



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

**PLANNING BOARD MINUTES  
June 07, 2017**

**Call to Order:** The meeting was called to order at 6:30 PM

**ROLL CALL:** Tim Moore, *Chair*  
Gennifer Silva, *Vice Chair*  
Laurie Milette  
Lisa Lambert, *Excused*  
Steve Ranlett, *Selectman Ex-Officio*  
Geoffrey Adams, *Alternate*

Also present: Greg Jones, *Town Planner*

**★G. Adams was appointed as a voting member in place of L. Lambert**

**Agenda Item 2: Minutes of May 17, 2017 Meeting**

**★S. Ranlett moved, second by G. Silva to approve the minutes of the May 17, 2017. There was no discussion on the motion. The vote was 3-0-2 (Silva, Ranlett abstaining).**

**Agenda Item 3: PB17-05: A Public Hearing for an application submitted by the owner of record, Austin Reality Trust, 7A Sweet Hill Road, Plaistow, NH 03865, to seek approval for a Change of Use for an existing building which proposes to be used for an office building served by its own well and septic system. Located at 155 Main Street (Map 41, Lot 36), Plaistow NH, 03865, within the Village Center (VC) Zoning District.**

Tim Lavelle, Lavelle Associates, (*arrived 6:44 p.m.*) and Bill Bartlett, Austin Realty Trust, were present for the application. He noted that following about the application:

- The project came before the Board previously with a plan to convert the historic railroad depot into a small office. They were sent to the Zoning Board of Adjustment (ZBA) to obtain a variance for lot coverage
- The variance for lot coverage was granted

G. Jones noted that the New Hampshire Department of Transportation (NHDOT) driveway permit was still outstanding and that he had not received a copy of that application.

B. Bartlett offered that the NHDOT paved the driveway permit entrance when they did Main Street, so he didn't know why a new permit would be needed. It was noted that since there was a change of use to the building, NHDOT had to re-issue a driveway permit.

**★S. Ranlett moved, second by G. Silva to accept the plan for 155 Main St as complete. There was no discussion on the motion. The vote was 5-0-0 U/A.**

**Waivers:**

It was noted that the basis for the waiver requests was that this was an existing building, a historical railroad depot building, and they were space constraints as well as the desire to maintain as much of the historical character of the building.

Article I, Section §230-13.B.1 – Loading Bays – there will be no deliveries to this building that will require large trucks, so no loading dock will be needed.

**★S. Ranlett moved, second by L. Milette to approve the waiver request of Article I, §230-13.B.1. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.T – Locus Scale – The scale of the locus map on the plan is acceptable.

**★S. Ranlett moved, second by G. Silva to approve the waiver request of Article I, §230-14.T. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.X – Flood elevation – it was noted that the property is not located in a flood plain.

**★S. Ranlett moved, second by G. Silva to approve the waiver request of Article I, §230-14.X. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.Z – Topography

**★G. Silva moved, second by S. Ranlett to approve the request waiver of Article I, §230-14.Z. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.DD – Location of Abutting Utilities. It was noted that where this property was located there were no abutting utilities that would affect or be affected by this project.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article I, §230-14.DD. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.FF – Loading zone, it was reiterated that there would be no large truck deliveries to the business

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article I, §230-14.FF. There was no discussion on the motion. The vote was 5-0-0 U/A.**

*Tim Lavelle arrived at 6:44 p.m.*

Article I, Section §230-14.HH – Separate Landscape Plan. There are plantings noted on the site plan.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article I, §230-14.HH. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.II – Separate Lighting Plan. There is lighting noted on the site plan.

**★G. Adams moved, second by S. Ranlett to approve the request waiver of Article I, §230-14.II.**

G. Jones asked if the proposed lighting would be LED.

B. Bartlett explained that the lighting will be antique-style fixtures and probably LED.

**There was no additional discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.JJ – Fire Protection.

G. Jones noted that he had spoken with the Fire Chief and this building does not need to be sprinkled. He added that there was a hydrant located right on the street near this building.

**★G. Adams moved, second by S. Ranlett to approve the request waiver of Article I, §230-14.JJ. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.NN – Location of Fire Lanes.

G. Jones noted that there were no objections from the Fire Chief regarding this waiver request.

**★S. Ranlett moved, second by G. Adams to approve the request waiver of Article I, §230-14.NN. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.PP – Driveway Permit. It was noted that an application has been made to NHDOT for a driveway permit so this waiver request is no longer needed. T. Lavelle gave a copy to G. Jones for the file.

Article I, Section §230-14.RR – Driveway Cross-section. It was noted that the information was submitted to the NHDOT as part of the driveway permit application.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article I, §230-14.RR. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.XX – Location of Dumpster. There is no need for a dumpster for this business use.

**★S. Ranlett moved, second by G. Adams to approve the request waiver of Article I, §230-14.XX. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.YY – Architectural Plan. This is an existing building.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article I, §230-14.XX. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.ZZ – Engineers stamp. Lavelle Associates are licensed land surveyors, not engineers. Their name and stamp are on the plan.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article I, §230-14.ZZ. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article I, Section §230-14.BBB – Delineation of wetlands boundaries/buffers. There are no wetlands anywhere close to the project.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article I, §230-14.BBB. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article II, Lighting – it was noted that there will be adequate lighting on the property as indicated on the site plan.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article II - Lighting. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article III, - Landscaping - It was noted that there will be landscaping on the property and they will consult with the Building Inspector on the adequacy of the plantings.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article III – Landscaping. There was no discussion on the motion. The vote was 5-0-0 U/A.**

Article IV – Fire Protection – Previously discussed, it was reiterated that the Fire Chief has reviewed the plan and has no issues to be addressed.

**★S. Ranlett moved, second by G. Silva to approve the request waiver of Article IV – Fire Protection. There was no discussion on the motion. The vote was 5-0-0 U/A.**

T. Moore asked if there were any abutters who had any questions or concerns. There were none.

**★S. Ranlett moved, second by G. Silva to approve the site plan for 155 Main St with the following conditions:**

- **Receipt of the approved NHDOT driveway permit**
- **Removal of the note for the waiver of §230-14.PP – Driveway permit**

**There was no discussion on the motion. The vote was 5-0-0 U/A.**

#### **Agenda Item 4: Reading of Communications to and from the Planning Board**

G. Jones noted that following updates for the Board:

- The Board of Selectmen (BOS) does not need to approve that warrant for Chantal Boudreau to become an alternate to the Planning Board. The Board just needs to sign the Oath of Office for her appointment. (The document was passed around for signature)
- Sample pictures for the cover of the Water Resources Master Plan Chapter were given to the Board for comment
- Chandler Place will be having their ribbon cutting ceremony on June 16, 2017 at 3:00. All Planning Board members are welcome
- Rockingham Planning Commission will have their annual meeting on June 14, 2017
- Water Potability Study has been submitted to New Hampshire Department of Environmental Services (NHDES) for initial review
- The repair of the culvert at Pollard and Congressional is again under review. Normandeau is looking into the project. Funding to come from the Town's Transportation Capital Reserve Fund
- Safe Routes to Schools – Still waiting additional funding of \$100,000 to move the project up Elm Street. There has been funding of \$1,300 for engineering. The project is going to move forward as if the additional \$100,000 will be granted, but can easily be adapted in the event it is not
- Forrest Street Subdivision is under construction
- Water Resources Master Plan Chapter – the final draft has been sent to members. Only outstanding matters are the cover and to solidify the action plan. The plan is going to Highway Safety and then to the BOS before scheduling the Public Hearing to adopt the final product

G. Adams asked if the Planning Board could take a site visit to the Forrest Street subdivision.

It was noted that this was an already approved project, which is now under construction, and unless there was something that procedurally brought it back to the Board it was no longer their jurisdiction. There was discussion regarding doing site walks for future projects. G. Jones will set up site walks for whatever future projects the Board deems necessary.

There was additional discussion regarding the scheduling of the Public Hearing for adoption of the Water Resources Chapter. It was noted that the target date is July 19, 2017.

- CEDS (Comprehensive Economic Development Strategy)/Joanne Drive – G. Jones will be attending a meeting in Raymond, NH on June 14, 2017. There has still not been a determination as to whether or not the Town will be involved with this project
- Westville Road Bridge – Still tentatively scheduled to begin in 2018. Both this project and the Safe Routes to Schools project are planned to be implemented in the summer, when school is not in session. As of now the plan is to shut down Westville Road completely during construction, which will get it done quicker and there will be no conflict when the school buses are running again. There may be a conflict with Old Home Day celebrations which are usually held in mid-June
- Energy Committee is reviewing a program from Unitil that may provide LED lighting for the Library

There was discussion of the Town's involvement with the CEDS/Joanne Drive project, particularly the potential financial investment. S. Ranlett made it clear that no dollars have been approved or committed for this project. It was noted that because it is a Federal project the Town needed to be the applicant, but Methuen Construction (property owners) are heavily involved in the discussion. It was reiterated that the BOS has not approved any commitment to this project. G. Adams suggested that the public should be informed all the details vetted before there is any decision made.

- Capital Improvement Plan – An email is being prepared and will be distributed to all Department Heads asking for updates for their capital needs
- Highway Safety Committee will be meeting on June 16, 2017
- Reserve at Snow's Brook – Bond Release Request – There are still some punch list items to be taken care of before the bond should be released. G. Jones is working with Steve Reichert from CLD on a final report

There was no additional business before the Board and the meeting was adjourned at 7:18 PM.

Respectfully Submitted,

Dee Voss  
Recording Secretary