

**Temple Planning Board  
Minutes  
Tuesday, September 5, 2023  
7:00pm, Temple Town Hall  
*Zoom Recording available***

**Present:** Christine Robidoux, Chair; Bruce Kullgren, Jr, Vice Chair; Carter Sartell, Secretary; Murray Collette; Keith Charlton; George Willard, ex officio, Select Board; Russ Huntley, Alternate

Guests: Tim Fountain, Kent Perry

**Absent:** Brian Kullgren

The meeting was called to order at 7:00pm.

Board Chair Christine Robidoux chaired the meeting. Christine Robidoux appointed Alternate Russ Huntley as a full member of the board for this meeting and he joined the board.

**Approval of Draft Minutes  
August 15, 2023 Meeting**

There was one formatting edit to the minutes and Bruce motioned to approve the minutes as written. George seconded. Approved by a roll call vote with all in favor except Murray who abstained.

**Public Comment:**  
None.

**Old Business:**

1. Presentation from CAI Technologies (CAI) for tax map conversion to GIS: Tim Fountain is the vice president of CAI, which provides mapping and Geographic Information System (GIS) services to 750 cities and towns in the eastern US. Temple contracted with CAI previously to update tax maps in December 2021. Tim separated his presentation into two parts: 1) data (i.e. tax map parcels) and 2) application (software that displays the data). CAI's proposal only encompasses the data conversion, not the application.
  - a. Data: The first step is to convert existing tax map data from its current AutoCAD format to GIS format. The AutoCAD data is a series of points and lines with no concept of parcels. CAI proposes to start with the latest aerial images from NH Granit and overlay the AutoCAD data, creating a single GIS database. CAI will

also create Map Exchange Documents (MXD) so that tax maps can be generated from this database. They will provide new tax maps and the GIS database for a one-time cost of \$5660 (option #1). Temple will own the database.

- Maintenance: Tim stressed the importance of maintaining the GIS database. If Temple is not interested in this, Tim advised skipping the GIS conversion. Most towns that have converted to GIS have an annual maintenance contract, but maintenance can be done as-needed. Maintenance includes tax map updates and any corrections; CAI will work with property owners who have concerns about inaccurate mapping. CAI does not obtain updates from the Registry of Deeds; the Planning Board must submit updates to CAI (they accept multiple formats including GIS data, scanned images, paper). An annual maintenance agreement is \$900; for comparison, the previous 2-year tax map update was roughly \$2,000. The cost is based on expected volume; if volume increases, CAI may raise the price the following year. Updates from the previous year are included in a single delivery April 1 each year.
- Accuracy: Tim showed examples of where our AutoCAD data does not spatially align with the NH Granit images. CAI intends to align the roadways and the edges of each sheet, however the resulting parcel outlines and locations will likely be inaccurate (the alignment is off in multiple directions and cannot be corrected with a single shift). CAI's proposal (option 1) which does not include researching deeds or verifying lot measurements; this additional work would result in accurate data but be considerably more expensive (estimated at \$80-105 per parcel, \$60,000-70,000, option #3). A middle-of-the-road option is On-Screen Recompiling where CAI uses photo-identifiable points along with the current tax maps to re-measure everything (estimated at \$20-24 per parcel, option #2); this does not include deeds research, but it results in better accuracy than option 1. Some towns start with option 1 to make the GIS data available, and later invest in option 2 or 3 based on residents' feedback; more typically towns choose just one option. Implementing option 2 does not lessen the cost of implementing option 3 down the road because option 3 is essentially starting over from scratch.
- Further Discussion: We budgeted for this year to have the current (AutoCAD) tax maps brought up to date since 2021. Tim suggested that CAI can work on these updates and the GIS conversion concurrently, or he can draft a single contract that includes both. Towns have had minimal success getting grants for this work.

- b. Application (this is not in CAI's current proposal): A computer application is required to make use of the data; we could purchase our own software, or use something like CAI's AxisGIS. Tim gave a demo of this online application which allows users to interact with the tax maps online, view parcel details (owner,

building specs, assessment, etc), overlay additional data layers such as soil maps and wetlands, measure distances, etc. It is possible to link to other online databases such as real estate data. There is a one-time setup fee of \$3,000 (based on the town's population) plus a \$3,000/year hosting fee, so the cost for the first year is \$6,000, and \$3,000 in future years.

c. Further Discussion:

- Moosewood Ecological is proposing using this GIS data to overlay our tax maps onto the new Natural Resource maps; the resulting maps will be in PDF format.
- How useful is the GIS conversion for residents if we don't purchase an application like AxisGIS? Most residents won't notice anything different when the GIS conversion is done, they cannot make use of the raw data. People/companies familiar with GIS applications will be able to use the data. The conversion can be considered a foundation for future improvements to our tax maps.
- Inaccuracies will limit the data's usefulness in an application; for example a flood zone might appear on a parcel when it shouldn't, and measurements taken from lot lines may be incorrect.

d. Final Numbers: \$900 to update the tax maps since 2021; \$5,660 one-time cost for GIS conversion, \$900/year for GIS maintenance; \$6,000 for first year of AxisGIS, \$3,000/year thereafter.

e. We thanked Tim for the presentation. Christine will follow up with him after the Planning Board has had time to further consider the proposal.

2. InvestNH Housing Opportunity Planning (HOP) Grant

- a. Steering Committee Update: Carter shared that more engagement events have been planned, with a postcard mailed to all residents noting future dates. The next event is Saturday where the consultants will lead discussions about where we live, and about housing in town. The goal is to complete community engagement by mid October so the committee can make recommendations to the Planning Board. Christine noted that there is a meeting about the Conval School District on the 28th, so the committee will need to reschedule that date.
- b. Regulatory Development Grant Application: New grant applications are not being accepted at this time. The Steering Committee voted in support of the Planning Board considering moving forward with the Natural Resource audit of the zoning using existing grant funds.

3. Natural Resources Inventory (NRI) - Regulatory Audit: Moosewood Ecological (ME) submitted a revised proposal, removing some items and adding the mapping overlay. Three things needs to happen before this can move forward: the Planning Board has to approve it, and the HOP Grant Committee needs to approve ME as a consultant and approve this use of the grant money. The Steering Committee

supports this because there is room in the current budget to accommodate this work, and it's important input for the Master Plan. Christine added that it's important that we are protecting our natural resources before proposing any housing changes, so residents are confident that the Planning Board has done its due diligence. For the Regulatory Audit, ME will review our zoning ordinance in light of the data they have gathered for the NRI update (wetlands, agricultural, forests, in-flow streams, etc) and recommend where we might increase protections.

- The mapping overlay is contingent on our tax maps being converted to GIS. If the conversion is not done, the Natural Resource maps will remain as they are now in the draft NRI. There is no additional charge for the mapping overlay, so the project cost will remain the same. Keith questioned the \$3,000 mentioned in the prior proposal; this was for converting Temple's tax maps to GIS.
- Bruce suggested that since this audit will give us more information, and the grant will cover the cost, then it's a good idea. He voiced concern that ME's recommendations may make our regulations more stringent, noting that our zoning already has setbacks to protect wetlands for example. ME has mentioned creative solutions for housing development such as conservation overlays which Temple could consider.
- The build-out analysis is not part of this proposal; ME can do this, however they said it may or may not be useful.
- Bruce motioned to move forward with the request. Russ seconded. Approved by a roll call vote with all in favor. Christine will invite Jeff Littleton from ME to a Planning Board meeting to discuss the scope of work.

4. Subdivision Regulations DRAFT: Russ reformatted the document overall, ensuring that all sections have a reference number or letter, and added a Table of Contents. He also moved all existing definitions to their own section at the end. He highlighted in red all edits that were recommended by legal review or required to match RSAs, including gender neutral verbiage. The edits in blue were items that should be in the regulations according to the state. Russ reorganized Plat Requirements into three sections: a list of requirements for all subdivisions, additional requirements for minor subdivisions, and additional requirements for major subdivisions. In our current regulations, sections 2 and 4 are almost identical, so Russ combined them in section 2. He also changed the name of Preliminary Review to Design Review Phase to match the state's terminology. Russ did not make any changes to the rules. Russ reorganized the Subdivision Application's list of Submission Items in a similar manner.
  - Kent Perry explained that usually when a house is built on a class 6 road, it is required for the road to be upgraded to class 5. Is this true in Temple, and is the road required to meet the standards for subdivision roads? Russ suggested adding this in a separate section under the Road and Utilities Standards, within Street Design, plus another section for upgrading class 6 roads. Bruce noted that

our zoning requires all subdivisions created after 1972 be located on a class 5 road; unsure whether this requirement is in our zoning or the subdivision regulations, so may need a reference from the latter to the former. Murray questioned whether our definition of class 5 roads is sufficient; Russ suggested adding requirements for class 5 roads because "Class 5" is simply a classification according to who maintains it. Back to Kent's original question about a single home, not a subdivision, can a building permit be approved on a class 6 road? If the lot was created after 1972, the road must be upgraded to class 5. Otherwise they are grandfathered.

- Kent agrees with the road standards in the Subdivision Regulations.
  - Christine spoke with Pete Caswell about the use of "adequate" and he suggested removing it in two places. He will follow up later about water supply because he anticipates changes coming from the state. Bruce described an upcoming bill for subdivisions larger than 4 homes which must have wells drilled prior to subdivision approval.
  - Russ asked whether Temple has a method for voluntary lot mergers. Some towns have a form, others require a full site plan. Temple has done them in the past and has a method defined.
  - New information under Action of the Board, Failure to Act, and Penalties are based on new RSAs. The Performance Bond section has also been updated based on the amended RSA to include landscaping and final paving; Keith suggested mentioning the RSA number here.
  - Christine noted that within the Application Review Phases, abutters need to be notified for both the Design Review and the Final Application. Consider waiving the Design Review for simple 2-lot subdivisions and only require it for larger or controversial subdivisions.
  - In the application, Christine included information from the Registry of Deeds' website. Keith recommended keeping this information in our notes but not on the application. Christine specified "Current postage rate" instead of a set amount because postage costs keep changing. Russ shared that the applicant may have difficulty finding the current rate; they can ask at the town office.
  - We will review these regulations (the September 5 revision) and the application again for the next meeting.
5. Site Plan Regulations DRAFT: To be discussed at a future meeting.
  6. Driveway Regulations DRAFT: After the legal consultation today with Joe Driscoll, Joe will research the RSA amendment about whose regulations take precedence as it relates to fire code.
  7. NFIP-FEMA Flood Maps: No update.

## **New Business:**

1. Watershed Conservation District Zoning: No update.

### **Other Business:**

1. Filing Project: Cathy continued work on the file organization.
2. Upcoming Webinars & Conferences
  - NH Office of Planning and Development (OPD) Planning Lunches At Noon (PLAN) Monthly Webinar Series: "Recipe for CIP-How to start and utilize a Capital Improvement Program" September 21, 2023, from 12 to 1:00 P.M.  
<https://www.nheconomy.com/office-of-planning-and-development/what-we-do/municipal-and-regional-planning-assistance/osi-planning-and-zoning-training/monthly-webinar-series>
3. Meeting with Joe Driscoll: Temple zoning is permissive which means that we list what is permitted and all else is prohibited; the list is very broad so we need to better define it, and also state that the ordinance is permissive. Joe suggested that SWRPC has stock definitions that we can use, including dark skies, bed and breakfast, subdivision regulations, industry, non-commercial, etc; all definitions should be succinct and located in one place. Regarding the enforcement language requested by the Select Board, Christine will ask the Office of Planning and Development if they have language that we can use, a sentence for the building code and another for fire code. The formatting needs to be cleaned up, with all sections numbered, RSAs referenced. Joe suggested that tables are helpful. The key takeaway was to concentrate on definitions first.

Bruce motioned to adjourn the meeting and George seconded. Approved by a roll call vote with all in favor. Adjourned at 8:44 pm.

Next Planning Board Meeting: Tuesday, September 19th at 7:00pm, Temple Town Hall

Minutes respectfully submitted by Cathy Joly.

### **Attachments:**

1. HOP Funds Maps Letter Draft
2. Revised proposal from Moosewood Ecological
3. Subdivision Regulations Draft
4. Subdivision Application Form Draft
5. NH OPD Subdivision Phases Handbook Notes
6. Planning Board Handbook Review Phases Flowchart