

PLANNING BOARD MEETING
TUESDAY, APRIL 14, 2026
6PM TOWN HALL CONFERENCE ROOM

Board in Attendance: Jon Mishcon, Les Fenton, Roland Carter, Karen Brule, Donna Duclos, Jake Gilman, Nancy Robart

Others in Attendance: Town Administrator Don Seiburg, Land Use Coordinators Jessica Rand & Christine Vigeneault, Mark Cowdrey, John J. Koron, Kimberly Holch, Lauren Dash, Karen Healey, David Hunter, Debra Hunter

6:00 Pm- Duclos called the meeting to order and reviewed the agenda.

- New Business
 - Election of Officers
 - Duclos began the election of officers, positions to fill included Chair, Vice Chair, and Secretary.
 - Mishcon nominated Duclos as Chair, seconded by Gilman. Carter nominated Mishcon as chair, seconded by Fenton. Mishcon was voted in as Chair with 4 votes. Duclos received 3 votes.
 - Brule nominated Gilman as Vice Chair, seconded by Fenton. All in favor, none opposed.
 - Duclos nominated Robart as Secretary, Gilman seconded. All in favor, none opposed.
 - Mishcon, as elected Chair, resumed the meeting.
 - Review Procedure for Issuance of Driveway Permits
 - Vigeneault addressed issues with the applications for driveway and building permits, specifically that it was unclear if a building permit should be obtained prior to a driveway permit or vice versa. This came to their attention when an issue arose regarding a driveway application that the highway department would not approve due to a damaged culvert.
 - The Board discussed whether or not a conditional permit could be granted that allowed the applicant to receive a driveway permit, provided any culverts or structures are properly constructed and all other requirements are met.
 - Administrator Seiburg noted that a new driveway application is being drafted.
 - Carter made a motion to allow the land use office to permit the approval of a conditional driveway permit for the applicant, provided the culvert is replaced in a reasonable time frame and all other requirements on the application are met. Brule seconded. All in favor, none opposed, motion passed.
 - New Subdivision Application for 419 Flaghole Road (Tim & Linda Wunderluch)

- The Land Use Coordinators requested that the Planning Board perform an administrative review of an application for a subdivision of 419 Flaghole Rd.
 - Rand provided the Board with the maps depicting the property and proposed subdivision.
 - The Board noted that the requirements for road frontage is met, as well as the required acreage for each lot. The Board noted a wetland boundary on the subdivided property and discussed whether or not the property may be buildable due to the amount of wetland.
 - Rand noted that a driveway has been approved for the subdivided lot.
 - The Board requested the Land Use office forward the application to the Board for review and that a public hearing would be scheduled.
- Non-Binding Consultation Potential Subdivision at 89 Switch Road
 - Dash would like to potentially subdivide her lot to build another home for her mother. She would like the Board to help her understand what is required to subdivide her lot.
 - The Board informed Dash that she is located in a rural/residential zone which requires 150' of road frontage and at least one acre of property. Based on her location that could be possible if the lot was subdivided along Currier Rd. The Board noted that there did appear to be streams and wetlands that would need to be taken into consideration with the subdivision and in determining if the lot would be buildable.
 - The Board recommended that Dash work with a wetlands specialist and surveyor to determine the best way to subdivide the property. Once the proposed subdivision is established she should return to the Board for review.
- Review of January 28, 2025 Planning Board Minutes Relative to Vertex Towers Applications Contradiction in meeting minutes
 - Rand addressed that the Land Use office has received two building permit applications for cell towers. Vertex requested that the town provide the minutes for the Planning Board and Zoning Board meetings where the towers were approved. Rand and Vigeneault recovered two sets of Planning Board minutes that conflicted and contained several discrepancies, including different meeting adjournment times as well as a condition that Vertex had to provide proof of a lease with a cell service carrier. The Zoning Board minutes could not be located.
 - Administrator Seiburg noted that both the Planning Board and Zoning Board meetings were recorded so the Board and Land Use Office could review the meetings to correct and reconstruct the minutes.
 - The Land Use Office will work to update the minutes for both the Planning Board and Zoning Board of Adjustment and present the minutes for approval to the respective board.
 - The Board also discussed potential fee adjustments to different types of building applications. The Board had already submitted an updated fee

schedule to the Select Board for review and approval at their upcoming meeting. The Board will continue to discuss potential fee adjustments and submit them to the Select Board as needed.

- Debra Hunter addressed concerns with the tower being constructed on Cilleyville. The Board noted her concerns and informed Hunter that the towers were conditionally approved at the previous public hearings.

- Old Business

- Master Plan Update

- Mishcon utilized Notebook LM which created a draft for the transportation portion of the master plan. Mishcon would like to create drafts of the master plans and provide them to the committee but questioned how these documents could be shared in advance.
- The Board reviewed and discussed RSA 91-A in relation to the distribution of documents and files for the Board to review and discuss.
- The Board determined that all communications should be distributed via e-mail from the land use office and BCCd to each Board member to avoid any potential for an accidental meeting via e-mail communication. Share drives will not be used for sharing information.

- Approve Minutes

- Duclos made a motion to approve the March 24, 2026 meeting minutes. Robart seconded, all in favor, none opposed, motion passed.

7:44 Pm- Duclos made a motion to adjourn the meeting, Robart seconded, all in favor, none opposed, motion passed, meeting adjourned.

***Minutes Respectfully Submitted By
Miranda Dawalga***