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DRAFT



WEARE PLANNING BOARD  
 MEETING MINUTES  
 April 11, 2024

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**PRESENT:** Bruce Fillmore- Vice Chairman, Janice Mathews- Ex-Officio, Frank Bolton, Pastor Bill Stockhaus, Dani-Jean Stuart, and Town Administrator (TA) Naomi Bolton.

**ABSENT:** Craig Francisco- Chairman, Jack Meaney, Ray Menard, Paul Gannon

**GUESTS:** Cristina Valente

Vice Chair Fillmore called the meeting to order at 7:00 p.m. Vice Chair Fillmore appointed Dani-Jean Stuart as a voting member.

**SITE PLAN REVIEW (DESIGN REVIEW):** *Holy Cross Episcopal Church (Owner); Cristina Valente for Covered Bridge Montessori School (Applicant); 118 Center Road; Tax Map 202- 135; Residential Zone. The applicant is proposing to operate a Montessori school/daycare center for children ages 18 months to 3 years of age, school year only in a portion of the church.*

Vice Chair Fillmore said that the applicant will be submitting waivers for item numbers 16-21.

**Ms. Stuart motioned to accept the waivers presented. Seconded by Pastor Bill Stockhaus. Motion passed 5-0-0.**

**Pastor Bill Stockhaus motioned to accept the application as complete. Seconded by Ms. Stuart. Motion passed 4-0-1 abstention from Mr. Bolton.**

The applicant presented the Planning Board with the Notice of Decision from the ZBA case number 01-2024 granting a special exception to Article 19 section 19.18 to permit a daycare center and operate at a portion of the Holy Cross Church Building. Ms. Valente would like to open a Montessori school toddler school at 118 Center Road. The program will be a school year program for children ages 18 months to three years. Vice Chair Fillmore asked how many children will be enrolled. Ms. Valente said the licenser through the state loosely said between 8 and 10 children but she will not know the answer until she is fully licensed. Ms. Valente said that she would be looking to hire an assistant. Ms. Valente said that the Health Department and the Fire Chief have already been to the center to look over things. Ex-Officio Mathews said that she had driven by the site and there were ample parking spaces. Ms. Valente said that she will be doing a car line for the program.

**Vice Chair Fillmore opened the Public Hearing.**

**Vice Chair Fillmore closed the Public Hearing due to no public comment.**

46 **Ms. Stuart moved to approve the change of use of the existing space at the Holy Cross Church for**  
47 **infants and toddlers being that the site plan for the church is already filed with the town and the**  
48 **applicant has received a special exception. Seconded by Pastor Bill Stockhaus. Motion passed 5-0-0.**  
49

50 **Draft RFP for Engineering:** Vice Chair Fillmore said that TA Bolton sent out the draft RFP for  
51 engineering, and he has a couple of comments regarding the RFP. The first is that there is nothing in there  
52 about response time and he would suggest having something in there that would put fifteen (15) days in  
53 the RFP for responses. Vice Chair Fillmore said that the applicant pays for the engineer review and per the  
54 RSA if they do not like the town engineer, they can give the Planning Board three names and they can  
55 decide if they are acceptable and work on an agreement. Pastor Bill Stockhaus asked for clarification on  
56 the response time from the engineer before the meeting. Vice Chair Fillmore said five business days before  
57 the scheduled Planning Board meeting. Discussion ensued regarding the RFP. The Planning Board would  
58 like more time to look over the RFP and then bring suggestions to the BOS.  
59

60 **Master Plan:** The Planning Board discussed creating a survey to go to residents to discuss issues.  
61 Discussion regarding using other surveys as a foundation to figure out what questions they would like to  
62 ask in their survey. Pastor Bill Stockhaus mentioned the town of Hampstead got an assessment from all  
63 their Boards, Committees, and Commissions and he is not sure if that is something the Planning Board  
64 would also want to do. Discussion ensued. Pastor Bill Stockhaus suggested that the members highlight the  
65 questions they feel are important and then go through the surveys and discuss them at the first meeting in  
66 May.  
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68 **Minutes:** Ex-Officio Mathews motioned to accept the March 28, 2024 minutes as amended. Seconded by  
69 Ms. Stuart. Motion passed 4-0-1 abstention from Pastor Bill Stockhaus.  
70

71 **Next Meeting:** Vice Chair Fillmore said that he will be out of town for the next meeting and is doubtful  
72 that the Chairman will be attending as well.  
73

74 **Motion made by Pastor Bill Stockhaus to cancel the April 25, 2024 meeting. Seconded by Mr. Bolton.**  
75 **Motion passed 5-0-0**  
76

77 **Zoning Ordinance:** Ex-Officio Mathews asked if the proposals for the zoning ordinance were still on the  
78 horizon regarding the changes at the Town Meeting. Ms. Stuart said that Chair Francisco was going to put  
79 it together. The topic will be placed on the May agenda.  
80

81 **Being there was no further business to come before the Board, Ms. Stuart made a motion to adjourn,**  
82 **and Pastor Bill Stockhaus seconded to adjourn at 8:33 p.m. Passed 5-0-0**  
83

84 **ADJOURNMENT**

85 A True Record.

86 *Kearsten O'Brien*

87 Kearsten O'Brien, Minute Taker