

**CANDIA PLANNING BOARD  
MEETING MINUTES OF  
May 18, 2022  
APPROVED**

PB Members Present: Rudy Cartier, Chair; Brien Brock, BOS Rep.; Scott Komisarek; Judi Lindsey

PB Members Absent: Mike Santa, Alt.; Josh Pouliot; Joyce Bedard; Mark Chalbeck, V-Chair

Audience Present: Bryan Ruoff (Stantec) and a town resident.

\*Rudy Cartier, Chair called the PB meeting to order at 7:00pm immediately followed by the Pledge of Allegiance.

**Minutes -April 20, 2022:**

J. Lindsey made a **motion** to approve the minutes with changes noted. B. Brock **seconded**. **Motion passed.**

**Minutes -May 4, 2022:**

B. Brock made a **motion** to approve the minutes as presented. J. Lindsey **seconded**. **Motion passed.**

**Application/Case Status Update(s):**

- PB case #17-002 (Candia 1<sup>st</sup> Stoppe) -Compliance Inspection Site Walk (4/25/22)
  - R. Cartier states that Candia 1<sup>st</sup> Stoppe will be coming in on the next scheduled meeting (6/1/22) to present the updated site plan for the Board to review.
  
- R&L Trucking – Old Candia Road (Map 410 Lot 162) -Informational case heard 10/20/21
  - R. Cartier says this company came before the Board and wanted to do a trucking facility on this property located off Exit 3 but have officially backed out of the potential project. They wanted to do a lot more of the area and they would've had to get involved with wetlands because they would have a lot of paved area, so it wasn't feasible for them.

**Old Business:**

- **Stantec -GIS Mapping System (Platform/Scope of Fee Update):**
  - R. Cartier invites B. Ruoff up to the table with the Board and they start reviewing the updated 2022 Scope and Fee outline for the project dated 3/3/22.
    - R. Cartier starts the review with Task #1a (Initial GIS Setup) and says it was approx. \$8k and an additional \$1k that he thinks the Town paid directly for the license and B. Ruoff says he thinks we paid it but it's neither here nor there. R. Cartier says he knows Stantec invoiced them for approx. \$7k. He knows there was approx. \$2,300 left that the PB wanted to encumber but it never got encumbered. That was supposed to take care of Task #1a, so there was still about \$2,300 that the PB was supposed to have to finish up #1a. In the new proposal to finish it off, it's \$5,400. What he also noticed is the historical resources changed from \$1,500 to none, the steep slopes went from \$1,600 to none, the data entry went from \$7k to \$820 and the other one was project management & PB meetings. He wants to get B. Ruoff's feel for what was done, did they combine things more or how did they do it. He wants to make sure the PB can get as much bang for the buck that the Town gave them this year. B. Ruoff says that some initial costs were based on assumptions which they then were able to find out based on how the data saved or capped, they could then provide cost savings for the Town. B. Ruoff says the historic resource areas, they already got that mapped in in AutoCAD and would be very easy to bring in and wouldn't charge the Town anything to do that and same with the steep slope areas. They have looked at these for projects that have come in, does it fall within the steep slope area, and they have already done that analysis so it would be very easy to put that into the existing system, so they wouldn't charge the Town for those costs as well because it's essentially work that has already been done. Where the additional costs are for the initial setup is essentially, everywhere where you are seeing the maps a little up or aren't quite right, they would clean

all that up throughout town. The AutoCAD plans that they received back to the 90's-ish, the line work was pretty crude so they will fix all that up. It was assumed they would be in a little better shape than that, but that's essentially where those costs come. That's the worst case and not to exceed, so it's a good chance we'd be under that as well. The rest, the data entry....originally, they thought they would have to enter everyone by hand, but the reality was that they were all already summarized, and very easy to enter it in. They would do a quality control check to make sure they all got entered correctly and that's where that small cost comes in and why it's a much reduced cost. R. Cartier asks is that the one where they also have the tax and assessor's data. B. Ruoff says he's not sure on the pictures but essentially everything that would be an entry standpoint, the owner, the tax map, the address, all that can be entered in immediately as one transfer. R. Cartier says that would be very beneficial, if someone could just pull up the description of the property that is there too. He says it can be accessed from the Candia town website, but he thinks it goes to another website, but he is not sure. B. Ruoff says the way he's seen it before is that usually there's a picture for the lot and a picture for the house and that's information that's available for that GIS entry for that tax map & lot. R. Cartier asks if B. Ruoff can confirm that for the Board and get back to them and B. Ruoff says he can confirm it now because he knows it. R. Cartier says the way the data is available to Stantec now, they can just drop in the data and B. Ruoff confirms this as long as they have the data. R. Cartier says the historical data they already have that. The Natural Resources was not on the new proposal and B. Ruoff says when they coordinated with Bear Paw, they indicated the new maps are being updated, and so they asked and can put in what's in there now but within the next year, two at the most, it will be updated again and as soon as they have it, it's a very quick update but for now it makes sense to hold off on that.

- J. Lindsey asks who will make the updates to the maps once they are there, who going forward would make those updates? B. Ruoff. says the Town has 2 licenses so they can potentially do that if they'd like, or Stantec is always available to assist the Town with updates. The thought process is if the Town gets a subdivision, the subdivision gets approved and you get new lots, we can include that fee and he doesn't see that being more than an hour to take the final plan and put it in the GIS system for the towns future use and they can include that as part of their review fee so that the Town does not have to worry about asking for a new NTP for the applicant and it's all a part of the whole thing. It probably behooves the Town to write that into the ordinances to say "at the end of a subdivision being approved, that AutoCAD plans will need to be presented to the Town " to be able to do that. J. Lindsey says then sometimes the State will do a NH Wildlife action plan and if we found out about that we could let out Town know, somebody in the office or who would we identify to update it? B. Brock says Steve (Town Assessor) or in conjunction with Stantec.
- R. Cartier says one of the things we are going to have to put in our budget is a line item to update maps, so that we are not charging a developer to pay for it. We always thought we would have Stantec put the items into the GIS system but to maintain quality control. Those would be the things that if we are not going to charge the developer for, we need to put it in our budget. B. Ruoff says the last couple years we have a good idea about how many subdivisions you get and it's pretty consistent. R. Cartier says Severino is coming in for the subdivision up on Critchett Road and he wants to make sure that when we get the plans, that they are in the format needed to put into to the GIS. B. Ruoff says he will be meeting with Tom Severino tomorrow to review updated plans so he will make a point to discuss it with him and make him aware of it and it shouldn't be an issue. R. Cartier says that he thinks the Board has been telling everybody that they want plans in state plane format, which is the whole point to make it consistent and then it can be put right into the GIS.
- The Board agrees to hold off on the conservation maps for now and wait for the update from Bear Paw. B. Brock asks J. Lindsey how old the current conservation

maps are and she says she doesn't know and couldn't tell him the date but if they're looking at updating it, then it's time. R. Cartier asks J. Lindsey who does the updates themselves, is it the State or Bear Paw and she says she doesn't know. She asks Dick Snow (resident/Conservation Comm. member) if he knows, and he is also unaware of the dates. B. Ruoff notes that it may be based on the State DES database but not positive.

- R. Cartier asks about being able to dump the topo maps into the file and B. Ruoff says it may already be in it but if not already, they can do it. R. Cartier says that would be very beneficial. He notes that when the Board was going over the Tanglewood case, it helped a lot to see what was going on around the site.
- R. Cartier state that as far as inputting the data, he thinks probably anything that is going to be, what he considers to complicated, we'd probably for any of the subdivision plans, that would be a fee and have Stantec do that, so we make sure it's put into the right spot. We will have to figure out what type of input things would be appropriate for the Town to do; would it be some type of data entry that might be something that's a possibility for a clerical person or someone that has some technical expertise that can put it in there and not destroy the whole system. That would be my big worry, even though you try to make it as fail safe as you can so that is something to work on. He says with this first one with Severino putting it in there, we can probably get a good idea of what it would cost to put something in there and say we can add that to our fee schedule because we do have a few other things to look at and updating the subdivision and site plan regulations anyways. J. Lindsey says that might work all the bugs out of it too. Take a nice subdivision like that and put it in and see where the glitches might be and B. Ruoff agrees that is a good point. Dick Snow says you want to get your applicants to put the GIS in your inputs and R. Cartier agrees.

R. Cartier asks if there are any further questions/comments from the Board, abutters or audience and there are none. He says that if the Board is in agreement tonight, he can sign the NTP and Stantec can get going on this and they all agree to vote to accept the proposal.

B. Brock made a **motion** to accept the proposal from Stantec dated March 3, 2022, for the GIS System upgrade and the total price is not to exceed \$6,950.00. J. Lindsey **seconded**. **All were in favor. Motion passed.**

### **Other Business:**

- Dick Snow (resident-Depot Rd.) says he gave the Board a disc over a year ago of how they did things in Chester and it's like the Board is not paying attention to it. He says the Town of Candia uses CAI for doing their tax maps and that's the responsibility in his mind of the Selectmen. CAI normalized the tax maps in GIS in 2009 and that's what they should be what they are starting with, but that is not available in a public image in Granite because the Town hasn't given it to them. What you see is the AutoCAD. That's who should be doing that, we are paying CAI to update the tax maps, why are we giving Stantec extra money to do that? The resources, you've asked for information from them and the Conservation Commission and trying to do GIS beyond that is over and above the responsibility of the PB. What the Board should be doing is talking about getting a GIS platform here and somebody should do that, it's a fine way to do that. The GIS platform is then used for all the others. The assessment database is a part of the effort that the assessment portion of it is done by the Town, it isn't done by the PB. The only input that the PB will have is they get their applicant's to start doing stuff in GIS and they feed it into the system that then goes into the assessment and into the maps and gets it all done and then GIA picks it up and they don't have to normalize it. We are finding a significant number of problems with the tax maps. Things that have happened and the one we had, which I haven't brought it up yet; The PB in the subdivision, talked about the removal of a couple plots off the subdivision because they said oh, it's somewhere else, and the applicant then said oh well I'll let my surveyor talk later, then I go and talk to Dave Murray and say let's talk to the surveyor and ask him where the hell they think those really belong. Those are the town that they are trying to buy over there. Those two lots, one of the two of those belong way the hell down the other side of the road there and they got thrown in because people who were not knowledgeable said just put them there. The one that we did by the depot,

where we thought we had a Conservation Commission easement, he took it to a Town Meeting and they gave it to the Conservation Commission and it's not there, it's somewhere else, but where is it over there? So, the PB has responsibilities up to a certain point. When the plans are signed, they no longer have control over them, that is the Building Inspector's job. He says he's got a real problem with Stantec asking to do. He says he has a number of things that really the Conservation Commission hasn't asked for. We have shape files, and a shape file is the equivalent of a file you put into AutoCAD, it's a shape file and fits into there. Back probably at the turn of the century, we had a number of exercises done for us by UNH, kids that were in resource, a senior project, came down and they did a bunch of stuff, did them on GIS and finished the stuff. We didn't have anything to use the shape files with. Ed Fowler and I went down because ERSI gave a donation of an ArcView file, which is a GIS file for ERSI, they are the ones that put all this stuff together. We went down and learned how to use it but that was when the computers weren't that powerful, and we didn't have time and never got around to actually doing anything on it. There is a lot of stuff that has been done and part of it is the responsibility of the Town, not the PB. He says he wishes the Board would take a look at what they did in Chester, you'll see what she talks about. They got CAI to take their tax maps and then found out the next year that they had to be normalized, which cost them a little bit more, they have ArcView now, so they just feed the stuff into ArcView, and it takes care of the rest of it. It goes off beyond the PB, the changes the Board make go into the maps, the assessments and the PB doesn't do the assessments, that's done by the Selectmen's people. He is saying he's frustrated because he's been getting ERSI magazines for 10 years and they can really do a lot of good stuff and we could really do the same thing. He's frustrated when he sits here and says yes, he wants to get stuff in GIS because we have the 2009 tax maps, which were normalized, got picked up by DOT and the minute DOT got ahold of them, they got into Granite. He says when the Board was doing the one on Raymond Rd. that they are building all these marvelous buildings for, he was looking at a tool that was available through DES and he went over to where that was and then started pulling it in and after a certain point, the lot lines came in and that's what we should be able to do. He says that's what should be able to be presented, you look at them and you can find out what the problems are based on all the other things that have to do with it. He's got nothing against Stantec as the Town Engineer, but he thinks beyond that, it something the Town's got to understand and take care of. R. Cartier says to answer his question, that is exactly what they are doing. He has been involved with Chester, looking at their stuff and the Board knows because he keeps bringing stuff back up from Chester. He has been using them as a kind of model for what Candia should be doing, because we've been way behind. Dick asks if he's talking to Zack and R. Cartier says no, to their planner. Dick says their GIS guy at SNHPC. He says he had a request into him to do some things, he has the 2009 map and some beyond that and R. Cartier says that map is 15 years outdated. R. Cartier says what the PB is doing is getting the base maps in GIS, everything is going to be based on state plane, which is a change from 15 years ago, so everything just dumps in. The one on Raymond Rd. would've been a perfect example too, just send it over, it gets dumped into our maps and gets laid out, so we know where the boundaries are. The tax maps are horrible, you can't do anything with the tax maps and especially when he (Stantec) put them into the GIS system, there are lines missing and when we look at stuff from a PB standpoint, it's a nightmare. When you talk about it's not the PB's responsibility but the Town's responsibility; his understanding is that it is the PB responsibility because they need all this data and it's come up time and time again. He says who owns the parcel and where do you get that information and then you start having to look up the records and we want that stuff to be right on there so if someone comes in with an application or an Informational, then you can bring it up and it's all the data we have and it's in one location. Dick says he doesn't disagree with what Rudy is saying that it's something the PB has a concern about, but the concern should be that you turn over and you look at Brien (Brock) and say Brien, your tax maps are all screwed up and we're going to put together a storybook that says get CIA to get the maps normalized so that we can have them on Granite so they come up right and then we can go through and correct all of them. R. Cartier says that is what they are doing, and he doesn't see it as a BOS issue. The PB plans for the Town so in order to plan for the Town, we need this data, and we did get the data from the Assessor's, and it's just dumped right in and they are looking for the same for the conservation maps to get that and dump it in. He doesn't want to go through 6 maps and wants to come into the 22<sup>nd</sup> century and say here we go and that's what they are shooting for. What the PB is doing with Stantec is doing the base work and can input any of these things from anybody. He is familiar and has used AutoCAD and shape files in the past for surveying for Manchester Gas and a lot of that stuff now is...(he can't think of word). Dick says the Board has a good vision, but they can't do it all themselves. The PB needs to point at the BOS and say, hey, we need that done and it's part of (inaudible)...B. Brock

says that is going to happen. R. Cartier says we as a PB, we know these deficiencies that we have to be able to do our job properly and a lot of it is data driven and deeds and all that other crap. Is that the bailiwick of the PB, you could argue no but he could also argue hell yeah, because we sit here looking dumb because we don't have the answers and have to go look for it and if we had it, it would be a lot easier for us and anyone coming in for anything. B. Brock says a lot of those issues expose themselves once the applicant comes in and that's when we get aware of it first. R. Cartier says we as a PB have basically offered to the BOS and Town saying, hey look, we know what these are and can spear head this because it's so tied into what we do, and make sure you give us funding so we can get this stuff done on a reasonable basis because there is so much information that is out there and that we can use. Dick says he knows, and Granite is out there. He says if members of the PB get involved in the integration of the data through the Town, then the Town will never learn how to do it, you have to give them the other stuff and say look, here's these plans, that's what they are, take care of getting them into the tax maps and take care of doing the Assessing. R. Cartier says that is what they are going to be doing and Dick says then he guesses he has to ask Brien (Brock), are his guys all looking at how they can work with that thing and B. Brock says he thinks Steve is pretty sharp with that, and Dick says he has problems with some of the things that are going to change. Dick says about a year ago that Lisa came in to do the budget thing and she talked about this marvelous (program) and he didn't know it was just a general accounting thing, but that's a part of the system because they were talking about Vision, Donna didn't want to give away Vision. He thought that was the part of when we were going to get to the point where we could get GIS. Your people that are doing that, Candice is over there doing the tax sales, that's a part of the system. You got to get them associated with the process that's taking place because otherwise they are going to be saying aaahhhh. R. Cartier and J. Lindsey says yes, that's what we are doing. Dick says everybody should get a little piece of it and get involved in it. J. Lindsey acknowledges Dick's view and says she hears him saying we get the system set up and running and as new bits of information, tax info, etc., and whoever is in that Dept if it's simple, if you're just adding one more line in this system, if it's easy but if it's big you give it to Stantec but if it's simple, everyday stuff that should be part of their normal responsibilities, I could see them being trained in this is what you're doing as this comes in. R. Cartier says Judi is partially correct. The thing is that we will only have 2 licenses for it so we only have 1 person, and he would never, from his standpoint as an engineer, want to put 6 different people in charge of updating things but rather have a centralized location. That's why the PB has basically stepped up to the plate and said look, this is all screwed up, we know there's information there, we know it needs to be organized, it needs to be funneled and basically told the BOS when we asked them for \$10k for budget funding, this is what we are trying to do. It's not going to be done in a year, or three years but an ongoing thing. Dick says they had their's done in two years he thinks, and R. Cartier says they had a head start, a full time planner and a lot of other money. So, getting this done by July, to me, is going to be a culmination of over two years of work just to get to where we are. They still have a lot of things the Town can take a look at and add onto it. If Stantec comes up with what he thinks they will, it going to be lightyears from now. Dick says the GIS guys from Stantec, they are thinking they are doing all the things together and pull them together and he thinks what they should be doing is saying, here's a system to use and R. Cartier says he would never do that to the Town and J. Lindsey says because people come and go, turnaround happens, so you need something consistent. Dick says the GIS guys that are thinking about it should be saying ok, the stuff comes in and goes over and that Dept. is outside of planning and maybe we should talk to them, and R. Cartier says yes, that's what this whole thing is. Dick says he doesn't know if they have looked at Vision, if we are still using Vision, he doesn't know that. R. Cartier says Bryan has been working with the people in the office and comes up with questions. He says he appreciates Dick's concern, and we are all impatient and it's been two years and B. Brock notes that it's been slow and cautious. R. Cartier says now people are actually realizing that maybe what the PB is doing is actually useful.

**MOTION:**

J. Lindsey **motioned** to adjourn the PB meeting at approximately 7:46pm. B. Brock **seconded**. **All were in favor. Motion passed.**

Respectfully submitted,  
Lisa Galica  
Land Use Office Coordinator  
cc: file