

**Town of Sullivan, NH**  
**Planning Board**  
**Meeting Minutes, May 3, 2023**  
**Sullivan Town Hall**

Members present: Christopher Pratt (Chair), Leslie Casey, Laura Lewandowski, Adam Cullis (alternate),

Planning Clerk/Recording Secretary: Brenna Manuel

Public present: Wendy Pelletier (Cardinal Surveying)

**A.** The meeting was convened by Chairman Pratt at 7:02 p.m. and roll call was taken. All members of the planning board and public provided their names and addresses. C. Pratt invited A. Cullis to serve in place of Timothy Newcombe, Secretary, who was absent. He appointed L. Casey to act as Secretary.

**B. Approval of minutes from regular meeting April 5, 2023** - L. Casey moved to accept the minutes as written. L. Lewandowski seconded. There was no discussion. Passed by unanimous vote.

**C. Subdivision, Boulder Road (Tax Map 2-11), Design Consultation** – W. Pelletier presented a subdivision question on behalf of the landowners, John & Jean Hoffman. Sam Bradley, attorney, notified Pelletier that a 57-acre parcel had recently been sold, and it was later discovered that it was not actually a separate lot. It had been part of a 3-lot voluntary merger several years prior. W. Pelletier said there is a valid pre-merger survey of the lots. The boundary formed by Boulder Road just needs to be re-established. She did not believe a new survey was warranted but was not sure how to proceed with signing off on the plat. The parcel that was sold needs a tax map number. C. Pratt said that the boundary of lot 2-5-001 had also changed since the survey: a portion had been sold to Primrose. The Board recommended that Pelletier contact the NH Land Surveyors Association for advice. A subdivision may be required.

**D. Other Planning Board items:**

1. HOP Grant Update - L. Casey reported that the Selectmen had appointed a Housing Task Force. They adopted a charter with an expiration date, and appointed members. The Task Force is working with the Planning Consultant, Ivy Vann, who was hired under the grant. It is a public body, so meetings are posted in advance and are open to the public. The Task Force is focused on understanding the current housing situation in Sullivan, conducting a housing needs assessment, updating chapters of the Master Plan, and completing a regulatory audit.

The Task Force conducted “key informant interviews” with several prominent community residents using a stock questionnaire about housing attitudes and challenges. Also, the anonymous housing survey is still available for people to fill out electronically, with one response allowed per IP address.

The Task Force plans to host a potluck community engagement event on June 15<sup>th</sup> from 6-8 PM at the church. I. Vann will present visual material. Post card flyers will be mailed out soon.

A. Cullis asked about selection of Task Force members. L. Casey said that, on her recommendation, it was comprised of people who are participating in training on community

engagement and housing through Housing Academy, plus a Selectman. The purpose of the Master Plan was discussed. C. Pratt referred to an article in the *Shopper News* on the housing crisis in this area. He also noted that, "A change is coming," in response to the article.

2. Driveway permits, South Road (E. Newcombe) and Center Street (K. Ahlberg) – L. Casey said that 2 driveway permits were due to expire soon. She reported that the Road Agent, Todd Smith, did not think they were ready for inspection and sign-off, and that the permits would probably need to be extended. L. Casey said the Newcombe permit would expire on June 1<sup>st</sup>. C. Pratt said he would send a letter recommending that she request an extension. Pratt indicated that he did not see any reason not to grant an extension.

The town permit for Ahlberg will expire in September, though the NH DOT permit was issued in March 2022 and is expired. The Board will revisit that one at a later date.

3. Earth Excavation Regulations – C. Pratt opened the discussion by providing background on G2 Holdings' recent purchase of 2 lots in Sullivan. They are currently operating a gravel pit in Keene. He said it was unlikely that the Gordons would open the Sullivan property for excavation, but it is possible. There are sand and gravel deposits on many lots in Sullivan. L. Casey shared a model regulation that had been provided by Mary Pinkham-Langer of the DRA back in 2017. She said could be used to update or replace Sullivan's 1991 Regulations Governing Earth Excavations. C. Pratt said he would work on a draft.
4. Selectman's Report- No Selectman was in attendance. It was noted that Virginia DeAngelis had recently been sworn in as a Selectmen to fill the seat vacated when Marsha Cook stepped down.

**E. Varia –**

1. C. Pratt reported that the Walters/Fitzpatrick boundary line adjustment, approved in April, was recorded.
2. C. Pratt reported that the Gottsche land on Valley Road had been sold. It is steep and would probably be difficult to develop, although there is no indication that there is a plan to do so.
3. C. Pratt reported that he had recently reread the NHMA Right-to-Know handbook. It is clear that driveway committees and site walk committees are considered public bodies. Therefore, those activities must be posted 24 hours in advance, and they are open to the public. Minutes must be kept also.

- F. C. Pratt moved to adjourn the meeting at 7:52 PM. Seconded by L. Casey. Meeting adjourned by unanimous vote.

Respectfully submitted,



Brenna Manuel  
Planning Clerk