

**PLANNING BOARD**  
**27 School Street**  
**HILLSBOROUGH, NH**  
**October 7, 2020**

**DATE APPROVED:** Oct 21, 2020

**TIME:** 7:00 p.m. – 7:52 p.m.

**MEMBERS:** Gary Sparks- Chairman, Susanne White-Vice Chair, Bob Hansen, Adam Charrette, Ed Sauer Denise Deforest

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Melinda Gehris

**EXCUSED:** Denise Deforest

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**Others Present:**

Consultant: Glenn Sheppard

Public: Ann Tomassini, Audrey Lawson, Donna Andersen, Erik McCauley, James Kent, Janett Gilman, John Segedy, Judy Watkins, Richard Head, Roger Racette, Teal Baldasaro, Peter Mellen, Rex Gray,

Chairman Gary Sparks called the meeting to order and appointed Melinda Gehris to sit in place of Denise Deforest.

Chairman Sparks called the meeting to order at 7:00 PM and read the “Right to Know Meeting Check list” (at end of document).

Chairman Sparks called the roll:

Susanne White-Present; no one in the room.

Adam Charrette-Present; no one in the room

James Bailey- Present; no one in the room.

Melinda Gehris- Present; no one in the room.

Bob Hansen – Present; no one in the room.

Ed Sauer- Present; no one in the room.

Gary Sparks- Present; Marjorie Porter in the room.

Mr. Sparks once again congratulated Adam Charrette on his marriage.

Gary Sparks welcomed the public to listen to the meeting. He directed anyone who wanted a copy of the transcript or the recording to contact Planning Director, Robyn Payson not the Planning Board’s consultant Glenn Shepherd of GeeWiz Technical Services.

Planning Director Robyn Payson was present by phone.

**Public Hearing**

**Site Plan Review**

Map 1 Lots 21-1 & 27

25 & 31 Carr Rd.

Kevin McCauley

Case No. 2020-02

Chairman Gary Sparks asked if the application was complete. Planning Director Robyn Payson said it was not.

Bob Hansen made a motion to continue the application until October 21, at 7:00PM

Jim Bailey seconded the motion.

**Roll Call Vote** Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer-Y, Bob Hansen- Y

The application is continued.

Chairman Sparks asked what was next on the agenda. Robyn Payson said that Richard Head of the Conservation Commission wanted to speak about the un recorded Conservation Easement include in the approval for the Old Mill Farm subdivision.

My name is Richard Head, I'm the chair of the Conservation Commission, and this is an issue that came to light to us by virtue of an e-mail. The Conservation Commission learned that, and working with, with town staff learned that two lots. Lot 9 and 9 - 1, which were referenced on the approved cluster development plan for the old Mill farm as conservation easements that would be held by the Conservation Commission. Both of these lots were also identified and the plan that was approved as being a part of the 50% open space requirement that the applicant was required to meet in order to comply with, with Hillsborough, those zoning ordinance.

We were able to locate one of the two easements in our files, which had been signed by the Conservation Commission but had never been recorded by the by the owner. One complication on this is one of the two has been sold to Life Forest, and it was sold without a recorded Conservation Easement.

In the Registry of Deeds, although, the Deed to Life Forest, from Beard Brook Village, LLC, said it was subject to a 5.99 acre conservation easement, exactly how that transaction was able to go forward without anyone, actually, seeing a copy of the easement, is, is unknown to me. But, right now, there is a commercial business on Lot, nine associated with the interment of ashes, Lot 9 -1 is along Shed Brook and is adjacent to a piece of property The Town of Hillsboro owns that was transferred.

I believe that one was as part of the bypass development but also as part of it may have been part of this project also.

The at this stage Robyn, Laura and I met with Rex Gray and explain the situation.

We're hopeful it can be resolved. But at this stage, it has not been resolved. We're going to require will require some co-operation with the new owner of Lot nine The life for like forest business. In addition, there is, apparently interested buyer in lot, 9 -1. Because a lawyer, doing title work was, was trying to figure this thing out and was trying to determine the status of that easement.

So as I read it and see the documents, it would appear that the applicant and the project is not in compliance with the planning board's approval because those two conservation easements, which were considered to be necessary as part of the 50% open space requirement have not been recorded. We're going to bring it up in our next Conservation Commission meeting. I may come back, depending on how the Conservation Commission wants to wants to approach it.

With further requests regarding this project, we also plan and hope to continue to work with mister Gray, and the Life Forest folks, and, and with any luck at the next meeting, will be able to say we resolve this.

But it is, these are two important lots, the, especially the light along Shed Brook, is, a highly valuable piece of property for conservation purposes and is also associated with efforts at the Conservation Commission is, is undertaking relative to putting trails on conservation property and getting public access to them. So we're hopeful that it can be resolved.

We're working towards resolution, but we will take it up at the next Conservation Commission meeting, and may mister Chairman be asking for further time in future meetings. Gary Sparks said that this was the first time the Planning Board had heard of this and when we, when we get word on this matter, officially, we'll be sure to get, get hold of you and let you know what's going on.

Richard Head said that's great, and, and, certainly, with The Conservation Commission, is going to make any request of the board, will put a package together also with a plan in the in the location of the easements, and any associated information with it.

Gary Sparks asked Robyn for the next agenda item.

She announced an upcoming training opportunity that will be held virtually on Saturday October 31. The Board members were encouraged to attend.

Finally, Robyn reported that Denise Deforest was resigning from the Planning Board with regret.

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Gary Sparks said he accepted Denise's resignation with regret. He said I've worked with Denise quite a bit on the planning board in past years, and she is certainly an effective member.

However, he wanted to ask Denise to consider becoming an alternate in the future when we go back to the live, uh, in the office meetings.

Alternate Melinda Gehris was asked if she would be interested in filling the position. She said yes.

Susanne White made a motion to make alternate Melinda Gehris a full member. Jim Bailey seconded the motion.

**Roll Call Vote** Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer-Y, Bob Hansen – Y, Adam Charrette-Y

Melinda Gehris is seated as a full member until Town Meeting 2021

Robert Hansen made a motion to adjourn.

James Bailey seconded the motion.

**Roll Call Vote** Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer-Y, Bob Hansen – Y, Adam Charrette-Y

Meeting Adjourned  
8:00 pm

Respectfully Submitted,

Robyn Payson, Planning Director

Town of Hillsborough  
Right-to-Know Law Meeting Checklist  
**Meeting 10/07/2020**

As Chair of the Hillsborough Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

We are utilizing the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following:

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We previously gave notice to the public of how to access the meeting using GoToMeeting and instructions are provided on the Town of Hillsborough's website

at: [www.town.hillsborough.nh.us](http://www.town.hillsborough.nh.us).

If anybody has a problem, please call Planning Director, Robyn Payson at **603-464-7971** or email at: **robyn@hillsboroughnh.net**

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.