

**TOWN OF JAFFREY, NH**  
**PLANNING BOARD**  
**Meeting Minutes**  
**November 9, 2021**

**Present:** Amy Meyers, Keith Dupuis, Margaret Dillon, Laurel McKenzie, Ed Merrell, John Peard (alt)

**Absent:** Jack Belletete

**Other:** Mark & Dawn Cournoyer, Lars Traffie & Jim Graff, Hutter Construction, Carolyn Garretson & Thomas Ahlborne-Hsu, Conservation Commission

**CALL TO ORDER** – Chairman Meyers called the public hearing to order at 6:02 pm.

**MEETING MINUTES APPROVAL**

On a **motion** by McKenzie, seconded by Dillon, the minutes of October 12, 2021 were approved as presented. (5-0-0)

**PRELIMINARY CONCEPTUAL** – Cournoyer Funeral Home

Presentation: Lars Traffie and Jim Graff, Hutter Construction

The proposal is to construct a new, one-level 8,000 sf wood-frame funeral home closer to the river and demo the old building. The preliminary building design depicts a large chapel with windows facing the river. Parking would be located between the road and the new building. A retaining wall would be constructed to manage the grade. The plan is to create a softer entryway to the funeral home with a 30-40 foot landscaped buffer area. The two side-by-side parcels owned by the Mr. Cournoyer would be merged.

The existing building is a 200-year-old home on a fieldstone foundation that was converted into the funeral home many years ago. The two-level facility is used primarily for viewings as it is only large enough to hold very small funeral services. Other accommodations must be made for larger funerals. Access to the building is difficult. To reach the main floor from the rear of the building where the parking is located you must climb a flight of stairs. The front entrance can only be accessed by climbing a hill. The existing building sits approximately 6 feet from the curb. A new sidewalk will be constructed for the roundabout project which would be even closer to the building. Currently, funeral procession vehicles must line up in the road impacting traffic flow. The new building location would improve site lines and lessen this impact.

The new construction would not impact the shoreland or wetland setbacks.

**OTHER BUSINESS**

Review changes to building envelope size – consider asking applicants to show wetland, shoreland, well radius and septic (if applicable) and any contiguous buildable area available for development in square feet and acreage as part of the subdivision checklist. A public hearing would be required to approve this change. It is not good planning to approve lots that require variances for sheds, etc.

Setbacks in industrial zone – Section VI, Areas and Setbacks for Buildings of the Land Use Code allows the PB to waive setbacks to not less than 30 feet.

Review conditional approvals – J Carr shared a link from the NH Municipal Association explaining conditional approvals. Any plan that has a *condition precedent* cannot be signed, and is not final, until those conditions have been satisfied. Plans that have a *condition subsequent* can be signed and the required materials can be submitted at a later date. Those items can only be administrative in nature. Any material that needs Board or discretionary

**TOWN OF JAFFREY, NH**  
**PLANNING BOARD**  
**Meeting Minutes**  
**November 9, 2021**

review should have a compliance hearing. Legally, staff cannot sign off on these items. Final approval would be given at the compliance hearing.

Resignation - William Taylor has submitted his letter of resignation. The PB will request that the Select Board appoint John Peard as a full member to complete his term.

Energy Chapter – Margaret Dillon created and distributed a survey to residents on election day. 300 surveys were distributed, 163 responses have been returned. It appears from the responses that there is interest in an energy chapter.

The next meeting for downtown committee will be held in early December.

**ZONING BOARD DECISIONS**

ZBA 21-26 – Van Brunt/Connolly – Approved

**ADJOURNMENT**

The meeting adjourned at 6:52 pm  
Submitted:



Rebecca Newton  
Recording Secretary

Attest:

  
Amy Meyers  
Planning Board Chair