

Town of Sullivan, NH
Planning Board
Meeting Minutes, March 1, 2023
Sullivan Town Hall

Members present: Leslie Casey (Chair) PB Alternates: Adam Cullis, Laurie Goldsmith Selectman: Paul Bolduc

Planning Clerk: Brenna Manuel

Public present: None

- A. The meeting was convened by Chairman Leslie Casey at 7:02 p.m. Laurie Goldsmith and Adam Cullis agreed to serve in Laura Lewandowski's and Timothy Newcombe's seats, respectively, in their absence.
- B. Motion to accept the minutes the of February 1st meeting by P. Bolduc. Seconded by L. Goldsmith. Discussion: None. Voice vote in favor: Unanimous. Minutes for the February 1st meeting were accepted.

C. Boundary Line Adjustment, NH Rte 9 (Tax Map 6 Lots 11-003 & 11-004)

L. Casey stated that the mylar and paper copies of the boundary line adjustment plat, along with a check for the recording fees, had been submitted by Wendy Pelletier or Cardinal Surveying just prior to the meeting. The plats are signed by the affected landowners (Walters, Brien, Figueroa), and stamped. L. Casey said she would check the plats over and coordinate with Tim Newcombe to certify them. She will then take them to the Registry of Deeds for recording.

D. Other Planning Board Items

- 1. **Organizational Meeting** – In accordance with statute, the organizational meeting for the Planning Board will take place at the first meeting following Town Meeting, to be held on March 15th. Members whose terms expire in March (Timothy Newcombe, Adam Cullis) must be reappointed before the April organizational meeting if they wish to remain on the Board. L. Casey noted that the Planning Board Rules of Procedure do not seem to specify that the Secretary must be a member, and the Planning Clerk might fill that role. She also raised the possibility of electing a co-Chair as backup to the Chair. P. Bolduc commented that it has been helpful to have a co-Chair on the School Board.
- 2. **Ordinance Amendment** – The septic setbacks question is set both on the ballot and warrant.
- 3. **Planning Board Handbook** - L. Casey reported that she had listened to a webinar from the NHMA on changes in the 2022 edition of "The Planning Board in New Hampshire: A Handbook for Local Officials." She relayed that most changes pertain to the clock for review of applications. She will provide copies of the summary of changes to the Board at the next meeting. L. Casey said full copie of the 2022 edition can be made available.
- 4. **CDDA Grant Opportunity** -L. Casey reported that the Selectmen had asked her to look into grants through the NH Community Development Finance Authority program for community center improvements, to see if the town might apply for funding to install an ADA-compliant elevator in the Town Hall. She learned that planning & design to establish

feasibility and an energy audit would be required before applying for CDFA funds, which are for implementation only. A contact at the CDFA told her that Sullivan would not meet the need requirement for a HUD Block Grant for planning and development since the percentage of low-income residents is not high enough. There may be USDA funds that could be used, and Casey said she is looking into it.

A. Cullis questioned whether an elevator is the most pressing need for improving Town Hall. For example, installing solar power could help with cutting operating costs over the long term.

4. **HOP Grant** - Ivy Vann has been engaged as the planning contractor working with the Town of Sullivan under the HOP grant. L. Casey said she, Dave Jakway (Select Board Chair) and W. Pelletier (Housing Academy participant) had met with Ms. Vann and found her knowledgeable and energetic. She will help with public engagement and data gathering to help guide the Master Plan update.

As one of her first efforts, Vann will conduct a survey at Town Hall on Town Election Day to gather information on community attitudes about housing. L. Casey said she had spoken with the Town Moderator, C. Chris Pratt, and he gave the go-ahead. P. Bolduc said it would be very important to publicize the survey on the Sullivan Community Facebook page to get more people to know about it.

5. **Well Radius Release Form** – L. Casey shared the NHDES Well Radius Release Form. It releases a landowner from the 75-foot protected well radius requirement if the landowner accepts liability for impacts to the well. She said there is a landowner who is seeking to locate a well less than 75 feet from his boundary with Town land. The release may obviate the need for an easement to protect the well radius. L. Casey said the NHMA has been contacted for legal advice.
6. **Subdivision Application, J. Walters, Centre Street** – Prior to the meeting, W. Pelletier filed a new subdivision application. She said it was for a boundary line adjustment to gain access to Centre Street via an existing curb cut that leads to a barn. Currently the only frontage for one of the affected parcels is on Rugg Road. L. Casey said she and A. Cullis would do a clerical review in the coming week, and there would likely be a hearing scheduled for April.
7. **Selectmen Report** -P. Bolduc said some townspeople had complained about vehicles in the roadway on Valley Road in front of the auto repair shop. L. Casey said had not observed that herself but would talk to the Road Agent to see if he had any concerns. Bolduc also said the Selectmen are moving ahead to deal with nonpayment of property taxes.

L. Casey moved to adjourn, seconded by P. Bolduc. Voice Vote Unanimous. The meeting adjourned at 7:58PM.

Respectfully submitted,



Brenna Manuel

Planning Board Clerk, Secretary Pro Tem