

**PLANNING BOARD  
27 School Street  
HILLSBOROUGH, NH  
September 06, 2023**

**TIME:** 7:00 p.m. –7:55 p.m.

**DATE APPROVED:** 09/20/23

**MEMBERS:** Susanne White- Chairperson, Nancy Egner -Vice Chairperson, Ed Sauer-Second Vice Chairperson, Adam Charrette, Steve Livingston, Bryant Wheeler

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Kim Opperman, Dana Clow, Morgan Tanafon

**Excused:** Dana Clow, Kim Opperman, Adam Charrette, Morgan Tanafon, James Bailey

**Public:** Sara Auger

**Call to Order:**

Chairperson Susanne White called the meeting to order at 7:00 PM and called the roll.

**Minutes**

**08/16/23** Nancy Egner made a motion to approve the minutes. Ed Sauer seconded the motion. The motion carried unanimously.

**Sarah Auger-Emerald Lake Village District**

Ms. Auger came to the Board to ask if there was any zoning that addressed “short-term rentals”. She said that it is creating a strain on their water system. Following discussion, she was informed there were no regulations in place but the Commissioners could bring forward a petition article if they wanted to address it this year.

**Work Session**

**North Branch Planned Unit Development Overlay District**

Susanne White presented the Board with an amended draft of the proposed ordinance. She said she had also read through the ordinances from Concord and New London, and she felt that we should amend our version to explain it more clearly and include more detail. There was discussion about buffers, common space, and building height requirements.

Robyn Payson suggested that the Board take a look at New London and Concord’s ordinances and decide if any of their provisions are something that they would like to see in Hillsborough’s ordinance.

Steve Livingston suggested that the Board take this version home and review it for future discussion.

Susanne White suggested that the Board send Robyn feedback before the next meeting.

### **Historic District Ordinance Update**

Robyn Payson reviewed the new Historic District ordinance. The Board had no problems with the ordinance so it will be put aside as is until it is time to vote to send it forward to a public hearing.

### **Accessory Dwelling Unit Ordinance update.**

Robyn Payson reviewed the new Accessory Dwelling Unit Ordinance that included permission for “Detached” ADU’s. She asked the Board for input.

Steve Livingston said this is something that has to be done in every town.

Ed Sauer asked about the ADU’s distance from the primary house.

Robyn Payson said that the ordinance specifies 300 ft from the main house.

There being no further discussion, the ordinance was put aside until it was time for the Board to recommend it for a public hearing.

### **Water/Sewer**

Steve Livingston said that no one from the Water/Sewer Commission has come to the Capital Improvement Plan meetings or have submitted projects. He said the sewer system needed improvement, especially with businesses coming to town. He said Kim Opperman had come to see him after the Water/Sewer Commission meeting that he attended, and he thinks Kim’s intention was for Steve to “light a fire” under Peter Mellen and get someone to go to the meetings. He said they need to lay out their capital improvements needs and come to the meetings.

Susanne White said she was at the meeting of the Water/Sewer Commission, and she could elaborate on what was discussed a little bit. She said that she and Kim went to the meeting to see what the status of the sewer capacity is. She went on to relate the discussion on the sewer capacity. She said that the Water/Sewer Commission said there was capacity available for future development. She said the main problem they have is aging pipes, broken pipes, and aging infrastructure that is letting excess water into the sewer system. She said for the first time ever the Water/Sewer Commission is working with the Board of Selectmen and the Highway Department to identify the streets that need repairs, and to repair the sewer pipes at the same time. She said the Water/Sewer Commission indicated they had no responsibility for future expansion plans and that it is the prevue of the Select Board.

There was further discussion about the capacity the workforce housing development would be consuming and other issues.

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Robyn Payson said she had heard the Water/Sewer Commission expected Road Agent Ernie Butler to come up with Water/Sewer's CIP projects. She said that was not fair.

Steve Livingston said he would talk to Ernie and Peter Mellen and that he knew a firm that could give a ballpark figure for the improvements. He said Ernie would not have to come up with the projects, he would only need to manage them. He said he would try and get Peter Mellen to the CIP meetings.

Ed Sauer asked if there were any similar problems with water.

Susane White said there weren't any concerns about water.

There was discussion about the attempts to bring the Water/Sewer department under the supervision of the Board of Selectmen.

Robyn Payson said there were two attempts, and they had both failed.

Steve Livingston said that all they should have to do is put a number on what the repairs are going to cost per road or per foot. He said he could probably get that number pretty easily.

There being no further business Steve Livingston made a motion to adjourn. Ed Sauer seconded the motion.

**Meeting Adjourned 7:45 pm**

Respectfully Submitted,  
Robyn L. Payson, Planning Director