

**TOWN OF EXETER  
PLANNING BOARD  
NOWAK ROOM  
10 FRONT STREET  
SEPTEMBER 25, 2025  
DRAFT MINUTES  
7:00 PM**

**I. PRELIMINARIES:**

**BOARD MEMBERS PRESENT BY ROLL CALL:** Chair Langdon Plumer, Vice-Chair Aaron Brown, Gwen English, John Grueter, Jennifer Martel, Nancy Belanger, Select Board Representative, Alternate Marty Kennedy, and Alternate Hubbard.

**STAFF PRESENT:** Interim Town Planner Carol Ogilvie

**II. CALL TO ORDER:** Chair Plumer called the meeting to order at 7 PM, introduced the members, and activated Mr. Kennedy.

**III. NEW BUSINESS:**

1. The continued application of the Exeter Presbyterian Church for site plan review of the proposed construction of an additional building, parking and associated site improvements on the property located at 73 Winter Street.  
C-1, Central Area Commercial zoning district  
Tax Map Parcel #73-143.  
Planning Board Case #25-6.

Chair Plumer read the Public Hearing Notice out loud noting that the case had been continued for a Site Walk attended by a majority of the members and the applicant.

Ms. Ogilvie indicated the application was presented at the September 11, 2025 meeting. She noted that the applicant is requesting waivers from Section 7.4.10 for High Intensity Soil Survey (HISS) of the entire site, or appropriate portion thereof; and Section 9.3.6 for grading within five feet of a property line. She indicated there were waiver request letters from Jones & Beach dated 7/15/25 and 8/28/25.

Paige Libbey of Jones & Beach indicated that Skip Phelps was also present. She answered the question posed by Ms. Belanger at the last meeting concerning the DPW grant for sidewalk improvements and whether there would be impact to this project and Ms. Libbey was assured by DPW that plans were not final but they anticipated no impact to this project. She noted that dimensions were asked about to the concrete pad for the pool and noted seven to eight feet. Ms. Libbey discussed the location of the three trees by the first parking space and followed up with the abutter who would like them removed for safety reasons. They proposed a new tree 6' from the existing.

Vice-Chair Brown recommended considering a rain garden, some greenery rather than just asphalt that could have drain water recycled from the rooftop, as an opportunity, not a requirement. Ms. Libbey noted that there could be something at the end of the gutter system, but noted the fill required for separation and depression for a rain garden.

Ms. English and Ms. Belanger asked about trees. Chair Plumer asked if the new tree could be protected initially. Ms. Libbey indicated fencing could be put around it.

Mr. Kennedy asked the days and hours of activity at the church and the bowling alley. Mr. Phelps noted they have a good relationship and the church has its heaviest use on Sunday morning and Wednesday evening. When the bowling alley has their events they park in the church lot and it seems to work out. Mr. Hubbard asked if the church used the bowling alley lot and Mr. Phelps noted that occasionally, mostly late comers will park there on Sunday mornings but there is no street parking in their calculations for spaces.

Ms. English asked about resurfacing on the west side lane and if it were being widened and Ms. Libbey indicated no, the trees will stay.

Ms. English asked if the Sweet Gum tree close to the snow storage area could be moved more toward the sidewalk in front instead of off to the side. Ms. Libbey agreed.

Ms. English asked about adding another tree in the parking area and Ms. Libbey indicated the fire department had already asked them to remove the light pole for turning area.

Ms. Belanger asked if people parking there might drive through the other lot as a short-cut and Mr. Phelps indicated that he and Rob would put up a plastic chain.

Ms. English asked about the berm on the east side of the lot. Ms. Libbey indicated it was not too significant.

Chair Plumer asked about the runoff from the new structure and Ms. Libbey will add details to the plan.

Mr. Hubbard asked the roof style and Ms. Libbey noted a hip roof.

Mr. Hubbard asked about replacement of the existing fence and Mr. Phelps indicated the reason was for aesthetics, to match the additional, and the condition of the existing stockade fence which was poor. Vice-Chair Brown questioned whether the stockade style fence might have less impact to the business but agreed he would leave it flexible, off the plan.

Mr. Hubbard asked if the jog would go away and Mr. Phelps indicated the trucks need as much turning radius as possible.

Ms. English asked about snow removal and Mr. Phelps described how Rob plows the snow and then trucks it off.

Ms. Martel asked about curbing for the planting islands and Ms. Libbey noted the fire department did not want to hit them. Mr. Phelps reminded that the goal of the parking area was to get vehicles off street and for the kids not to cross the street. Ms. Martel asked about the edging detail of the permeable pavers and Ms. Libbey indicated how they would stay in place.

Ms. Martel noted the proposed 2.5" caliper tree would need some stakes or a snow fence the first few years. Ms. Libbey indicated they could switch to a larger tree.

Chair Plumer opened the hearing to public comment at 7:40 PM.

Brandy Small, a volunteer at church, agreed that the parking lot should be adequate so that kids aren't crossing the street.

Chair Plumer closed public comment at 7:41 PM.

Chair Plumer discussed the waiver requests. Ms. Libbey indicated the waiver from HISS to identify the hydrological soil group would not yield any changes to drainage modeling. She noted that the waiver for grading within 5' was necessary to keep the row of parking for ten spaces.

***Vice-Chair Brown motioned that after reviewing the criteria for granting waivers that the request for a waiver from Section 7.4.10 of the site plan review and subdivision regulations for HISS be approved. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

***Vice-Chair Brown motioned after reviewing the criteria for granting waivers that the request for a waiver from Section 9.3.6 of the site plan review and subdivision regulations for grading within 5' of property line be approved. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Ms. Belanger asked if the Board should require that the draft easement deed be recorded and the Board agreed it would not be a requirement of approval and would leave it between the parties. Ms. Ogilvie agreed that if they met on-site parking requirements it would not be needed.

Ms. Ogilvie read out loud the standard conditions of approval:

1. An electronic as-built plan with details acceptable to the Town shall be provided prior to the issuance of a certificate of occupancy. This plan must be in a dwg or dxf file format and in NAD 1983 State Plane New Hampshire FIPS 2800 feet coordinates;

2. A preconstruction meeting shall be arranged by the applicant and his contractor with the Town engineer prior to any site work commencing. The following must be submitted for review and approval prior to the preconstruction meeting:

- i. the SWPPP (storm water pollution prevention plan), if applicable, be submitted to and reviewed for approval by DPW prior to the preconstruction meeting; and
- ii. A project schedule and construction cost estimate.

3. Third party construction inspection fees shall be paid prior to scheduling the preconstruction meeting.

4. The Annual Operations and Maintenance Report in the Stormwater Operations and Maintenance Manual shall be completed and submitted to the Town Engineer annually on or before January 31<sup>st</sup>. This requirement shall be an ongoing condition of approval.

5. All applicable state permit approval numbers shall be noted on the final plans.

6. All applicable fees to be paid including, but not limited to sewer/water connection fees, impact fees and inspection fees (including third party inspection fees) prior to the issuance of a certificate of occupancy.

7. All landscaping shown on plans shall be maintained and any dead or dying vegetation shall be replaced, no later than the following growing season. as long as the site plan remains valid.

8. All outdoor lighting (including security lights) shall be shown on the final plans and shall be down lit and shielded so no direct light is visible from adjacent properties and/or right of ways.

9. The applicant shall submit the land use and stormwater management information about the project using the PTAPP online municipal tracking tool. The PTAPP submittal must be accepted by DPW prior to the preconstruction meeting.

Ms. Martel requested that there be a condition:

10. That the 2.5" caliper tree be substituted with a 3' caliper tree.

Ms. English requested that there be a condition:

11. That the Sweet Gum tree on the entranceway to the east side be moved closer to the sidewalk in front of the church.

***Ms. English motioned that the request of Exeter Presbyterian Church, Planning Board Case #25-6 for site plan approval be approved with the conditions outlined above. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

2. The application of Jacqueline A. Labrecque for a Shoreland Conditional Use Permit (CUP) to permit the proposed construction of a 230 square foot addition to the existing residence located at 4 Powder Mill Road along with a 230 square foot driveway expansion within the Town's 150- foot Shoreland Protection District.

R-1, Low Density Residential zoning district

174 Tax Map Parcel #101-2

175 Planning Board Case #25-7.

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177 Ms. Belanger recused herself.

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179 Chair Plumer read the Public Hearing Notice out loud and asked Ms. Ogilvie if the case were ready to be  
180 heard. Ms. Ogilvie indicated the case was ready and described the application for a shoreland  
181 conditional use permit for the addition, driveway expansion and temporary impacts. She noted that  
182 plans and supporting documents were submitted in August and the applicant appeared before the  
183 Conservation Commission on September 9<sup>th</sup> and they voted to recommended as outlined in Kristen  
184 Murphy's, the Conservation & Sustainability Planner, memo.

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186 ***Ms. English motioned to open Planning Board Case #25-7. Mr. Grueter seconded the motion. A vote***  
187 ***was taken, all were in favor, the motion passed unanimously.***

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189 John Lordin of Beals Associates described the half acre lot, home and utility easement, on the plan and  
190 the 230 SF addition proposed, shown in blue, 230 SF driveway expansion shown in green, and 199 SF of  
191 temporary impact shown in red. He described the slope to the river and stone drip edge on the back  
192 which is being extended.

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194 Ms. English asked about the extension of the driveway and Mr. Lordin described the drive under that  
195 exists now and storage space under for mowers and other items.

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197 Vice-Chair Brown read the Conservation Commission's memo out loud and their recommendation to  
198 follow best management practices with the conditions that:

199

200 1. The forested buffer be maintained in the same condition as it is now; and

201 2. To not contribute additional nitrogen to the district, such as fertilizers.

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203 Chair Plumer opened the hearing to public comment at 7:05 PM and being none closed public comment.

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205 ***Ms. English motioned after reviewing the criteria for granting a Shoreland Conditional Use Permit that***  
206 ***the request of Jacqueline A. Labrecque for a Shoreland Conditional Use Permit be granted with the***  
207 ***two conditions outlined by Kristen Murphy. Mr. Grueter seconded the motion. A vote was taken, all***  
208 ***were in favor, the motion passed 6-0-0.***

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210 3. The application of Eversource Energy for a Wetlands Conditional Use Permit (CUP) to perform routine  
211 maintenance work on the existing H141 ACR 115kV Transmission Line. The proposed work will be  
212 contained within the existing cleared utility right-of-way (ROW) off of Old Town Farm Road.

213 R-1, Low Density Residential zoning district

214 Tax Map Parcels #28-6 and #29-32

215 Planning Board Case #25-8.

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217 Ms. Belanger returned to the meeting table.

Chair Plumer read out loud the Public Hearing Notice and asked if the case were ready to be heard. Ms. Ogilvie indicated the case was ready.

***Mr. Grueter motioned to open Planning Board Case #25-8. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

Ms. Ogilvie indicated the applicant provided plans and supporting documents in August and appeared before the Conservation Commission at their September 9, 2025 meeting and they voted to recommend approval as outlined in the memo of Kristen Murphy, Conservation & Sustainability Planner.

Jacob Kwapiszeski, Stephanie Gardner, and Tracy \_\_\_ appeared on behalf of Eversource to request a wetlands conditional use permit to replace two wooden pole structures with weather steel within 5-10' of the existing structure using the existing gravel access from Old Town Farm Road and timber matting to cross the wetland which will be removed when the project is complete. He described permits: EPA construction general permit with weekly inspections until the site is revegetated; the NH general permit through the Army Corp of Engineers; and NH DES approval for permit by notification. He noted Fish & Game identified species of concern and recommended work be during inactive periods October 15 to April 15. Work is proposed for January and February. Mr. Grueter asked if the town received any follow-up and he indicated no, they could do that.

Ms. Martel asked about recreational activities and he indicated there would be signage but there were no recreational trails open to the public and the easement is privately controlled and gated.

***Ms. English motioned after reviewing the criteria for a wetlands conditional use permit that the request of Eversource, Planning Board Case #25-8 be approved as presented. Ms. Belanger seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.***

#### **IV. OLD BUSINESS**

#### **APPROVAL OF MINUTES**

June 12, 2025

Mr. Kennedy recommended edits.

***Mr. Grueter motioned to approve the minutes of June 12, 2025, as amended. Ms. Martel seconded the motion. A vote was taken, Ms. Belanger and Mr. Kennedy abstained. The motion passed 5-0-2.***

September 11, 2025

Mr. Kennedy, Ms. Martel and Ms. Belanger recommended edits.

*Ms. Belanger motioned to approve the September 11, 2025 minutes, as amended. Vice-Chair Brown seconded the motion. A vote was taken, Chair Plumer and Ms. Martel abstained. The motion passed 5-0-2.*

## **V. OTHER BUSINESS**

- T.F. Moran, Inc. (for C3I) – PB Case #23-13 Request for One-Year Extension of Conditional Approval

- Master Plan Discussion

Mr. Kennedy reported the Master Plan Oversight Committee will meet next Thursday.

- Field Modifications

Ms. Ogilvie noted that there was a minor change to 46 Main Street and a request for a utility pole on another project but she is waiting for the revised plan.

- Bond and/or Letter of Credit Reductions and Release

Ms. Ogilvie noted she has not heard back from the Homeowner's Association relative to 78 Linden Street for three items which the developer never did, so that request is on hold.

## **VI. TOWN PLANNER'S ITEMS**

Ms. Ogilvie noted there were no new applications for October 9<sup>th</sup>. The Board asked her to follow up with the attorney concerning their request for advice and discussed whether they would meet half an hour prior to the next meeting on October 23<sup>rd</sup> (6:30 PM) to ask any questions about her advice, and have the attorney present, if possible for the hearing as well. Ms. Ogilvie noted they could also meet remotely but the Board indicated that in person was their first preference. They would like to have the letter a week before October 23<sup>rd</sup>.

## **VII. CHAIRPERSON'S ITEMS**

Ms. Belanger informed the Board that Mr. Kennedy needs to be appointed by the Select Board as a full member and should get on the agenda.

## **VIII. PB REPRESENTATIVE'S REPORT ON "OTHER COMMITTEE ACTIVITY"**

## **IX. ADJOURN**

*Ms. Belanger motioned to adjourn the meeting at 9:01 PM. Ms. English seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.*

- 297     Respectfully submitted.
- 298     Daniel Hoijer,
- 299     Recording Secretary (Via Exeter TV)