

**CANDIA PLANNING BOARD
MEETING MINUTES OF JUNE 4th, 2025
APPROVED MINUTES**

PB Members Present: Tim D’Arcy, Chairman; Mark Chalbeck, Vice Chairman; Brien Brock, BOS Representative; Kevin Coughlin; Linda Carroll; David Labbe; Judi Lindsey

PB Members Absent:

Michael Santa, Alt.

T. D’Arcy called the meeting to order at approximately 6:30PM, followed immediately by the Pledge of Allegiance.

New Business:

- **Review of the proposed sale of town owned real estate currently under consideration by the Board of Selectmen and provide a recommendation to the selectboard as required by RSA 41:14-a.**

The Board of Selectmen is seeking advice and recommendations from the Planning Board regarding the potential sale of these properties per requirements stated in RSA 41:14-a. Boyd Chivers, representing the Board of Selectmen, initiates the discussion by outlining the process undertaken to identify town-owned properties that are not currently in use. The goal is to return unused properties to the tax rolls to generate revenue, addressing the financial loss from years of non-payment as well as to ensure the town is following state statutes.

The initial review of the town report revealed approximately 50 parcels of land with unclear usage. After excluding properties used by the town for purposes such as the fire department, schools, and libraries, the list was reduced to 19 likely candidates for sale. A map of those properties is presented to the board and audience.

Weston Sager, a lawyer and auctioneer, explains his role in guiding the town through the process of selling tax-acquired properties. He supports Boyd's presentation, highlighting the value of returning these properties to the tax rolls, particularly due to the legal obligations imposed since 2020 in New Hampshire and 2023 nationally. These obligations require towns and cities to either sell tax-acquired properties, returning excess proceeds beyond back taxes, interest, costs, and penalties to former owners and lien holders, or to convert tax-deeded properties into non-tax-deeded town-owned properties via a warrant article at a town meeting. Sager emphasizes that this process protects the town from potential claims and generates revenue, lowering the tax rate. He adds an auctioneer's perspective, noting that small properties are often purchased by neighboring landowners to expand their lots. The overall process benefits the community by providing more resources and potentially fulfilling legal requirements regarding excess value, regardless of whether the town keeps or sells the properties.

Judi Lindsey, Planning Board member and Conservation Commission Chair, and Planning Board

member David Labbe point out that, according to Town Reports, 12 properties on the presented list are under the care of the Conservation Commission and as such cannot be sold without the presentation of a new warrant article and vote by the townspeople. A thirteenth unsellable property on the list is identified as Foss Memorial Park, which is maintained by the Cemetery Trustees.

Now that 13 properties are excluded from the list, it is noted that the 6 properties left are unbuildable, with the largest parcel being only .37 acres. The board determines that the remaining parcels are too small to significantly impact town planning and therefore are insignificant to the Planning Board's purview.

D. Labbe: **Motion** to advise the Board of Selectmen that, of the 19 properties, 13 should not be sold because 12 are in conservation and 1 is Foss Memorial Park. The remaining 6 should go through due process. K. Coughlin: **Second**. All in favor. **Motion passed.**

Old Business:

- **Revision and adoption of Planning Board fees and policies to reflect rising third-party costs**

As a continuance from the May 21st meeting, The Planning Board shifts its focus to reviewing and updating the fee structure for applications. The Chair presents an analysis of fees charged by surrounding towns, compiled by Stantec, the town's engineering firm. The analysis reveals that the town's current fees are relatively low compared to its neighbors. The board discusses potential adjustments to the fees for minor and major subdivisions, considering factors such as administrative time, the complexity of the review process, and the need to remain competitive with other municipalities. The board also considers implementing a tiered fee structure for major subdivisions, based on the number of lots or houses, but concerns about complexity and the limited number of large subdivisions typically reviewed are expressed. Another proposal is to utilize a mathematical formula to dictate fees, mirroring the formula used by Raymond, NH. This is suggested due to the defensibility and clarity of a mathematical formula rather than one number. A preference for simplicity in fee calculation is expressed, favoring a single number for ease of understanding. The overall goal is to find a balance between accuracy and efficiency, while ensuring the fee calculation remains transparent and easily defensible.

Additional fees discussed include lot origination fees, boundary line adjustment fees, and fees for GIS updates through Stantec. The need for GIS system updates is a significant cost that will impact developers and should be considered. The board agrees to investigate the current process for lot origination fees and to explore options for recovering the cost of GIS updates from applicants. The board members acknowledge the obligation to provide services, implying that not all costs need to be fully recouped through fees. This prompts the discussion that applicants should not be billed for the board's time spent with the site plan review portion of a subdivision

application, and therefore the site plan review should be combined with the subdivision and not be charged separately.

Further review and discussion of Planning Board fee structures and regulations are needed and will continue to future meetings to ensure thoroughness. It is expected that the review will be almost complete and ready for voting at the next meeting.

Other Business:

- **Approval of Minutes: 5.21.25**

L. Carroll brings attention to clerical errors in minutes which need to be amended.

M. Chalbeck: **Motion** to approve the minutes of 5.21.25 as amended. J. Lindsey: **Second**. All in favor. **Motion passed.**

- **Town Planning.**

The Chair announces the initial steps for a zoning ordinance review now that phase two of the HOP grant is in effect. Stantec and Southern NH Planning will conduct a review of the town's zoning ordinances and regulations to identify inconsistencies and problems affecting housing. A \$5,000 budget has been allocated for this, though some tasks, such as assessing water and sewer handling capabilities, might require additional funding outside the HOP grant. Further action will be taken to ensure these aspects are addressed, potentially involving direct communication with Southern NH Planning.

J. Lindsey: **Motion** to adjourn. K. Coughlin: **Second**. All in favor. **Motion passed.** The meeting adjourned at approximately 8:13pm.

Respectfully submitted,

Megan Ross

Land Use Coordinator

cc: file