



# TOWN OF DEERING

Planning Board  
762 Deering Center Road  
Deering, NH 03244

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## UNAPPROVED

Planning Board  
Minutes  
November 8, 2023

Members present:

Katherine Jenkins - KJ (Chair), Tom Walters, Steve Diers (ex officio), and Tim Maskiell

CNHRPC: Matthew Monahan (via Zoom)

Conservation Commission: Michael Thomas

Public Present:

Matthew T. Cooper

Patrick and Cheryl Guiney

The meeting is called to order at 7:02pm.

New Business:

Applicant Matthew T. Cooper is invited to present his proposal to build a 24'x24' carport on his property at 100 Reservoir Rd.

The Planning Board has no objection to his proposal as they do not see any increase to any impervious surfaces, and the carport will not have any impact to the lake.

Tom motions to conditionally approve the proposal with all conditions listed. Steve Diers seconds.

Closing public hearing at 7:12pm

Applicants Patrick and Cheryl Guiney are invited to present their proposal to build a 24'x26' garage on their property at 135 Reservoir Rd.

The Planning Board has no objection to their proposal as they do not see any increase to any impervious surfaces, and the garage will not have any impact to the lake.

Tim motions to approve the proposal with all conditions listed; Tom seconds.

Discussion on building permit applications ends at 7:24pm

Old Business:

The Planning Board revisits the discussion on proposed changes to the Zoning Ordinances and Regulations.

The Planning Board needs to do a public hearing when reviewing the changes on Zoning Ordinances, Site Plan, and Subdivision Regulations. Matthew Monahan plans to schedule a meeting with the town attorney and KJ to discuss those changes by next public hearing.

Discussion on lake ordinances takes place. Questions on fertilizers should be forwarded to the town attorney. It was suggested that wording about holding ponds should be included in the regulations as well.

It was suggested that we put out notices with handouts or attachments explaining the changes in the ordinances and regulations that are supported by the attorney as well, and make sure it is enforceable.

Any changes to CUP require a town vote, and we need to display a copy of the application.

Matthew Monahan is currently looking into the road salt usage policy within the watershed and gathers research; MS-4 towns like Allenstown have EPA and DES monitoring their road salt policy.

Budget Discussion **part 1** begins 8:10PM.

Matthew Monahan is suggesting for the town to set up several escrow accounts like Plan Review, Engineering Review, and even Legal Review. He states that a chunk of the budget would go towards plan reviews. Steve believes there needs to be a narrative that is presented before the Board of Selectmen so that they can vote on it.

Matthew also suggests that the Town has an account that can authorize charges to applicants that go before the Planning Board. The idea is that the applicant should be paying for the bills, not the town. Some of the fees include initial application fee, planning commission review, abutters fees, engineering review, legal review, recording fees, etc.

Currently, it is unknown where the funds are actually go towards when the applicant makes their payment at the front desk of the Assessing Department. It is believed it has been going to the General Fund.

The goal is to make sure applicants are paying for the fees. We make sure that when the Town puts their money out, they are getting it back. It is agreed that applications need to be paid first before it gets to the Planning Board. Steve will speak with Meagen and Nicole about the budgeting.

Budget Discussion **part 1** ends 8:25PM.

Additional question for the town attorney on RSA 4:22:9; Steve will ask Meagen if she could send a correspondence about it and ask the town attorney in question.

Review of previous minutes begin 8:33PM.

The Planning Board motions to approve both October 11 and September 13 minutes with changes. KJ will submit those changes to Nicole.

Budget Discussion **part 2** begin at 8:38PM

The Planning Board may not have income established. We will need to decide on a fee amount for hydrologic studies and the applicant should be paying for that. The questions are, “is the town paying for those fees waiting to be reimbursed from the applicant? What is the applicant responsible for?”

Any fee incurred from an application should be passed down to the applicant. If the town covers it, they should be reimbursed.

The CUP application should make it clear what fees the applicant is responsible for.

We need a reserve escrow account so that the application process can still progress instead of being held up because of fees. The applicant should pay into the escrow account. We may need to present the escrow accounts to the applicant earlier in the process before the application gets to the Planning Board.

Budget Discussion **part 2** end 8:53PM

Ideally the changes to the Zoning Ordinances, regulations, and Watershed Protections should have been updated and ready for review by December’s meeting after discussing them with the town attorney.

KJ motions to adjourn, seconded by Tom. All in favor. Meeting adjourned at 8:55PM.