



**Town of Plaistow, NH
Office of the Planning Board
145 Main Street, Plaistow, NH 03865**

PLANNING BOARD MINUTES

October 3, 2018

Call to Order: The meeting was called to order at 6:32 PM

ROLL CALL: Tim Moore, *Chair*
Lisa Lambert, Vice Chair, *excused*
Laurie Milette, *excused*
James Peck
Steve Ranlett, *Selectman's Rep, excused*
Geoffrey Adams, *Alternate*
Francine Hart, *Alternate Selectman's Rep*

Also present: Dee Voss, *Planning Coordinator* and P. Michael Dorman, *Chief Building Official*

T. Moore appointed G. Adams as a voting member in L. Lambert's absence for the meeting.

F. Hart is the voting member as Selectman's Representative.

Agenda Item 2: Minutes of September 19, 2018 Planning Board Meeting:

★ F. Hart moved, second by J. Peck, to approve the minutes of the September 19, 2018 meeting. There was no discussion on the motion. The vote was 4-0-0 (U/A).

Agenda Item 3: Public Hearings:

PB 18-12: A request from Calvary Chapel Rockingham for a one-time, special event permit. The event is a family day to celebrate the harvest. The property is located at 180 Plaistow Rd., Tax Map 31, Lot 58, in the C1 District. The applicant is the property owner of record.

John Valvanis, Representative for the Calvary Chapel, was present for the application and offered the following for discussion:

- The special event will be for Fellowship as well as open to the public.
- 100-150 people are expected to attend.
- The event will run from 1:00pm to 5:00pm outside, and then will move inside until 8:00pm.
- There will be a prayer and worship service, as well as food, and activities for the kids.

D. Voss offered that the Board has been given a copy of the application, Tax Map, and a Map as a key to the outside areas of use.

D. Voss offered that she has spoken with the Police Chief and that the Chief does not have any problem with the event taking place.

D. Voss offered that she has not been able to speak with the Fire Chief.

F. Hart asked if a permit from the Board of Health has been received to approve food to be offered at the event.

J. Valvanis offered that he did not know that a food permit was required.

D. Voss offered that a waiver is needed to waive an engineering plan for a special event.

★ J. Peck moved, second by F. Hart, to grant the waiver for the engineering plan for the special event. There was no discussion on the motion. The vote was 4-0-0 (U/A).

★ J. Peck moved, second by G. Adams, to approve the special event with the following condition:

- **Confirmation from the Health Officer that all necessary permits, if any, are obtained.**

There was no discussion on the motion. The vote was 4-0-0 (U/A).

Agenda Item 4: Discussion with Charlie Zilch RE: 238 Main St

Charlie Zilch, SEC and Associates, and Jordan Shallow, property owner, were present for the application.

C. Zilch offered the following information about the application:

- The property sits on 1.73 acres and has 150 FT of frontage located on Main St.
- It is in an MDR Zone and has a 1,500 SF building with two (2) floors
- There is an enhanced septic system on the property.
- The property has been brought before the Board previously with different Site Plans for multiple uses over the years, such as an auto garage, conversion to a car wash, conversion to a basement water proofing business. It was previously approved for office space for a Veteran's Assistance program, which never solidified.
- J. Shallow is coming before the Board to request to be able to continue to utilize the building for office space for a landscaping or advertising company.

D. Voss offered the main concern is about equipment currently being stored there.

T. Moore asked if there is a Site Plan for the property.

C. Zilch offered that there has been thought of the property being used for a brewery. At which point then a variance and a Site Plan would be required. Right now, J. Shallow just wants the opportunity to continue utilizing it for office space.

J. Shallow offered that there are two (2) to three (3) offices available. Current use would be for landscaping and advertising office space.

M. Dorman offered that any landscaping equipment, trailers, storage containers, or RVs that are currently on the property will need to be removed, where the property is in a residential district the only permitted use would be strictly for office space.

G. Adams offered that there is to be no overnight parking of trailers or landscaping equipment.

J. Shallow agreed to remove any equipment, RVs, or storage containers that are currently on the property.

T. Moore asked if there were any questions or concerns from the Board.

There were no additional concerns or questions presented by the Board.

T. Moore offered that there was a consensus from the Board with the understanding that the property will strictly be used for professional office space only.

Agenda Item 5: CIP Review:

D. Voss offered to put CIP back on the agenda for the October 17, 2018 meeting for questions if needed. The vote for CIP will take place at the November 7, 2018 meeting.

J. Peck asked what the Board's role and responsibility is regarding CIP.

T. Moore offered that CIP is a Board document by statute. Jurisdiction falls to the Board because as Capital Expenses in the Master Plan are identified, there must be a plan in place to be able to make the purchases needed. CIP spells out how to implement the Master Plan financially.

D. Voss offered that CIP is like a sub-committee of the Budget Committee, Board of Selectmen, and the Planning Board.

T. Moore offered the following information to the Board for review and discussion of the CIP document:

Sections 1-7:

Section 1-7 are standard CIP information. The only change that has been made recently in this section is that the committee members have been added to Section 3.

Section 12: CIP Projects:

12.1 Highway Department:

H1D. Highway Department Equipment Expendable Trust Fund Deposit:

There has been a formatting change such that the Project Description now includes the fund creation language. When a Capital Reserve or Expendable Trust Fund is established with a warrant, the language of the warrant dictates what the fund can be used for.

H1CF.1 Highway Department Expendable Trust Fund Cash Flow:

The Cash Flow chart can be printed on 11x17 paper if the Board needs the chart bigger to review.

Page 26: Warrant Article Language Template

12.2 Fire Department:

F3D. Fire Department Radio Capital Reserve Fund Deposit

F3E. Fire Department Radio Replacement

There is not a current replacement schedule yet.

12.3 Police Department:

P1D. Communications Radio Dispatching System Capital Reserve Fund Deposit:

The dispatch system was replaced in 2018.

Should the fund be discontinued or keep it and put in \$25,000 each year?

P3CF.1 Police Vehicle Rotation Schedule & Capital Reserve Fund Cash Flow:

The Police Vehicle Rotation Schedule is new as of 2018.

There was an attempt to create a Capital Reserve Fund to purchase an unmarked cruiser. It was not approved by the voters.

The 2008 Dodge Charger is the only car to be replaced in 2019.

12.4 Emergency Management Department:

This section is a placeholder. There is no budget yet.

12.5 Water Department:

There is nothing to discuss at this time.

12.6 Municipal Buildings:

12.6.1 Building Capital Reserve Accounts:

The Building System Capital Reserve Fund is for unexpected repairs. The target is to maintain a \$30,000 balance. If this fund is depleted a warrant article can be used to replenish it.

2017 Balance Carried Forward: \$20,119.

MB1D.2. Capital Reserve Fund - Acquisition of Land and/or Buildings Fund:

The goal is for cash to be put in the Capital Reserve Fund when land is sold, and use it to purchase new property when it is needed or becomes available. However, the proceeds for the sale of property have to be put into the General Fund first.

There was a property that the Town wanted to purchase but the \$110,000-\$115,000 needed to purchase the property was not fully available in the Capital Reserve Fund.

MB3CF.1 Library Capital Reserve Fund Cash Flow:

Page 65: Offsetting Fees are the Library Fees that are collected.

12.6.4 Public Works Facility:

Highway Department and Water department will be housed here. The \$600,000 figure will be replaced by an actual figure to be provided by the BOS at a later date.

12.6.5 Courthouse:

The Town Manager has asked Greg Colby, Finance Director, to provide the language that will appear on the warrant to make sure that it is compatible with RSAs and DRA.

12.6.6 Historical Society:

MB6E Historical Society project is not coming up until 2020.

J. Peck offered that the HVAC system might end up being a higher priority than the replacement of windows.

F. Hart offered that the determining factor will be the results of the Energy Audit to be provided by the Energy Committee. The results of the Energy Audit will determine if the HVAC system is a higher priority than replacing the windows.

T. Moore offered that the warrant article can be amended by the Board to include the HVAC system if need be.

F. Hart offered that the warrant wasn't slated until 2020, so there is plenty of time to get it amended and get the wording correct. Also, the Contingency Fund and Building Maintenance Fund can be used if the HVAC system breaks down before 2020.

12.6.7 Town Hall:

Paving is being done to make the walkways ADA compliant.

12.6.8 Recreation Buildings:

There may be consideration of energy audits of recreational buildings in the future.

There are no recommendations for recreation buildings in 2019.

12.7 Municipal Services:

MS1.3.1 Records Management

MS2CF.1 Cable Department Cash Flow:

Franchise Fee of \$20,000 per year goes back into the General Fund and ends up in the Unassigned Fund balance at the end of the year. There is discussion to propose that the \$20,000 is moved to the Capital Reserve Fund or possibly create a Special Revenue Fund instead of leaving it in the General Fund. This will allow cable projects to be covered for the next five (5) years and no additional funds will need to be added until 2022. It has been found that the Franchise Fee can be added to the Capital Reserve Fund. Contract with Comcast runs out in 2021.

There was a brief review of listed cable projects.

12.7.3 Cemetery Services:

A cemetery sexton has been hired.

12.7.4 Cell Tower Services:

Cell phone towers are positioned on the former water tower. The tower is had some structural work done approximately five (5) years ago and is in pretty good shape. It may need to be painted, but will need to be handled with the understanding that the current paint is lead-based.

M. Dorman offered that every time a new cell phone carrier comes in, they inspect the tower for their own purposes. Therefore, the tower is looked at regularly.

12.7.5 Energy Projects:

MS5CF.1 Energy Capital Reserve Fund Cash Flow:

The cost of doing an Energy Audit is \$7,700.

J. Peck asked why there is not more money put into Energy Projects, as over time they pay for themselves.

F. Hart offered that the original issue was that in 2016 a warrant failed to be voted upon. Therefore, it was decided to do less funding until it could be proven that the paybacks being earned would justify additional funding.

MS5PB.1 Energy Projects Pay Back Periods and Analysis on Pages 85 and 86.

MS5E.1 Building Energy Audit Implementation:

Upon reviewing the Library energy project, the original cost was \$64,000 with \$30,000 given in rebates. The energy savings in just two (2) years have pretty much paid back the remaining of the original cost. By 2032 it is estimated that over \$300,000 will be saved in energy costs.

Considering replacing four hundred fifty-four (454) street lights would cost approximately \$250,000 in upfront costs. Unitil has a cost sharing program which would allow the Town to replace all the street lights with LED lights for no upfront costs. Unitil would spread out the \$250,000 cost over time, billing monthly, including the pay back rate off the upfront costs starting in 2020. It is estimated that it would only take eight (8) years of energy savings to payback the original cost of \$250,000. By 2032 the Town will have saved over \$75,000 in the green.

F. Hart offered that there is an estimated 5% annual increase in the lighting budget.

There was a brief discussion on fixed costs based upon wattage and cost per LED fixture.

D. Voss offered that Plaistow was one of the first communities to offer to work with Unitil to start up LED lighting.

MS5E.3 Landfill solar array

12.8 Conservation and Recreation:

CR1CF.1 36-A Conservation Fund Cash Flow and CR1CF.2 Current Use Fund Cash Flow have been copied directly from the Recreation Commission Department.

F. Hart initiated a discussion on whether or not CR1CF.3 Forestry Fund and/or CR1CF.2 Current Use Fund were to be combined into the Conservation 36-A Fund.

T. Moore offered that it was tried in the late 1980's to early 1990's but the Town Meeting went poorly. The Conservation 36-A Fund was established by RSA 36A and anything spent must be used for specific purposes and approved by both the Conservation Commission and BOS.

F. Hart asked if the suggestion to merge CR1CF.1 36-A Conservation Fund and CR1CF.2 Current Use Fund should be brought to the BOS for review.

T. Moore offered that it is not needed and it can be left as is.

T. Moore offered some information on Forest Management:

- In 2000 Forest Management was funded with \$37,000 from timber sales. There is still \$23,231 left. These funds can be used for expenses such as trail maintenance or purchasing trees for Arbor Day.

There was a brief discussion on the process needed to get votes from both the Conservation Commission and BOS to get approval for an expenditure.

12.9 Transportation Infrastructure:

T1CF.1 Transportation Infrastructure Capital Reserve Fund:

\$50,000 from initial deposit carried over from 2017.

T2E. Hazard Mitigation Plan Projects:

Current project: Pollard Rd

T2E.2 All other hazard mitigation projects

T3E. Surface and Drainage Routine Maintenance:

There are currently \$60,000 worth of drainage issues that are being addressed as an ongoing project.

T3E.2. Road Surface Management System Projects:

\$225,000 to \$250,000 expense per year typically.

The Highway Block grant of \$155,000 may be used to offset the \$225,000 to \$250,000 cost.

T4E.2 Joanne Drive Extension:

D. Voss offered that the project is on hold, but still is a place holder waiting to see if Mr. Carbone is willing to fund the project completely. The Town has agreed to serve as the applicant but not provide financial backing.

T4E.3 Village Center Sidewalk Extensions:

TAP grant applied for through NH DOT requires a 20% match.

Section 13: CIP Financial Summary Spreadsheet

T. Moore asked if there were any additional questions.

Agenda Item 6: Old Business:

• Rules of Procedure:

T. Moore offered a review and clarification of the changes/modifications made to the Rules of Procedure.

There was a discussion regarding the list of changes recommended by L. Milette.

There was a discussion regarding 225-2. Members: Section G: Meeting Attendance #1 and #2. It was discussed that a #3 should be added to state that if an Ex officio member of the Board has three (3) unexcused absences that a letter will be written by the Board to the BOS to recommend the removal of the member. The BOS will make the final decision on process for giving proper notice and who they have on the Board to represent them. T. Moore will add # 3 as agreed upon by the Board.

There was a discussion about large agendas on nights that there are Public Hearings and if there is a way to appropriately ask an applicant if they would be willing to continue to the next meeting if the meetings run considerably long.

There was a discussion about the Board being able to request a site walk during the sixty-five (65) day review period. A site walk does not reset the sixty-five (65) day clock.

D. Voss offered that a site walk can be worked out with no problem, she just needs to be notified if one is needed.

M. Dorman offered that site walks are already addressed in the Rules of Procedure.

T. Moore offered that a copy of the CIP can be requested at any time during the working and reformatting process.

D. Voss offered that if a Board member would like to be included in the CIP process to just send her an e-mail or written note asking to be added to the CIP e-mail list.

T. Moore asked if there were any additional questions on the Rules of Procedure.

- **Road Profile:**

The Board was provided with a current copy of the proposed Road Profile.

M. Dorman offered that the final draft of the Road Profile is available for the Board to make a final decision on. It has been sent to SEC and Associates to create a clean copy. The 5 FT extra paved area is the only change. Everything else meets all NH DOT specifications.

D. Voss offered that the Road Profile will be included on the agenda for the November 7, 2018 meeting under Subdivision Regulation Changes.

- **Master Plan Wrap-Up**

T. Moore asked if there are any questions regarding the three (3) chapters/sections of the Master Plan: Existing Land Use, Looking to the Future, and Open Space and Conservation.

There was a review of Existing Land Use: Existing Land Use Map and Land Use Type Chart.

J. Peck expressed the concern that Existing Land Use shows Conservation & Public Lands on the Existing Land Use Map but is not shown on the Land Use Type Chart.

There was discussion about making the Land Use Type Chart consistent with the Existing Land Use Map and better definitions to explain the map legend such as the difference between Government and Municipal.

D. Voss offered that the Board can request that Steve Whitman make some edits or adjustments to make the chart and map consistent.

There was a brief review and discussion of Open Space and Conservation which included the map of Regional Conservation Focus Areas.

D. Voss offered that there were only twenty-three (23) survey responses to the Master Plan online survey. Steve Whitman will write up a report to include the responses from the online survey as well as the Community Forum at the Library.

T. Moore asked if there were any additional questions regarding the Master Plan.

Agenda Item 7: New Business:

Rockingham Planning Commission:

Dues requested are \$7,705.00. A copy of the letter was sent to BOS and the Planning Board received a copy. The Board needs to vote to send a letter to the BOS recommending that they pay the dues.

★ G. Adams moved, second by F. Hart, for the Board to write a letter of recommendation to the BOS requesting that the Rockingham Planning Commission dues be paid in the amount of \$7,705. There was no discussion on the motion. The vote was 4-0-0 (U/A).

J. Peck asked who the Office of Strategic Initiatives was.

D. Voss offered that the Office of Strategic Initiatives is in Concord NH and that they used to be the Office of Energy & Planning.

Agenda Item 8: Communications, Updates, & Other Business

Abutter Notifications:

Haverhill: Amendment to Zoning Ordinance.

D. Voss offered that the City of Haverhill is asking for a recommendation to the City Council to allow for the establishment of a licensed marijuana establishment overlay zone. She has called the City of Haverhill to ask where the overlay zone is proposed and will e-mail the Board when a response is received.

Town of Hooksett:

Notification regarding putting up a cell tower.

Paving of Elm Street:

D. Voss offered that the change order has been received and funded. There is twenty-one (21) days needed to finish Safe Roads to School and then it is expected that Elm Street will be paved. The State has not yet committed to paving Main Street, but it has not been stated that the paving will be postponed until 2019.

J. Peck asked about Main Street and the four (4) re-zoned parcel, next to the Haverhill/Plaistow line.

D. Voss offered that the property owner has not come in yet for any discussion regarding what will be placed there.

M. Dorman offered that there is a little bit of retaining wall and a couple pieces of equipment in Plaistow. He stated that they will be coming in at some point.

October 17, 2018 meeting agenda will include:

- Continuation of Carli's Way 14-Lot Subdivision application
- Continuation of Exeter Med Real, LLC medical office building application.

D. Voss offered that they are still trying to address some of the comments from CLD and are working to get a hydro-geological study completed.

- New Public Hearing: former Leavitt's Auto and Truck property on East Road.

T. Moore asked if there were any other questions or comments and reminded the Board that he will not be attending the October 17, 2018 meeting.

There was no additional business before the Board and the meeting was adjourned at 8:45 p.m.

**Respectfully Submitted,
Samantha D. Cote
Recording Secretary**