

**CANDIA PLANNING BOARD
MEETING MINUTES OF OCTOBER 15th, 2025
APPROVED MINUTES**

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

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.

Other Business:

- **DocuWare Demonstration with Toshiba Business Solutions**

Joseph Carey, Kevin Denton, and Eric Smithson are present via Zoom to explain and demonstrate their software. The goal is to provide an overview of DocuWare and demonstrate how it can improve document efficiencies, including securing and providing easy access to existing documents in the town. Mr. Denton provides an overview of DocuWare's capabilities, emphasizing its evolution from simple document archiving to comprehensive document and workflow management. He highlights the shift towards keeping documents electronic from start to finish, integrating with line-of-business software, and managing records for compliance. DocuWare offers features such as secure access, audit trails, full-text search, version control, and complex retention schedules. It can integrate with various platforms and handle different document types, including emails, PDFs, and scanned images. Key features and capabilities of the software include backfile conversion to digitize and archive existing documents to them fully searchable, utilization of AI Optical Character Recognition to automatically extract important data from scanned documents and expedite indexing and retrieval of information, and compliance with world-wide security standards to ensure secure stage and access to sensitive documents. The software can also be fully customized for various departments and processes, allowing the Town to design the software’s abilities in accordance with its unique and specific needs. Board members express interest in using DocuWare primarily for digitizing and managing planning and zoning documents, including historical records. There is some skepticism about the need for advanced features like web portals and complex workflow automation, given budget constraints and the immediate needs of the Town. However, there is also recognition that having a system with broader capabilities could be beneficial in the future.

- **Approval of Minutes: 10.1.25**

J. Lindsey: **Motion** to approve the minutes of 10.1.25 as presented. L. Carroll: **Second**. M. Chalbeck: **Abstains**. All else in favor. **Motion passed**.

- **Town Planning:**
 - Continuation of Zoning Ordinance amendment discussion

The board discusses possible zoning ordinance amendments, specifically solar power, lighting, and site plan regulations. The proposed changes to the lighting ordinance focus on minimizing unnecessary lighting, particularly in residential areas, and encouraging the use of motion sensors and yellow lighting to protect nighttime pollinators. There is discussion about the enforceability of encouraging specific types of lighting and the potential impact on visibility and safety. The majority of the board members agree that they cannot specifically encourage yellow lighting for nighttime pollinators in the zoning ordinance. They can, however, encourage limited lighting in residential areas where appropriate and safe to align with the rural character of the town and surrounding properties.

The board reviews the site plan regulations and discusses how to incorporate a requirement for planned accessory dwelling units (ADUs) to be on plan sets. It is important for the board to know if ADUs are planned as part of an initial development due to drainage, traffic, water, and septic considerations. Although it is understood that a new owner has the right to add an ADU to their property once it is sold, it is agreed that if ADUs are planned as part of a larger development, it should be presented throughout the application process.

The discussion on solar energy systems centers on defining "accessory use" and addressing concerns about the visual impact and environmental effects of solar installations. The board stresses the importance of defining what constitutes an accessory use of solar energy, particularly in relation to large-scale installations. Whether solar panel systems should be included in calculations of impervious surface coverage, with concerns raised about limiting property owners' options, is also a key point to the discussion. A key concern is how to account for solar panels in lot coverage calculations, especially in residential districts with existing impervious surfaces. Having vegetation underneath the panels is mentioned as a good option to offset impervious surface calculations, with an emphasis on ensuring proper drainage. The need for screening or fencing around solar installations is debated, balancing aesthetic concerns with practical considerations like safety and security. When discussing larger installations, the board agrees on the importance of requiring a performance guarantee or bond to ensure the proper removal of solar energy systems at the end of their useful life and the restoration of the property to its natural state. The board also discusses the practicality of requiring underground distribution lines for solar energy systems, acknowledging that it may not always be feasible, although it would help keep the rural aesthetic of the neighborhood.

- Any other matter to come before the Board.

The Chair entertains a motion to adjourn.

J. Lindsey: **Motion** to adjourn. K. Coughlin: **Second**. All in favor. **Motion passed**. The meeting adjourned at approximately 8:02pm.

Respectfully submitted,

Megan Ross

Land Use Coordinator

cc: file