

**TOWN OF NEW BOSTON**  
**NEW BOSTON PLANNING BOARD**  
**Minutes of 2016**  
**February 23, 2016**

1  
2 The meeting was called to order a 6:30 p.m. by Planning Board Chairman Peter Hogan.  
3 Present were regular members Mark Suennen, David Litwinovich and Ed Carroll. Also present  
4 were Planning Consultant Mark Fougere, Planning Coordinator Shannon Silver and Planning  
5 Assistant/Recording Clerk Valerie Diaz.

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7 There were no members of the public present in the audience.  
8

9 **Continued discussion, re: Master Plan update**

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11 Mark Fougere advised that he had reviewed the work the Board had started with regard to  
12 the Master Plan update. He commented that a lot of work had already been completed, i.e., the  
13 public input survey, the vision statement and the goals and guidelines.

14 Mark Fougere noted that the Board wanted to separate the Master Plan into three separate  
15 sections. He asked the Board for guidance with regard to what information should be placed into  
16 each section.

17 Mark Fougere advised that State law required that a Master Plan contain a vision  
18 statement, a list of goals and objectives and a future land use section.

19 David Litwinovich recommended that the “Quality of Life” section be removed from the  
20 list of possible section headings, as it was too broad; the Board agreed.

21 Mark Fougere indicated that he was updating the Town of Plaistow Master Plan and  
22 would be creating a poster that would solidify the main thoughts and ideas on a few topics. The  
23 Chairman asked how the Town’s Master Plan could be merged into a simple poster. Mark  
24 Suennen was interested in gathering information that should be in the Master plan and breaking  
25 it down into good graphics and/or short narratives.

26 Mark Fougere suggested that statistical data and trends be displayed using graphics and  
27 excel spreadsheets.

28 Mark Fougere stated that allowing in-home businesses would help to address the  
29 comments from the survey relative to keeping the tax rate low. The Chairman advised that the  
30 Board encouraged home based businesses.

31 Mark Suennen asked if the Board should look at different regions of the Town that had  
32 different growth and/or land use characteristics. He stated that most of the development in Town  
33 over the last ten years occurred in the eastern area of Town.

34 David Litwinovich asked if it would be too aggressive to close the book on current  
35 Master Plan and create the update with only a future land use chapter along with the vision  
36 statement and goals and guidelines; he noted the survey participant’s view of the Town had not  
37 changed a lot from the last update completed in 2006 and suggested that the Demographic Study  
38 as well as a population report from the Office of Energy and Planning be referenced. Mark  
39 Fougere answered yes and commented that referencing other documents saved a lot in terms of  
40 thickness of the Master Plan.

41 Mark Suennen referred to Mark Fougere’s outline and noted that “transportation” was  
42 listed under the section Managing Growth and Development but could also be placed under the  
43 section Rural Character.  
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45

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1  
2 **Continued discussion, re: Master Plan update, Cont.**  
3

4 Mark Suennen stated that the rural character of some areas in Town had not been  
5 impacted by growth and that other areas of Town could not accept additional growth without  
6 impacting the rural character. He questioned how the Board could create a statement that certain  
7 areas, based on the past and expected trends, were areas that seemed to be suitable for growth or  
8 were no longer suitable growth relative to rural character. Mark Fougere answered that he would  
9 have to look at past trends. He advised that a Neighborhood Plan chapter could be created that  
10 would address things like changes to zoning, required plantings in fields or required common  
11 driveways, etc.

12 Mark Fougere stated that the Southern New Hampshire Planning Commission,  
13 (SNHPC), had completed a report relative to natural hazards in 2003 and he suggested that the  
14 Board contact the SNHPC to inquire if they would be willing to complete an updated report. He  
15 advised that the service might be covered under the dues the Board paid to the SNHPC or could  
16 be completed for a nominal fee.

17 Mark Fougere suggested that the Board contact the SNHPC to update roads and  
18 intersections in Town that they had previously determined as needing to be watched. He  
19 believed that the service would be covered under the dues paid by the Board and offered to give  
20 them a call on behalf of the Board.

21 Mark Fougere asked if the Board wanted to reach out to the Historical Society,  
22 Conservation Commission, Open Space Committee, Forestry Committee and/or the Energy  
23 Committee to assist with updates. David Litwinovich advised that the committees listed had  
24 been contacted by the Planning Department. Mark Suennen stated that he was unsure if any  
25 follow-up had taken place. Mark Fougere suggested that the Committees review chapters that  
26 were relevant to them and comment on whether or not information needed to be updated. Mark  
27 Suennen added that the Road Committee should be on the list of committees to contact as they  
28 were very active in Town.

29 The Chairman asked if Mark Fougere would be writing the Master Plan update. Mark  
30 Fougere answered yes. Mark Suennen asked if Mark Fougere would be creating the graphics.  
31 Mark Fougere indicated that he could create some of the graphics and that he would reach out to  
32 the SNHPC for the base maps from the old Master Plan.

33 Mark Fougere asked for problems the Board anticipated with the east side of Town  
34 should the Zoning Ordinance not change in the future. Mark Suennen believed complaints  
35 would be made regarding an increase in traffic for Bedford Road based on the amount of  
36 development that had been approved in the area of Susan, McCurdy, Lorden and Indian Falls  
37 Roads. Mark Fougere stated that it would be interesting to see an updated land use map that  
38 contained all the approved subdivisions that had not yet been built out. Mark Suennen agreed.  
39 Mark Fougere stated that he could work with the Assessing Department to determine where new  
40 subdivisions had been approved and mark them on the 2005/2006-land use map. The Chairman  
41 commented that it would be nice to see the build out map on a large piece of paper, i.e., half the  
42 size of the conference room table.  
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**MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF  
FEBRUARY 23, 2016.**

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5 1. Approval of the January 26, 2016, meeting minutes with or without changes. (distributed  
6 by email).

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8 David Litwinovich **MOVED** to approve the January 26, 2016, meeting minutes as  
9 written. Mark Suennen seconded the motion and it **PASSED** unanimously.

- 10  
11 2. Distribution of the February 9, 2016, meeting minutes, for approval at the March 22,  
12 2016, meeting, with or without changes. (distributed by email)

13  
14 The Chairman acknowledged receipt of the above-referenced matter; no discussion  
15 occurred.

- 16  
17 3. Copy of SB 146 – Accessory Dwelling Units, effective June 1, 2017, for the Board’s  
18 information.

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20 Mark Fougere indicated that the above-referenced Senate Bill would impact a couple  
21 sections of the Town’s existing Zoning Ordinance. He explained that a statewide provision had  
22 been created that mandated the allowance of accessory dwelling units in every residential zone.  
23 The Chairman stated that the Board would need to update the Open Space Regulations and  
24 require that the accessory dwelling units be attached or inside an existing building.

- 25  
26 4. Copy of email received February 22, 2016, to Shannon Silver, Planning Coordinator,  
27 from Chris Northop, Principal Planner, Office of Energy and Planning, re: Cancellation  
28 Notice for the 22<sup>nd</sup> Annual Spring Planning and Zoning Conference.

29  
30 The Chairman acknowledged receipt of the above-referenced matter; no discussion  
31 occurred.

- 32  
33 6. Planning Board Meeting Minutes Format

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35 The Board requested that the meeting minutes capture general concepts of the meeting  
36 and no longer be recorded as verbatim.

- 37  
38 5. Discussion, re: Planning Board Officer Nominations

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40 Mark Suennen **MOVED** to nominate Peter Hogan as Planning Board Chairman. Dwight  
41 Lovejoy seconded the motion and it **PASSED** unanimously.

42  
43 Mark Suennen **MOVED** to nominate David Litwinovich as Planning Board Secretary.  
44 Ed Carroll seconded the motion and it **PASSED** unanimously.  
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1  
2 **MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF**  
3 **FEBRUARY 23, 2016, Cont.**

4  
5 David Litwinovich **MOVED** to nominate Mark Suennen as Planning Board Vice  
6 Chairman. Ed Carroll seconded the motion and it **PASSED** unanimously.

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9 Mark Suennen **MOVED** to adjourn at 7:23p.m. seconded the motion and it **PASSED**  
10 unanimously.

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12  
13 Respectfully submitted,

Minutes Approved: April 26, 2016

14 Valerie Diaz, Planning Assistant/Recording Clerk  
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