

**Enfield Planning Board – Meeting Minutes**  
**DEPT OF PUBLIC WORKS/MICROSOFT TEAMS**  
**PLATFORM**  
**May 25, 2022**

**PLANNING BOARD MEMBERS PRESENT:** David Fracht (Chair, via Microsoft Teams Platform), Dan Kiley, Linda Jones, Kurt Gotthardt, Kate Plumley Stewart (Selectboard Representative), Phil Vermeer, Tim Jennings, Jim Bonner (Alternate Member and Videographer)

**PLANNING BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Rob Taylor- Land Use and Community Development Administrator, Whitney Banker-Recording Secretary

**GUESTS:** Nicole Sipe

**I. CALL MEETING TO ORDER:**

Chair Fracht called the meeting to order at 7:04 p.m. and took a “roll call” of members present.

Chair Fracht elevated Mr. Bonner to a full member for tonight’s meeting.

**II. BOARD ORGANIZATION (POST TOWN MEETING):**

**Elect a Board Chair, Vice-Chair, etc.**

Chair Fracht said that this is the first meeting of the new year after Town Meeting when the board organization for the year is determined.

Chair Fracht said nominations for a Chair are open. Mr. Kiley nominated Chair Fracht. Ms. Jones seconded. With no other nominations, Chair Fracht closed the nominations.

***Mr. Kiley MOVED to elect David Fracht as Chair of the Planning Board.***

***Seconded by Ms. Jones***

**Roll Call Vote:**

Dan Kiley, Linda Jones, Kurt Gotthardt, Kate Plumley Stewart (Selectboard Representative), Phil Vermeer, Tim Jennings, Jim Bonner (Alternate Member and Videographer) **all voting Yea.**  
**None voted Nay.**

David Fracht (Chair, via Microsoft Teams Platform) **Abstained.**

***\* The Vote on the MOTION was approved (7-0-1).***

Chair Fracht said nominations for a Vice-Chair are open. Chair Fracht nominated Mr. Kiley. Ms. Stewart seconded. With no other nominations, the board took a vote.

***Mr. Vermeer MOVED to elect Mr. Kiley as Vice-Chair of the Planning Board.  
Seconded by Ms. Stewart***

**Roll Call Vote:**

David Fracht (Chair, via Microsoft Teams Platform), Linda Jones, Kurt Gotthardt, Kate Plumley Stewart (Selectboard Representative), Phil Vermeer, Tim Jennings, Jim Bonner (Alternate Member and Videographer) **all voting Yea.**

**None voted Nay.**

**Dan Kiley Abstained.**

***\* The Vote on the MOTION was approved (7-0-1).***

Chair Fracht said in the past they had elected a secretary, however, he felt it was obsolete due to having a minute taker. He asked the board if they wished to elect a secretary. Mr. Gotthardt said a secretary is helpful for when a Chair and Vice-Chair are unable to attend the secretary can call the meeting to order.

Mr. Kiley nominated Mr. Vermeer. Ms. Jones seconded.

***Mr. Kiley MOVED to elect Phil Vermeer as Secretary of the Planning Board.  
Seconded by Ms. Jones***

**Roll Call Vote:**

David Fracht (Chair, via Microsoft Teams Platform), Dan Kiley, Linda Jones, Kurt Gotthardt, Kate Plumley Stewart (Selectboard Representative), Tim Jennings, Jim Bonner (Alternate Member and Videographer) **all voting Yea.**

**None voted Nay.**

**Phil Vermeer Abstained.**

***\* The Vote on the MOTION was approved (7-0-1).***

Chair Fracht that the other item to do yearly is to review the Policies and Procedures manual. He asked for any changes from the board. There were none.

***Mr. Kiley MOVED to re-adopt the Policies and Procedures Manual as it existed in the previous year.***

***Seconded by Mr. Gotthardt***

**Roll Call Vote:**

David Fracht (Chair, via Microsoft Teams Platform), Dan Kiley, Linda Jones, Kurt Gotthardt, Kate Plumley Stewart (Selectboard Representative), Phil Vermeer, Tim Jennings, Jim Bonner (Alternate Member and Videographer) **all voting Yea.**

**None voted Nay.**

**None Abstained.**

*\* The Vote on the MOTION was approved (8-0).*

Chair Fracht said that he was recovering from surgery earlier in the week and asked Vice-Chair Kiley to Chair the remainder of the meeting.

**III. PUBLIC COMMENTS**

None.

**IV. SELECTBOARD REPORT: Kate Plumley Stewart**

Ms. Stewart introduced herself and said that the Selectboard met on May 16.

Fire department equipment was surplus.

The large focus of the meeting was kicking off the invasive species inventory and management plan. A large project that covers invasive species throughout the town. Enfield is the pilot community for the state of NH for learning how to control invasive species – including property owners who wish to participate.

A paving bid was proposed and was unanimous.

The facilities project was the other major item of discussion. The bond bank is projecting a larger number than originally discussed. Mascoma Bank does not offer a 30-year, but a 20-year bond and the town can re-borrow as needed. The funding for the two projects that passed at town meeting are being broken down into smaller quantities. This will leave the ability to apply for funding for more parts of the project. Ms. Stewart directed questions to Town Manager Ed Morris.

Ms. Stewart said there were also some donations received. The Selectboard also appointed community members to committees. They work with Town Manager Morris to update the list of vacancies. She also asked board members to consider community members whom they may wish to invite to participate in town committees.

The municipal facilities advisory committee (part two) was also established. This committee will help with the design of the RFQ.

**V. REVIEW AND APPROVE MEETING MINUTES: April 13, 2022, & April 27, 2022**

**April 13, 2022:**

**Mr. Gotthardt MOVED** to approve the April 13, 2022, Minutes presented in the May 25, 2022, agenda packet as presented and amended.

**Seconded by Mr. Vermeer**

Amendments: N/A

**Roll Call Vote:**

David Fracht (Chair, via Microsoft Teams Platform), Linda Jones, Kurt Gotthardt, Phil Vermeer, Tim Jennings, Jim Bonner (Alternate Member and Videographer) **all voting Yea.**

**None voted Nay.**

Dan Kiley, Kate Plumley Stewart (Selectboard Representative) **Abstained.**

**\* The Vote on the MOTION was approved (6-0-2).**

**April 27, 2022:**

**Mr. Gotthardt MOVED** to approve the April 27, 2022, Minutes presented in the May 25, 2022, agenda packet as presented and amended.

**Seconded by Mr. Vermeer**

Amendments: N/A

**Roll Call Vote:**

David Fracht (Chair, via Microsoft Teams Platform), Dan Kiley, Linda Jones, Kurt Gotthardt, Kate Plumley Stewart (Selectboard Representative), Phil Vermeer, Tim Jennings, Jim Bonner (Alternate Member and Videographer) **all voting Yea.**

**None voted Nay.**

**None Abstained.**

**\* The Vote on the MOTION was approved (8-0).**

**VI. HEARINGS:**

None.

**VII. CONCEPTUALS:****A. Nicole Sipe – Bog Road Gravel Pit Reclamation**

Ms. Sipe said that last time she came she had discussed with the board not having her site map done by an engineer, given what she is doing, and having a detailed sketch instead. She had dropped this off to Mr. Taylor. Mr. Kiley said that this would not be approved until the formal site plan review. Mr. Taylor confirmed that at the time of the site plan review the board will require a written request for waivers.

Mr. Taylor asked the board if they wished to see any of the additional items for Ms. Sipe's property. Ms. Sipe said that the reclamation plan is anticipated to get going faster within the next week.

Mr. Taylor said that Ms. Sipe applied for a variance to continue to live in her camper on-site during the reclamation and home build, and this was approved by the Zoning Board of Adjustment (ZBA). The ZBA provided a longer time frame for the home build than Ms. Sipe had applied for.

Ms. Sipe said that she recalled having verbal agreement on the reclamation plan during the site plan walk with board members prior to her purchase of the property. She said that she would like to have the reclamation plan agreement in writing to make sure everyone is on the same page. Mr. Gotthardt asked for the site plan detailed sketch is it within a perimeter? Ms. Sipe said it would be. Mr. Gotthardt asked her to ensure the drawing is done to scale. Ms. Sipe said she will make sure.

Ms. Jones asked, for the reclamation plan, does the board need to vote on this?

***Ms. Jones MOVED to accept Ms. Sipe's 672 Bog Road Reclamation Plan.***

***Seconded by Mr. Vermeer***

**Roll Call Vote:**

David Fracht (Chair, via Microsoft Teams Platform), Dan Kiley, Linda Jones, Kurt Gotthardt, Kate Plumley Stewart (Selectboard Representative), Phil Vermeer, Jim Bonner (Alternate Member and Videographer) **all voting Yea.**

**None voted Nay.**

Tim Jennings **Abstained.**

***\* The Vote on the MOTION was approved (7-0-1).***

Mr. Taylor provided a brief overview of Ms. Sipe's purchase and plan for the property at 672 Bog Road for Mr. Jennings's benefit and answered several questions about the property and the different actions Ms. Sipe has already and plans to take.

Mr. Taylor said that he will work with Ms. Sipe when she is ready to get her site plan review together.

**B. Dr. Greg Baker – Smith Pond Road Possible Subdivision**

Mr. Taylor said that Dr. Baker had asked to move his concept to a future meeting as he was not ready to present it for tonight's meeting.

**VIII. UPDATE ON MASTER PLANNING TASK FORCE WORK: David Fracht**

Co-Chair Fracht said that at the previous meeting he had taken a lot of comments from Planning Board members and reviewed them with Co-Chair Lindsay Smith and consultant Ms. Brandy Saxton. Ms. Saxton is now working on polishing the draft Master Plan and incorporating the many comments from the focus groups and Planning Board. The timeline for her to finish this draft is in late July. There will be another public meeting after that, including lawn signs and mailers sent to community members. The task force hopes to have the public meeting while seasonal residents are still in town.

Once feedback is received from this draft, a final version will be put together. The finished product is expected in mid-to-late July.

Mr. Gotthardt said that after watching the most recent video of the previous Master Plan Task Force meeting, there seemed to be a lengthy discussion around defining the Village center – how to define it. He said that he thinks one of the biggest problems is that Enfield never had a traditional downtown village like many other New England towns have (Hanover and Lebanon as examples with a green and the buildings around it). Enfield does not have an area like this. Huse Park is off to the side, and the Main Street that Enfield has is not set up like other Main Street areas in the Upper Valley. Mr. Gotthardt said that the businesses that were on Main Street have left, and they are not coming back. There is no consistent business on Main Street, and parking is also an issue. He suggested that using a different term than "Village" may be useful. He suggested a "Downtown Walking Area" or similar. He said that he felt trying to come up with another concept name for the area would be more beneficial than the zoning for businesses that are sitting vacant.

Ms. Stewart said she is on the Branding Committee and there has been a lot of discussion around the future of Enfield and what the town is likely to attract. The discussion has been centered around recreation. Ms. Stewart said that there is an opportunity where Enfield is also a summer community to be creative with finding an inclusive name for this area.

Mr. Gotthardt said that business downtown is car-based; if people can't park there are not going to be interested in the business. Traffic is also mostly on Route 4, and not through Main Street to draw traffic to the area. Ms. Stewart said that in addition to parking, thinking about a walkable downtown, as well as Enfield's heritage and rural nature should be considered. Mr. Jennings said that in Enfield the word Village is a common term that community members understand the location of. He said he is not sure the term is inappropriate, but that it is just what this area of

Enfield has come to be known. He said that his hope for the Master Plan as well as zoning and regulations that may come out offer flexibility for use.

Ms. Stewart said, as someone who grew up in Enfield, she has never called the Main Street area “The Village”. She refers to it as “downtown”. Mr. Gotthardt said that what community members call “the Village” is actually “Main Street”. He suggested rethinking developing the language as “Main Street”. Ms. Stewart said that there is an opportunity as far as the 10-year plan goes as getting signage, turnoffs, splitting lanes, and other traffic flow routing that could get more traffic down onto the Main Street area. She also said that there is an opportunity with the new public safety building to have more of an entrance to the district. Ms. Stewart also said on the 4A side of town there is a nice sign that directs people to businesses, however, there is no signage like this on the Route 4 side of town.

Mr. Jennings said he is curious, after having sat through two focus groups and read the other sections of the draft Master Plan – as well as having read the current zoning ordinance – the two seemingly opposite of one another. Mr. Vermeer said that the ordinance needs a re-write. Mr. Kiley said that is intended; the zoning ordinances are what community members wanted the town to be 30 years ago, and things have changed with what community members want. He said Enfield is a bedroom community and is not enticing to community members from Hanover or Lebanon for retail or businesses; it is a desirable location for recreation. Main Street buildings are better used for “low impact” business. Mr. Jennings asked when the Master Plan would hopefully be adopted. Co-Chair Fracht said late summer/early fall. Mr. Jennings said that the things the current zoning ordinance is hindering will continue to hinder until the ordinance is changed. Mr. Jennings said he is hopeful there will be something available for Town Meeting to advance development. Ms. Stewart said that Enfield needs to be more realistic about zoning in certain areas. Mr. Kiley brought up the Crystal Lake area, which is zoned as R3, and all lots are non-conforming as they were built smaller before zoning.

Co-Chair Fracht said that the Master Plan is an overview, and from that will flow a re-write of the zoning ordinance – likely in the 2023-2024 timeframe. He said there will be a lag in the timing of adopting the Master Plan and doing the re-write of the zoning. He said he would like to see the re-write done with the help of a master planner (he would suggest Ms. Saxton who is already up to speed from working with the town on the Master Plan). Co-Chair Fracht said he believed he and Mr. Taylor had a conversation as well where there is grant money available if zoning changes will impact housing. Mr. Taylor said that is true.

Mr. Jennings said he would like to establish a goal of having re-written the zoning ordinance for Town Meeting 2024. Ms. Stewart said that review of the zoning ordinance changes can be lengthy and difficult for community members to review when voting. Mr. Gotthardt said it would need to be checked with a lawyer, but he believed for a complete re-write it would be “the

old ordinance is replaced by the new ordinance”. Mr. Kiley and Chair Fracht confirmed this is correct.

Mr. Jennings asked if board members would agree that the Planning Board would want to establish the goal of having the re-write done by the end of 2023. Ms. Jones said that the Master Plan is only a first section right now, and other sections are not yet complete. Ms. Stewart said that she thought they could work on the additional sections and the zoning ordinance in parallel. Chair Fracht said he believed that they could come up with a good zoning ordinance re-write with the information available now, as well as work in parallel with committees for the next chapters of the plan. Ms. Stewart added that it would be important to make sure work in the re-write is not taxing town employees too much. Mr. Kiley said he thought the suggestion of having a master planner work on this would help with the burden on town staff.

Mr. Gotthardt said that he felt once the Master Plan was adopted it would make sense to work on the big-picture zoning changes (in line with the first chapters of the Master Plan) and then continue working through to the other sections in parallel.

Ms. Stewart said she would like to go to the Selectboard with a proposal to ask each committee for both a continuous improvement list and a goal list. The lists would be no more than 5 items. She suggested that doing this at the re-organization of committees each year would be useful. Board members agreed.

Mr. Kiley agreed that the Planning Board could work on the goals of the zoning ordinance re-write once the Master Plan is established. This work can begin in the fall with the goal of Town Meeting 2024.

Ms. Stewart said that Enfield was also re-districted. Setting goals and sharing them will make it more visible to community members and committees the needs and wants that Enfield has. This could improve the potential to apply for and receive funding for projects.

Board members agreed on the goal of Town Meeting 2024 for the re-write of the zoning ordinance, as well as to begin work toward the re-write after the Master Plan is officially adopted.

## **IX. OLD BUSINESS:**

Vice-Chair Kiley said that Mr. Gotthardt is now an alternate and that the Planning Board needs to fill a seat with also having lost Mr. Russell.

Mr. Taylor said he and Chair Fracht had spoken to Mr. Brad Rich and Ms. Ashley Wood from the Master Plan Task Force. Both were thinking about it at the time of this meeting.

332

333 Ms. Stewart also suggested looking for additional members from the business coffee that Enfield  
334 Village Association (EVA) runs.

335

336 Mr. Gotthardt asked how many alternates are allowed? There are currently three: Mr. Bonner,  
337 Mr. Gotthardt, and Ms. Banker.

338

339 **X. NEW BUSINESS:**

340 Mr. Gotthardt reminded board members he is officially an alternate. He also will not be in town  
341 for the month of June.

342

343 **XI. NEXT MEETING:** June 8, 2022

344

345 **XII. ADJOURNMENT:**

346

347 *A MOTION was made by Ms. Stewart to adjourn the meeting at 8:25 p.m.*

348 *The MOTION was seconded by Mr. Vermeer.*

349

350 **Roll Call Vote:**

351 David Fracht (Chair, via Microsoft Teams Platform), Dan Kiley, Linda Jones, Kurt Gotthardt,  
352 Kate Plumley Stewart (Selectboard Representative), Phil Vermeer, Tim Jennings, Jim Bonner  
353 (Alternate Member and Videographer) **all voting Yea.**

354 **None voted Nay.**

355 **None Abstained.**

356

357 *\* The Vote on the MOTION was approved (8-0).*

358

359 Respectfully submitted,

360 Whitney Banker

361 Recording Secretary