

**Temple Planning Board Minutes  
Tuesday December 7, 2021 7:00pm  
Temple Town Hall**

**Present:** Bruce Kullgren, Vice Chair; Keith Charlton, Secretary (and temporary meeting notes scribe); Alan Fox; Christine Robidoux; George Willard, Select Board ex officio;

**Absent:** Nicole Concordia, Chair; Brian Kullgren; Olivia Holmes, Clerk.

The meeting was called to order at 7:05pm. Alan Fox arrived to meeting approx. 7:15 PM.

**Approval of Draft Minutes of 11/16/21 Meeting (delay to late in the meeting)**

Discussion of a minor correction to the 11/16/21 TPB meeting minutes (remove a comma). Approval delayed to allow for a quorum of member who attended the last meeting to be present.

**Invitation for Comments from the Audience**

Connie Kieley asked if the driveway regulations were to be reviewed/discussed during the meeting. Bruce responded that the review would be postponed due to Brian's absence as Brian is the person proposing the changes.

**Old Business**

1. Ben's Maple Products Site Plan Review Update (Keith)
  - a. The surveyor's stamp has now been added to the C-3 plat most recently received by Nicole. Keith has reviewed and signed the appropriate plats, Nicole will sign and date the documents at a later time due to her current illness.
2. Budget 2022 (Christine on behalf of Nicole): The PB will be over budget by approx. \$460 due to the miscalculation of the raise and additional hours that were approved by the SB for Olivia's work as clerk. Christine will be presenting the 2022 PB proposed budget to the Budget Committee on December 8th.
3. Community Advisory Committee (Christine/Keith/Alan)
  - a. Affordable Housing: Christine provided updates on upcoming webinars:
  - b. 4th Annual Housing We Need Forum December 10th at 11:15 AM sponsored by NHHFA;
  - c. Registration for OPD PLAN Webinar Series - An Introduction for Planners to the Registry of Deeds and Surveying in NH.
  - d. The recording is now available for ADUs: How Homeowners Can Become Home Creators hosted by Vital Communities that was held on November 03, 2021.
  - e. The next meeting for How-to-do an ADU: A Virtual Workshop on Creating an Accessory Dwelling Unit in Your Own Home is to be held on December 14, 2021 - 5:00 PM. Details for the registration and the recording were supplied by email to the planning board.

Bruce mentioned that there had been a comment on the Temple Facebook page concerning ADU's where there were spurious outside comments not relevant to the town but may need correction. Connie made a public comment to state she had commented on the Facebook page to offer some corrections to assumptions.

- f. Zoom; Keith commented that "Zoom" should be noted as a misnomer as we are essentially investigating options for streaming the various town meetings. The CAC had already reviewed two media companies for options, Bill Ezell, Robert Wills, Christine and Keith were on the zoom meeting where this was discussed in detail. This has resulted in a "Draft" Request for Proposal (RFP) being drawn up to provide details for a constructive budget for what can be achieved initially with options for future upgrades. The Select Board will review the RFP at their next meeting.

### **Approval of Draft Minutes of 11/16/21 Meeting (Alan Fox now present)**

Christine Robidoux moved approval of the minutes with minor amendment to remove a "comma" for the 11/16/21 TPB meeting. Keith Charlton seconded the motion, which was approved by roll call vote by Christine, Alan, George and Keith in favour with Bruce abstaining due to being absent from that meeting.

### **Return to Agenda – Old Business**

4. Document Storage Project (Keith/Olivia) After Keith and Olivia visited with Carol to review the situation. There was not too much on the cabinet to file. Ben's Sugar Shack LLC will need some work. However, the filing inside the drawers did show that past viewing of the Town tax Maps or deed plats were not always stored back in the correct order and most of the 3 hours allocated were taken up by that task. We assured Carole Singelais that this was no reflection on her filing, but appeared to be past transactions. After reviewing what we found in the drawers downstairs and the archive filing upstairs, we were of the mind that for a full review of all the files and improved labelling of cabinets it would take approximately 48 hours during the 2022 period. After discussions with the planning board members present regarding budget and practicality it was decided to budget 10 hours for 2022, with a review at the end of 2022, hopefully returning to the original 2021 budget hours. Christine will present the 10 hour figure to the BAC.
5. Driveway Regulations (Brian) This was again tabled since Brian is absent, past suggested edits are:
  - a. Change to neutral pronouns throughout document
  - b. Change Selectmen to Select Board
  - c. Create a page for Temporary Driveways (instead of a blank)
6. Rules of Procedure (Christine)
  - a. Christine reiterated her comments from the previous meeting to bring Bruce up to speed, referencing legal clarifications from the NHMA.

- VI, #4: The Board has the authority to designate someone else to manage the records.
  - XV, Joint Hearings: Stephen Buckley (NHMA) quoted RSA 676:2, which says the ability to hold joint meetings is limited to Land Use Boards. The Select Board is not a Land Use Board. The Planning Board can have joint *meetings* with the Select Board, if they wish.
  - XI, Public Hearings, #12: Christine shared some clarification of recommended procedures regarding public hearings.
- b. More discussion may be helpful regarding Site Plan Review Process (VIII) and Preliminary Design Review (VII). The Planning Board can require a preliminary design review if they wish. Regarding section VIII, # 3, the Notice has to be given in the standard manner so the public knows it is being discussed.

Christine Robidoux will send to Town Counsel for legal review.

#### 7. Site Plan Review Procedures & Application Revisions (Keith & Christine)

Board members having comments or edits are reminded to send them directly to Keith & Christine, and he will present an updated version at the next meeting. It was suggested by Bruce and also Nicole at the previous meeting that we should concentrate on warrant articles as a priority since they are date sensitive, allowing other documents modifications to follow at a less pressing time.

#### 8. Subdivision Regulations, including rainfall and third-party inspections.

Clarifications for these issues have been included in the Site Plan Review Procedures & Application Revisions mentioned above and awaiting feedback from the planning board members.

#### 9. Tax Maps Update (Keith):

The tax maps for the current listed changes have been completed and Carole Singelais has now received the updated Tax Maps. The invoice for the CII Technologies work has been received, approved and Nicole has notified Carole of the correct account number for payment.

#### 10. Select Board Movement on Flood Plain Regulations (George):

The NHMA verified the Planning Board does hold the hearing, and the Select Board presents at the meeting. The Planning Board would vote on their support (or not) at the public hearing. George had confirmed that the Select Board will present if the Planning Board does not, and is just waiting for a vote by the Planning Board to state whether they will present the zoning amendment or if the Select Board should do it. Either way, the Planning Board has to schedule the public hearing(s).

Christine and George attended an on-line meeting with Jennifer Gilbert, Office of Planning and Development on December 1, 2021. They discussed pros & cons and procedures for adoption. Christine commented that participation requires the community to vote to adopt the floodplain regulations which will require a public hearing and zoning

amendment article. The Planning Board would also need to adopt subdivision and site plan review regulations. If approved by voters in March, FEMA would offer NFIP Insurance to all residents in Temple, as well as training to town officials and residents. It gives homeowners the option to purchase insurance but is not compulsory if you are not in a Flood Hazard Area (FHA). Temple currently does not have any FHA's mapped, however they are likely in the future.

If we don't participate, residents would have to go to private market insurance, which is more expensive and not easy to get. Enforcement of the ordinance if approved by voters is the key to long term success.

Participation also allows Temple to apply for FEMA mitigation grants. Temple has to participate to access these grants. There are a few low spots in town (3-4), but we are a hilly/mountainous town. Flash floods, culvert backing up, and other weather events can occur in low lying areas and even on sloped areas.

George expressed a reversal of his support, citing conversations with a couple of former Planning Board members who felt that our current regulations were sufficient. Christine noted that our current regulations do not allow us to participate in the NFIP, and therefore residents cannot purchase insurance through the NFIP.

George proposed a postponement of vote as not all members were present. George made the motion Bruce seconded, voting proceeded with George and Bruce voting affirmative, while Christine, Keith and Alan voted negative, 2-3. The motion did not pass.

Bruce mentioned that the Flood Plain Insurance had been raised by Cam Lockwood (present in public area) several years ago, which she confirmed, as it has been a concern by residents for some time. Connie also commented that she saw no reason for this not to go forward for the residents to vote on.

Bruce wondered why this came up so late in year, and said he felt rushed and was concerned other members were not present that had concerns in the past. Christine explained that we discussed this for about 6 months last year before the PB ultimately voted not to present it in 2021. She also explained that the Select Board received a letter from the state, since we are one of only 17 towns currently not participating. This letter goes out every year to towns who are not participating. After discussing it at a Select Board meeting last month, the SB decided to move forward, since they have already partially completed the NFIP application.

Christine suggested that delaying the vote to approve the process for allowing the residents to vote on the warrant article for the NFIP Flood Plain Insurance Program may jeopardize the timing to allow this to be voted on at the 2022 town meeting. Keith stated that the vote is purely to allow the Select Board to follow the procedure of presenting the program via the Planning Board Public meeting and provides the town residents with the opportunity to understand their options and to vote to accept or decline at the 2022 town meeting. He saw no reason to delay the vote. At this point Christine made a motion to approve going ahead with scheduling the Public Hearing(s) within the required timeframe to allow the Warrant Article to be completed and presented for the 2022 Town Voting and meeting. Keith seconded. Christine, Alan and Keith voted affirmative with George and Bruce voting negative. The motion was approved 3-2.

Christine will make arrangements for the appropriate calendar events and send the zoning amendment and voting language to Town Counsel for legal review which have already been approved by the NH Floodplain Administrator.

Motion to adjourn by George, seconded by Keith. Unanimous by roll call vote. Meeting adjourned at 9:02 PM.

**Next meeting: Tuesday, December 21, 2021, 7pm, Temple Town Hall**