

**PLANNING BOARD  
27 School Street  
HILLSBOROUGH, NH  
November 4, 2020**

**DATE APPROVED:** 11/18/20

**TIME:** 7:00 p.m. – 7:52 p.m.

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

**EX-OFFICIO:** James Bailey III

**PLANNING DIRECTOR:** Robyn Payson

**ALTERNATES:** Denise Deforest

**Others Present:**

**Excused:**

Consultant: Glenn Sheppard GWTS LLC

Public: John Segedy, Kevin McCauley, Erik McCauley

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.

Ed Sauer- Present; no one in the room.

Gary Sparks- Present; Marjorie Porter in the room.

Bob Hansen-Present no one in the room

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.

## **Minutes**

**10/21/20** Jim Bailey made a motion to approve the minutes. Susanne White seconded the motion.

**Roll Call Vote**-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer-Y, Adam Charrette-Y, Bob Hansen- AB. The minutes were approved.

**Public Hearing**

**Site Plan Review**

Map 1 Lots 21-1 & 27

25 & 31 Carr Rd.

Kevin McCauley

Case No. 2020-02

Gary Sparks asked the Planning Director if the application was complete. Robyn Payson said it was but for one box that had not been checked off. She indicated the box, determined the item had been received and then confirmed the application was complete.

Jim Bailey made a motion to accept the application as complete. Susanne White seconded the motion.

**Roll Call Vote**-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer-AB, Adam Charrette-Y, Bob Hansen- Y. The application was accepted, and the Site Plan Review process can begin.

The Chairman called on Erik McCauley to presented the application (document attached).

Following the presentation there was a discussion about this being a “Development of Regional Impact” and whether or not this project warranted “Peer Review” because of the size and complexity of the project.

Ed Sauer made a motion for the Planning Board to determine this project was a Development of Regional Impact. Adam Charrette seconded the motion.

**Roll Call Vote**-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer-Y, Adam Charrette-Y, Bob Hansen- Y. The motion was approved and the project was deemed a Development of Regional Impact.

James Bailey made a motion to require peer review as necessary on this application. Melinda Gehris seconded the motion. The motion was approved and peer review will be required on this project.

A site walk of the McCauley property was scheduled for Saturday, November 14, at the Site.

The application was continued to December 2, at 7:00 pm on the GoToMeeting platform.

There being no other business before the board, James Bailey made a motion to adjourn. Susanne White seconded the motion.

November 4, 2020 - Planning Board Meeting Minutes

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

Meeting adjourned 9:00 pm.

Respectfully Submitted,

Robyn Payson, Planning Director

Town of Hillsborough  
Right-to-Know Law Meeting Checklist  
**Meeting 11/04/2020**

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:

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/712688021>

You can also dial in using your phone.

United States: +1 (646) 749-3122

- One-touch: <tel:+16467493122,,712688021#>

Access Code: 712-688-021

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](mailto: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.