

TOWN OF NEWPORT, NH
Minutes of the Planning Board Meeting
March 29, 2022 – 6:00 P.M.
Board of Selectmen's Room
15 Sunapee Street
Regular Meeting and Public Hearing

MEMBERS PRESENT: David Burnham, Chairman; Ken Merrow, Vice Chairman; Sean Glasscock, Ray Kibbey, Tobin Menard, John Hooper II, BOS Representative Alternate and Bert Spaulding, Sr., alternate
MEMBER(S) ABSENT: David Kibbey, alternate; Herbert Teller, Jr., BOS Representative

VIDEOGRAPHER: NCTV

STAFF PRESENT: Christina Donovan, Planning and Zoning Administrator

COMMUNITY MEMBERS PRESENT: none

GUEST: Scott M. Bourcier, P.E.; Gale Associates, Inc.

CALL TO ORDER: Chairman Burnham called the meeting to order at 6:00 p.m. followed by a roll call of sitting members.

Mr. Hooper and Mr. Spaulding, Sr. arrived at the meeting at 6:01 p.m.

Chairman Burnham stated there were two additional members that were joining the Board. He appointed Mr. Hooper to sit for Mr. Herbert Teller and appointed Mr. Spaulding, Sr. to sit for the vacant seat.

AGENDA REVIEW: approved as presented

NEW BUSINESS: (for the full presentation and discussion go to: www.nctv-nh.org)
Gale Associates, Inc.: Scott M. Bourcier, P.E.

Ms. Donovan introduced Scott M. Bourcier, P.E. from Gale Associates, Inc.. He was in attendance at the Planning Board meeting to give a presentation on how his company could assist the Town of Newport Planning Board as well as her office with oversight on projects in the Town.

Mr. Bourcier addressed the Planning Board and passed out a hard copy of a booklet, Planning Board Technical Consulting Services. Mr. Bourcier explained his role within his company and what potential services his company could provide to the Town of Newport.

- Adjunct Town personnel (service only as wanted or needed by Town)
- Relieve the burden on Planning/Zoning Administrator with proposed large or unique projects
- Provide formal, informal and emergency support
- Peer review services (paid for by applicants/developers)

Mr. Bourcier explained Gale Associates scope of services which included:

- ❖ Ensuring the developer is using good engineering practices
- ❖ Making sure the appropriate permits are acquired: AOT, DOT, DES, SWPPP, Shoreline Protection
- ❖ Recommending a surety from the developer (cost from listed DOT prices)
- ❖ Educating the Planning Board on a "go/no go" when addressing an application; when asked will review applications and ensure the necessary information is presented to the Board.

Mr. Bourcier explained Gale Associates could help with projects that were small, medium, and large.

Mr. Bourcier stressed that his company would be working in the best interest of the town. The Town of Newport would not pay for Gale Associates services; the cost would be borne by the applicant/developer. The applicant

would be told the Town was using a third party review (peer review). The applicant would be responsible for the additional overseeing of his/her project.

Mr. Bourcier asked if there were questions about what they did or how Gale Associates could assist the Town. Chairman Burnham polled the Board members for questions.

Mr. Hooper had no questions. He stated he hated third party review. He did not believe the Planning Board needed the services of Gale Associates. Mr. Bourcier spoke to Mr. Hooper's concerns and explained his company's philosophy for peer review and advocacy for the Town.

Mr. Merrow addressed Mr. Bourcier and said that he had seen it (peer review) in his professional career; mostly on the building permit and building side of things when the building inspection department did not have the expertise or time to review (he gave scenarios). It (Gale's services) was something to keep in mind for future projects. Sometimes clients request peer review.

Ms. Donovan addressed the Board and stated that there currently is a large project that will begin. There are items that are out of her and the building inspectors' experience. Mr. Merrow explained how she and the building inspector could potentially address the concerns.

Ms. Donovan explained two completed projects that the building inspector had contacted the state inspector for a third party review. Mr. Merrow and Mr. Hooper agreed it would be a great contact for Ms. Donovan to have.

Mr. Spaulding, Sr. asked Mr. Bourcier if the Town occasionally needed their (Gale's) services, would they need to pay a retainer. He was told no. The Planning Board could hire the company on an "on call" basis. All their services are then paid by the applicant. He explained there were state RSAs that ensured the payment.

Mr. Spaulding, Sr. stated that Newport had three large projects in the near future. He wanted to be assured that the projects are done lawfully, within the context of the Zoning Ordinance, etc. A call for assistance would come from the Planning Board (or Ms. Donovan). The service is important to have if needed. When asked, Mr. Bourcier stated Mr. Spaulding, Sr. understanding of the procedure was correct.

Mr. Kibbey said that it (Gale's services) will be a good thing to keep track of the bigger projects (in Town). Investors are bringing them to the Town and selling them. Mr. Bourcier agreed with his statement, citing trends in building practices.

Mr. Spaulding, Sr. spoke about developers, shortcuts they might take that the Town is not aware of. Newport would become known as an "easy" town to go through Boards as well as build. Mr. Spaulding, Sr. gave a scenario in which their expertise could have been used. Board members could contact Mr. Bourcier to look at plans. There was a discussion between Board members, Ms. Donovan and Mr. Bourcier on the subject. They also spoke about projects that had already gone through the Boards and items that they could have had as conditions to approval.

Mr. Spaulding, Sr. stated that projects are becoming so complicated it is difficult for laypeople. Mr. Bourcier stated he wanted to be supportive and an advocate for the Town. When asked, Ms. Donovan stated she did not believe a vote was needed concerning the potential services offered. Mr. Bourcier had stated Newport could use it as an "a la carte" service. It would be put in the procedures that the Planning Board would use this tool on a case by case need per the Planning Board's request. The members would check to make sure it was in their procedures. There was further discussion on the services offered.

Mr. Bourcier concluded by handing out a sheet explaining some of the ARPA grants that will be available from the state that Ms. Donovan would be able to pursue. Ms. Donovan thanked Mr. Bourcier for the information. Chairman Burnham thanked Mr. Bourcier for attending and presenting at the meeting.

Board work session (For the full discussion go to: www.nctv-nh.org)

Sub-Division Review

Mr. Merrow asked that the Board postpone on the Sub-Division Review. He explained his reasoning. The Board members concurred with the postponement

Master Plan Review.

Mr. Spaulding, Sr. suggested they begin with the Master Plan Review. He explained his reasoning; and read aloud RSA 674:2. There was a lengthy discussion among all members on all aspects of the Master Plan. Mr. Hooper informed the group that Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is a resource to assist the Town of Newport in updating the Master Plan. Ms. Donovan will contact them. After additional discussion on the Master Plan, Ms. Donovan stated she would set up a calendar of potential meetings to work on the Master Plan and Zoning Ordinance.

The Board then discussed PB and ZBA judgments, the use of the Master Plan in decisions before the PB and ZBA and the use of peer review at the ZBA level.

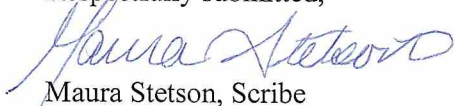
COMMUNICATIONS:

Board: Mr. Merrow stated when he received information (lot line, etc.) from attorney Dunn he would pass it on to the Board members.

Public: none

With no more business in the public meeting, on a motion by Mr. Merrow, seconded by Mr. Menard; *the Board voted to adjourn at 8:14 p.m. The motion passed 7-0-0.*

Respectfully submitted,



Maura Stetson, Scribe

Approved: April 12, 2022

The next meeting of the Planning Board will be on April 12, 2022 at 6 pm in the Board of Selectmen's Room.