than what can be supplied by the NCC grant, so the city applied last fall for a grant just for Berlin. The city will be reapplying for this grant this fall. Phase 1 report has been done and reviewed by the EPA and EDS.

Ms. Laflamme will be working with the NH Housing Finance Authority. They received a grant to go study housing trends in the North Country specifically.

Welcome to Suzanne Wasileski who the council has appointed as a regular member of the Planning Board. She will be sworn in later after the meeting.

The policies and procedures and by-laws of the board will be brought to next month's meeting as per request of Mr. McCue.

Other

None

Public Comments

None

Member Comments

Ms. Langlois asked about the noise ordinance because of a local business in her neighborhood has an alarm that is extremely loud which goes off once in a while. Ms. Laflamme noted that the ordinance states specifically that it has to be persistent noise at the property line for a business or industry and must not exceed 70 decibels. The procedures that the Police Department have usually taken was discussed as well as the possible solutions. It is something the board can continue to think about and find a solution.

Mr. McCue will have flyers for the Municipal Lecture Series which will be a one day virtual event with a tentative date of October 31st.

Planner Comments

The next meeting falls before Labor Day this year, on September 1st.

Adjournment

There being no further business to come before the board, Mr. Valerino made a motion to adjourn, seconded by Ms. Levesque. So moved, the motion passed by roll call vote: McCue – aye, Langlois – aye, Levesque – aye, Lefebvre – aye, Strahan – aye, Valerino – aye, Barrette – aye.

The meeting ended at 7:32pm

Respectfully submitted,

Lise Barrette

Note: These minutes are unofficial until they have been accepted by the Planning Board by motion.