

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

Planning Board members present (quorum = 3): Alicea Bursey (Chair), Kayla Frink (Vice-Chair), Derek Tremblay, and Steve Bursey (arrived at 7:06pm)

Guest (s): Wayne McCutcheon

Meeting called to order at 7:03p.m.

Review of Minutes (6/16/2022)

Kayla Frink motioned to accept the minutes of June 16, 2022 “as is”; Alicea Bursey seconded the motion. All were in favor. Derek Tremblay abstained.

Lot Line Adjustment/Annexation

Wayne McCutcheon (Surveyor) approached the Board to discuss the potential lot line adjustment/annexation on 303 Center Road. The proposed project would be to carve off 6.98 acres from tax map 206, lot 1.1 and annex it to tax map 203, lot 24.1 and would also carve off 3.19 acres from tax map 203, lot 25 and annex it to tax map 203, lot 24.1. The two parcels would be annexed into the back section, adding approximately 10 acres to an existing 81-acre (tax map 203, lot 24.1) lot resulting in a 91-acre lot.

The Board reached out to the NHMA for further information regarding the lot line adjustment and annexation of land from a parcel of one entity to a different second entity with no sale intention (see attached email correspondence). The Board had asked Mr. McCutcheon to update the information of tax map 203, lot 24.2 to show the road frontage and the total acreage, which is shown in Reference 4, this was submitted to the Board and the Board reviewed the updated map.

In accordance with the NHMA’s suggestion, the Board would like to see the deeds of the three parcels that are being impacted. Mr. McCutcheon also suggested that he would like to change one of the lines on the map to be a dashed line to indicate the specific area where the lot line adjustment would occur. The Board did not see any problem with this change. Mr. McCutcheon will bring the updated plat to the August 4, 2022 meeting as well as the deeds to all three parcels. No actions were made at this time.

Mr. McCutcheon also mentioned to the Board that he would like to bring another subdivision to the Board for review. The Board welcomed him to bring the subdivision request before the Board during the August 4, 2022 meeting. The location of the proposal subdivision will be at the intersection of Route 31 at the Bartlett property, more details will be available after the August 4 discussion.

Capital Improvement Review

The Planning Board will hold a joint meeting with the Budget Committee and the Board of Selectman on Thursday, July 21, 2022 at 7pm at the Town Hall. The purpose of this meeting is to discuss CIP projects and planning needs for FY23 and help to prepare the requestors, the Budget Committee, and Select Board for budgeting and warrants for FY23.

The Board reviewed the Police Department's request and prepared a suggested plan to be reviewed at the joint meeting later this month. Chair Bursey will reach out to Chief Andersen to make sure the Board interpreted the requests correctly.

The Board also reviewed the library's requests. Chair Bursey suggested setting up a capital reserve fund or another mechanism for dedicated funds for library building maintenance and improvement. The fund would max out at \$15 – \$20k and would be replenished to the cap as upgrades and maintenance occur over the years.

Mr. Tremblay suggested the use of a town building maintenance fund so that all town structures would have equal access to maintenance and upgrade funding. Chair Bursey, agreed with the idea but noted that she has seen warrants for the library needs fail and their list of needs has been consistent for several years and is unmet.

The Board will bring this discussion to the joint meeting on July 21. They will suggest the use of a common town building maintenance fund and have a broader discussion from there on how funds can be accessed. No budget recommendations for FY 23 will be made specifically as that will depend on the structure and limitations of the fund, if available.

The Board discussed the Highway Department's Capital Improvement needs. Mr. Tremblay mentioned having a road rehabilitation reserve fund as well as an equipment reserve fund could aid in planning. The Board agreed that it was needed and they would like to continue to discuss this concept at the joint meeting.

Mr. Bursey left the meeting at 7:50 p.m. Quorum maintained.

Member Discussion

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

- **Complaint:** A complaint was brought to Chair Bursey's attention regarding the Anderson Pit. The resident made the complaint on June 23rd regarding early truck activity in the Pit. Specifically, trucks were arriving before 7am. Chair Bursey reached out to Mr. Shaun Carroll, Jr. the same day and the issue has been addressed.
- **Class VI Road Subdivision:** A potential subdivision on DeRoe Rd was discussed by the Board. The road is a Class VI road and would require a Class VI waiver. The Board discussed next steps. They would like to do an on-site visit to review the road. Chair Bursey, will meet with the Board of Selectmen at one of their upcoming meetings to discuss next steps as well since the Class VI waiver is in their purview.
- **Brickyard Road (T. Ferrera)** – Chair Bursey followed up with Mr. Ferrera on a few documents that were not legible in the earlier emails. Those documents have been received, no further items need to be addressed. No actions or future discussion is pending.
- **Performance Review for Secretary:** The Board tabled this discussion for a future meeting.
- **Spreadsheet:** The Board tabled this discussion for a future meeting.
- **Next Meeting:** The next meeting will be the third Thursday of the month – July 21, 2022.

Standing/Upcoming items

- Capital Improvement Plan Review

- 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)*

Kayla Frink made a motion to adjourn the meeting. Derek Tremblay seconded the motion. All were in favor. Motion passes.

Meeting adjourned at 8:09 p.m.

Respectfully Submitted,
Melissa Salinardi
Recording Secretary

EMAIL EXCHANGES (Septic Requirements)

From: Planning Board <planningboard@goshennh.org>
Date: June 28, 2022 at 12:12:27 EDT
To: Robert Silva <[REDACTED]>
Cc: planningboard@goshennh.org
Subject: **Septic needs for subdivision**

Hello Mr. Silva,

I followed up with Bruce Nadeau the Code Enforcement Officer for Goshen.

And no septic design is needed on lots in excess of 5 acres as your proposed lots are.

However a perc/soils test is required for the town to ensure the lots can support septic.

If you have any questions on the requirements of the test, you can connect with Mr. Nadeau through the Town offices.

Cheers,
Alicea

EMAIL EXCHANGES (Lot line adjustment/annexation)

From: Legal Inquiries <legalinquiries@nhmunicipal.org>
Date: June 29, 2022 at 11:43:01 EDT
To: planningboard@goshennh.org
Subject: **Goshen: Lot line adjustment/multiple entities**

Good Morning Alicea:

It is the better practice to require that a lot adjustment and annexation plan shall be accompanied by the associated deeds among the respective owners to be recorded at the registry of deeds. Upon approval, the town would then carry out the recording of the approved plan and then, in that order, record the deeds among the owners. All too often towns will leave it up to the owners to record the approved plan and associated deeds and they neglect to do so. Then, later in time a subsequent owner discovers a serious title examination flaw that could have been avoided through timely recording of the plan and associated deed transfers.

Using this process as I suggest also ensures accuracy in the town's tax assessment records.

Stephen C. Buckley
Legal Services Counsel
New Hampshire Municipal Association
25 Triangle Park Drive
Concord, NH 03301
Tel: (603) 224-7447
Email: legalinquiries@nhmunicipal.org
<https://www.nhmunicipal.org/american-rescue-plan-act-2021-information-page>

-----Original Message-----

From: Planning Board <planningboard@goshennh.org>
Sent: Monday, June 27, 2022 6:19 PM
To: Legal Inquiries <legalinquiries@nhmunicipal.org>
Cc: planningboard@goshennh.org
Subject: Lot line adjustment/multiple entities

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe

Greetings,

I'm the Chair of the Goshen Planning Board and we are working on a lot line adjustment and annexation proposal.

The application is a little complex and not like the typical applications we see. Here's some background.

The application involves three parcels (A,B, and C) and there are three entities in play as well.

First the lot line/annexation details:

Parcel A would adjust the line reducing parcel A's size to a little more than 5 acres. The remaining land would then be annexed to parcel B.

Parcel C would similarly be reduced in size to a little more than 5 acres and the remaining land would be annexed to parcel C.

Parcel A is owned by a X realty investment trust. Parcel B is owned by Y Trustees of Realty Trust, and Parcel C is owned by resident Z.

The question is does there need to be a transfer or sale of land for this lot line adjust and annexation to be voted upon by the Planning Board? Behind the scenes we know that in some way all these properties ultimately owned by the same person, but at face value three different entities in play.

Could you advise if there are an additional steps or things we should be aware of in addition to the question above?

Cheers,
Alicea