

**Town of Goshen  
Planning Board  
Minutes of April 7, 2022  
FINAL**

**Planning Board members present (quorum = 3):** Alicea Bursey (Chair), Steve Bursey, Derek Tremblay (ex-officio to the Select Board), and Karyn Berriault (alternate)

**Guests:** Barbara Paronto, Steve Smith (arrived at 7:16pm)

**Meeting called to order at 7:02 p.m.**

***Steve Bursey motioned to have Karyn Berriault act as a full member during the meeting. Alicea Bursey seconded the motion. All were in favor.***

**Review of Minutes (3/17/2022)**

Chair Bursey suggested two changes to the draft meeting minutes of March 17, 2022. The first was to correct the spelling of Karen Berriault's name to Karyn. The second was to add, "for inclusion in the Master Plan," to the Rand Pond Beach Discussion in the standing items, the standing item will now read, "Rand Pond Beach Discussion for inclusion in the Master Plan."

***Steve Bursey motioned to accept the minutes of March 17, 2022 "as amended"; Alicea Bursey seconded the motion. All were in favor. Derek Tremblay abstained.***

**Public Hearing - Capital Improvement Plan**

Chair Bursey called the public hearing to discuss the Capital Improvement Plan to order. The board discussed version six of the Capital Improvement Plan (CIP) and confirmed there were no other changes or issues to be addressed with the plan and the plan could be considered final.

Chair Bursey shared with the board that she would like on the record that the sections below feels like it is a loss to not include in the CIP less the line that is struck out. Though to avoid another continuation of the CIP discussion it has been removed and will be in the letter to the Selectmen.

*"In agreement with the Planning Board's findings, the Budget Committee feels that research into the renovation or replacement of the fire department building and providing support to updating equipment and vehicles is needed. This project may be of significant importance should the expansion at Mt. Sunapee ski area occur or if there is significant home development in Goshen. The Budget Committee recommends that research begin with looking at other safety buildings/complexes in the area. They also feel that depending on vehicle needs a larger building maybe required which may result in a need to identify a new town-centered location. The Budget Committee and Planning Board both recognize that significant grant money may be available for this project and the town should expend every effort to research funding options.*

*The Budget Committee recommends revisiting the budget for Lear Hill Road. Since the budget was submitted, summer storms (2021) caused increased erosion and damage. They feel that \$90,000 may not be enough to increase drainage ditch depth. And that removal of boulders and shimming will be a short-term repair, not a fix; and that taxpayers could end up paying more in the long run for repeated repairs versus an upfront and planned solution. Before contracting out for engineering services, the town should consider all available*

*resources to estimate the scope of the project and its costs. ~~The Committee also recommends looking into college cooperative and internship programs that may offer reduced pricing for initial research.~~*“

There were no comments or concerns made by the board members or the public.

***Steve Bursey motioned to approve the Capital Improvement Plan, version 6 “as is”; Karyn Berriault seconded the motion. All were in favor.***

The CIP will be signed by the board members and will be posted on the website, a signed original will be given to the BOS and a second signed original will be with the Planning Board’s CIP records.

### **Letter to the Board of Selectmen**

As was discussed in previous meetings, paragraphs from the CIP containing policy suggestions in the conclusion section were moved into a letter for the consideration of the Board of Selectmen (BOS). Other than a couple of minor grammar changes, the paragraphs were pulled directly from the CIP and unchanged. An introduction to those paragraphs is also in the letter.

The board reviewed the letter and had no concerns.

***Steve Bursey motioned to approve the wording of the letter and send it to the Board of Selectman; Karyn Berriault seconded the motion. All were in favor. Derek Tremblay abstained citing it would be odd to vote on such an item as the ex-officio to the Board of Selectmen.***

The letter will be signed by the board members and given to the Board of Selectman.

### **Election of Officers**

***Alicea Bursey made a motion to elect Kayla Frink as Vice-Chair of the Planning Board. Steve Bursey seconded the motion. All were in favor; Kayla Frink will become Vice-Chair of the Planning Board.***

***Karyn Berriault made a motion to elect Alicea Bursey as Chair of the Planning Board. Alicea Bursey seconded the motion. Karyn Berriault and Derek Tremblay were in favor, Steve Bursey was not in favor (motion passes, 3-1); Alicea Bursey is remaining Chair of the Planning Board.***

### **COLA raises, merit raises, performance review for Secretary**

The board drafted some questions that will be included into the performance review for the Secretary position. The draft will be reviewed during a future meeting.

### **Member Discussion (ongoing)**

Alternate members are still needed for the Planning Board, this topic will remain a standing agenda item until filled. Anyone interested in becoming an alternate member of the Planning Board should stop by any of the Planning Board meetings at the first or third Thursday of the month at 7pm in the Goshen Town Hall. Applications for the alternate position can be found on the Planning Board webpage.

### **Other Business**

- **Hersey Pit:** Chair Bursey gave a brief history of the Hersey Pit and explained that Mr. Tom Hersey recently requested copies of his plats. Chair Bursey followed up with Tom Hersey to ensure he did not need his entire application packet copied. During the discussion, Chair Bursey asked if he was planning to excavate the Goshen portion of the pit and reminded him that he did not have an excavation permit to

do so. He claimed that he did have an active Goshen excavation permit. Chair Bursey reminded him of his previous meeting with the Planning Board in 2020 in which he was specifically asked how he would like to handle his permitting as the permit had lapsed by a number of years. He then stated that he had a permit from Goshen. Chair Bursey clarified that could not be and reiterated the previous discussions. Mr. Hersey shared that he had received a signed form from the Town of Goshen. Chair Bursey again stated that he did not have an active excavation permit with Goshen.

Chair Bursey connected with Cindy Rouilliard and determined the form Mr. Hersey referenced is the New Hampshire Department of Revenue Administration tax form. The form was signed by two Goshen Selectmen and indicates an intent to minimally excavate.

Chair Bursey provided additional historical context, that this exact issue was requested by Bruce Nadeau to be brought to the Board of Selectmen in January 12, 2021. An email was sent to the BOS about the issue in 2021, Mr. Smith asked that it be put on the BOS agenda in a 1/13/2021 email and Ms. Craig (via email) asked Cindy that if anything came in the Planning Board be notified.

As of 3/7/22 the NH DRA tax form has been signed by the BOS for the non-permitted Hersey Pit. The board discussed whether there was an issue here that need to be addressed.

Steve Bursey voiced his concern and stated that any additional paperwork that is needed should be filled out by Mr. Hersey. Barbara Paronto agreed and also stated that she believes that whatever practices were required of the Anderson Pit and Davis Pit should also be required of the Hersey Pit.

The Board discussed next steps and decided that Chair Bursey would connect with NHMA to see if there are any implications or actions that should be taken from the permit perspective. They also decided Chair Bursey would send an email to the BOS alerting them the form was signed without an active excavation permit. And while the Planning Board doesn't know if there is an issue, the BOS should be aware in case they need to do research or take action.

- **Building inquiry:** Joan Wamsley emailed Chair Bursey Monday, April 7 to inquire about next steps for building a small home on their property on Rands Pond and the property would include a location to store their camper. She also inquired about minimum house sizes versus tiny homes. The board agreed that she should direct her questions and concerns to the building inspector about buildability on the lot and a building permit. The board noted that while there is no existing regulation allowing tiny homes, that doesn't mean they can be permitted. Chair Bursey will follow up with Joan Wamsley.
- **CIP Audit:** The board had discussed starting an annual CIP audit to present to the Board of Selectman. The Chair and Recording Secretary will work towards drafting an email that can be emailed to department heads explaining the audit. The goal is to have a report to the BOS and Budget Committee by July/August.
- **Joint Meeting to Discuss CIP Funding:** Barbara Paronto addressed the board and asked if they wanted to have a joint meeting with the Budget Committee to discuss funding for potential CIP projects. The Planning Board agreed that it would be a good idea and they decided a joint session during one of the Planning Board's normal Thursday meetings would be the best approach. The joint meeting will occur after the CIP audit is delivered. Derek Tremblay will ask the Board of Selectman if they would like to also take part in this joint meeting.
- **Budget:** The budget has been approved and the board had no concerns or questions or requirement for the purchase of a new computer for the Secretary position which was previously discussed in previous meetings. As a reminder this computer will also be shared with the Zoning Board Secretary for Zoning Board work.

- **Spreadsheet:** The Recording Secretary has been creating a spreadsheet of actions and votes taken in both the Planning Board and the Zoning Board over the past ten years. She will present a draft version at the next meeting for review. The spreadsheet will provide a quick reference for questions that may be presented to the boards regarding any decisions that had been made in past years.
- **Additional CIP Discussion:** Before Steve Smith addressed the Board, it should be noted that the Planning Board had some concern regarding quorum however, although more than one Board of Selectman was present, no actions or votes were taken. Steve Smith addressed the board with a recent CIP addition that was just brought to the Board of Selectman's attention this past Tuesday (3/5/22). The need to address ADA compliancy for the Town Hall and Library buildings has come to the attention of the state and could be a potential large legal concern if not addressed by the Town. The Planning Board noted that the CIP is a living document and can be updated to accommodate addressing this need. The board asked that the Board of Selectman prepare a write up with estimates of what is needed and an amendment can be made once a document is drafted. The amendment will need to go through the CIP process with a public hearing to be included in the CIP.
- **Next Meeting:** The next meeting will be the third Thursday of the month – April 21, 2022.
- **Solar/Alternate Energy Discussion:** The board will review and discuss during a future meeting.

#### **Standing/Upcoming items**

- Capital Improvement Plan
- Master Plan Review - Pending
- Solar/alternative energy RSA and town regulation discussion - Pending
- Rand Pond Beach Discussion for inclusion in Master Plan - Standing Item
- Member Discussion - Standing Item
- *Budget due December 1, 2022*
- *Annual report due February 1, 2023*
- *Annual audit of CIP (May/June)*
- *Joint meeting of Planning Board and Budget Committee to review CIP audit findings and plans (late summer)*

***Steve Bursey made a motion to adjourn the meeting. Karyn Berriault seconded the motion. All were in favor. Motion passes.***

**Meeting adjourned at 7:43 p.m.**

Respectfully Submitted,  
Melissa Salinardi  
Recording Secretary



A Bursey <aliceabursey@gmail.com>

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## Re: Item - Hersey Pit

1 message

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Steve Smith <[REDACTED]>

Wed, Jan 13, 2021 at 7:08 AM

To: selectmen@goshennh.org

Cc: dianne craig <[REDACTED]>, A Bursey <[REDACTED]>, Dianne Craig <[REDACTED]>, Bruce Nadeau <[REDACTED]>, Melissa Salinardi <[REDACTED]>

Hi Cindy

Can we have this on the agenda at next meeting so that it is discussed openly and on record? Want this pit process to be as transparent as possible.

Thank you

Steve

On Wed, Jan 13, 2021 at 5:02 AM <selectmen@goshennh.org> wrote:

Will do

Cindy Rouillard  
Town of Goshen  
Administrative Assistant  
(603) 863-5080

> -----Original Message-----

> From: dianne craig <[REDACTED]>

> To: A Bursey <[REDACTED]>

> Cc: Goshen Board <selectmen@goshennh.org>, Dianne Craig <[REDACTED]>, Bruce Nadeau

> <[REDACTED]>, Steven Smith <[REDACTED]>, Melissa Salinardi <[REDACTED]>

> Subject: Re: Item - Hersey Pit

> Sent: 12 Jan '21 13:39

>

> Cindy

> Please make sure anything that comes in for any pit we notify the planning board

> Thank you

>

> Sent from my iPhone

>

> > On Jan 12, 2021, at 1:09 PM, A Bursey <[REDACTED]> wrote:

> >

> >

> > Hello Select Board,

> >

> > Bruce asked that I follow up and make sure this is on your radar.

> >

> > In the next six to ten weeks you will begin to see Department of Revenue paperwork come through for excavation sites (pits). To date the only permits in good standing with Goshen are the Davis and Anderson pits (Newport Sand & Gravel). There are no other actively permitted pits in Goshen and no paperwork for a new pit or permit renewal has been received by the board.

> >

> > If the paperwork is received and you are not sure if the pit has a current permit, please reach out to the Planning Board and they can confirm.

> >

> > Cheers,

> > Alicea

>

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Steve Smith

General Manager - Program Director

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11 Main Street | Newport, NH 03773

[www.country1010.com](http://www.country1010.com)



A Bursey <[aliceabursey@gmail.com](mailto:aliceabursey@gmail.com)>

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## RE: Goshen Zoning and Building Ordinances

1 message

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**taylorjoan12** <[taylorjoan12@gmail.com](mailto:taylorjoan12@gmail.com)>  
To: A Bursey <[aliceabursey@gmail.com](mailto:aliceabursey@gmail.com)>

Mon, Apr 4, 2022 at 9:46 AM

Good morning

We talked some time ago about my property on Rand pond rd. I've guess reread this email but find the wording sometimes difficult to follow.

We are ready to start the process of preparing our land for a building, septic, water, and electricity. Where do we start? Any help you can offer would be gratefully appreciated. Can you point me in the right direction if it doesn't start with you?

Thank you for your guidance,  
Joan Wamsley

----- Original message -----

From: A Bursey <[aliceabursey@gmail.com](mailto:aliceabursey@gmail.com)>  
Date: 7/6/21 8:29 PM (GMT-05:00)  
To: [taylorjoan12@gmail.com](mailto:taylorjoan12@gmail.com)  
Subject: Goshen Zoning and Building Ordinances

Hello Joan,

Just giving my standard disclaimer that nothing in our communication represents a binding opinion of any board in Goshen. To receive a binding opinion you must come to the board.

Below are excerpts from the Zoning and Building ordinances and cover recreational vehicles and setbacks for building. Buildability of a lot or structure is a discussion to have with the Building Inspector.

The full regulations are also attached so you can read the broader context of the regulations. Within the attached copy, I have highlighted the sections from below to make them easier for you to find.

If you have any questions, please feel free to reach out.

Cheers, Alicea

“RECREATIONAL VEHICLE” A vehicle which is: (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) designed to be self- propelled or permanently towable by a light duty truck; and (d) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel or seasonal use. A recreational vehicle shall remain self- contained at all times and shall be fully licensed and ready for highway use.

O. Recreational campgrounds and camping parks

2. Each recreational vehicle or recreational camping cabin campsite shall be not less than 2,000 square feet excluding roadways that are not part of an individual site.

4.Recreational vehicles shall be fully licensed at all times and shall not be permitted to deteriorate to a state of repair that would prevent a return to highway use.

5. The dimensional requirements of Section III.D of this Ordinance shall apply to the exterior dimensions and perimeter of recreational campgrounds and camping parks; provided, however, that tents, recreational vehicles, and camping cabins shall be subject to the 40-foot rear and side yard setback distance from the exterior boundaries of the campground or camping park, rather than the reduced 20-foot distance applicable to small detached buildings.

P. Occupancy of Recreational Vehicles

results in such a vehicle becoming an occupant's primary residence or domicile is prohibited in the town of Goshen, whether inside a campground or camping park or at any other location, unless the recreational vehicle conforms to the Town of Goshen Building Ordinance and state regulations.

#### Item VIII-Special Flood Hazard Areas

e. Recreational vehicles placed on sites within Zone A shall either: (i) be on the site for fewer than 180 consecutive dates, (ii) be fully licensed and ready for highway use, or (iii) meet all standards of Section 60.3 (b) (1) of the National Flood Insurance Program Regulations and the elevation and anchoring requirements for "manufactured homes" in Paragraph (c) (6) of Section 60.3.

#### Section XVI. Building Ordinance

##### 6. MOBILE HOMES

Mobile homes shall come within the scope of these regulations in all respects except the living space area, where the provisions of RSA 674:31 shall apply. Travel units or recreational vehicles shall not be set up on a permanent basis for habitation without conforming with these regulations. School buses and similar vehicles are not approved for habitation.

Information on setbacks for building and basics on buildability (the Building Inspector can provide more details on buildability):

"SETBACK" The distance between the nearest portion of a building and a lot or right-of-way line, whichever is closer

##### D Setbacks, building height, and frontage

###### D.1. Front Setback

Front Setback: Minimum distance between any building and a right-of-way shall be fifty feet (50').

###### D.2. Side and Rear Setback

Side and Rear Setback: Minimum distance from lot side lines and lot rear lines to any building shall be forty feet (40'), providing, however, the minimum distance from lot side lines and lot rear lines to any small detached building (any building not larger than 100 square feet) shall be ten feet (10') of a lot line.

###### D.3. Building Height

Height: Maximum height of any building shall be thirty-five feet (35'), with determination being the vertical distance from the average finished grade surrounding the building to a point midway between the highest and lowest points of the highest roof. Silos and barns for agricultural purposes and church towers are excepted.

###### D.4. Frontage

Frontage: The lot on which a building is sited shall have a minimum of one hundred seventy- five feet (175') of frontage on a regularly maintained public road or on a road built and maintained to Town specifications.

##### D. NON-CONFORMING LAND

Any lots that existed at the time that this ordinance was originally adopted on March 10, 1970 and that were rendered undersized by this ordinance for building purposes are exempt from the lot size requirement and the length of frontage requirement for residential or commercial use provided that setback requirements are met, and provided that the lot has access and some frontage satisfying RSA 674:41. The Zoning Board of Adjustment may grant special exceptions to setback requirements on non-conforming lots; however, no building may be constructed within thirty- five feet (35') of an abutter's building, or within fifty feet (50') of a highway right-of-way. In no case shall the Zoning Board of Adjustment grant special exceptions to reduce side and rear setbacks to less than twenty feet (20') from any lot line. The Zoning Board of Adjustment may grant a special exception to reduce the setback between the right-of-way and a parking lot to less than seventy-five feet (75'), but not less than fifty feet (50'), following presentation of satisfactory evidence that public safety, noise, and visual impact will be adequately addressed.

##### Construction Requirements:

###### 5.k. Setback

All buildings shall have setbacks that conform to setback requirements defined in Sections III.D.1 and III.D.2 (general), Section IV.2 (slaughtering and commercial raising of animals or poultry), Sections V.B.1 and V.B.2 (commercial) or Sections VI.B, VI.C, and VI.D (non-conforming), as applicable.