

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



**PLANNING BOARD MEETING MINUTES**  
**April 5, 2023**

**Call to Order:** The meeting was called to order at 6:31 PM.

Ch. Alberti noted that something had come up for Jenn Rowland may or may not be able to attend the meeting.

**1. ROLL CALL:**

Tom Alberti, *Ch.* – Present at Town Hall  
Chuck Fowler – Present at Town Hall  
Laurie Milette - Present at Town Hall  
Karen Robinson – Present at Town Hall  
Richard Anthony, *Alternate* – Present at Town Hall  
Jay DeRoche, *Selectman's Alt.* - Excused  
Bill Coye, *Selectman's Rep.* – Present at Town Hall  
Jennifer Rowden, *RPC* – excused

Also Present: Tim Moore

Ch. Alberti welcomed Chuck Fowler to the Planning Board and congratulated him on his election victory.

**2. MINUTES:**

The minutes of the March 1, 2023 and March 15, 2023 meetings had been distributed prior to the meeting.  
Ch. Alberti tabled the minutes until the next meeting.

*B. Coye moved, second by K. Robinson, to accept the minutes of the March 1, 2023 meeting as issued.*

*The motion passed 4-0-1 (C. Fowler)*

*B. Coye moved, second by K. Robinson, to accept the minutes of the March 15, 2023 meeting as issued.*

*The motion passed 4-0-1 (C. Fowler)*

### **3. REORGANIZATION**

a) Nominations for Chair: Ch. Alberti called for nominations

*L. Milette nominated T. Alberti as Chair, second by K. Robinson*

There were no other nominations. Chair Alberti called for the vote.

*T. Alberti was elected Chair 5-0-0*

b) Nominations for Vice Chair: Ch. Alberti called for nominations

*L. Milette nominated K. Robinson as Vice Chair, second by C. Fowler*

There were no other nominations. Chair Alberti called for the vote.

*K. Robinson was elected Vice Chair 5-0-0*

c) Nominations for Alternate: Ch. Alberti noted that Tim Moore had submitted application to become and alternate member.

*K. Robinson moved, second by L. Milette to accept T. Moor's application as an Alternate Member of the Planning Board*

*The motion passed 5-0-0*

d) CIP Committee Assignments (2 Reps , 1 Alt.) Ch. Alberti asked if there were any issues with an Alternate member chairing the CIP Committee; there are none. T. Moore agreed to chair the CIP Committee. C. Fowler agreed to serve as a representative on the CIP Committee. R. Anthony was provisionally appointed as an Alternate to the CIP Committee, depending on his potential appointment by the Budget Committee.

Ch. Alberti changed the agenda items order to allow more time for J. Rowland to come onto the meeting if she was able.

### **5. RULES OF PROCEDURE**

Ch. Alberti asked if there were any changes that should be made to the Rules of Procedure. T. Moore noted a few corrections:

§ 225-3. Organization, C. Committee and Commission Memberships (1): to replace the word “Commissioner” with “Representative” as that is the proper term and for clarity to add “Representatives serve four-year terms”

§ 225-3. Organization, C. Committee and Commission Memberships (2): Change the section to read: The Board shall make recommendations to the Board of Selectmen for two representatives and one alternate to serve on the Rockingham Planning Commission’s RPC in accordance with RSA 36:46-III. The terms shall be four years.

§ 225-3. Organization, C. Committee and Commission Memberships (3): Add to the last sentence “, the term shall be one year.”

There was discussion about how Zoning Amendments are often suggested in reaction to issues that arise from applications and other situations.

T. Moore suggested adding the following :

§ 225- 4. Duties (18): Work with the Chair on an annual review of the Plaistow Zoning Ordinance, site plan review and subdivision regulations.

Ch. Alberti noted he had spoken with J. Rowland about whether a Selectmen’s Representative could serve as the Vice Chair of the Planning Board and was told he could. T. Moore said an ex-officio member could not chair a Planning Board meeting. B. Coye suggested speaking with D. Voss about this.

R. Anthony suggested that if there is anything where the staff is inquiring into the legal aspect of things the Chair should be looped in and the Board should know there is some business involving legal analysis. T. Moore could not recall any time he just picked up the phone and talked to the attorney, though he may have participated in conference calls with Dee and the attorney over ongoing issues. He said his position was to let Dee take the initiative unless there was reason for the chair to do otherwise. B. Coye suggested that Board should talk with someone before trying to add this type of instance into the procedures. L. Milette suggested having the attorney in to speak regarding a particular email the Board received and it was agreed that a procedure for how to address legal consultation might be called for. There was discussion about how channels for this might be created. It was noted that §225-4. Duties 8) Prepare correspondence as directed by the Chair of the Board addressed some of the legal correspondence and might be added to. T. Moore cautioned about ongoing litigation there could be correspondence which should be kept confidential.

R. Anthony spoke about the appropriateness of an alternate shadow type planning board operation that is divorced from the elected members of the Board. Ch. Alberti will have some discussion about the legal aspects discussed and determine if Atty. Cleary should be invited to a meeting.

#### **4. ECONOMIC DEVELOPMENT MASTER PLAN SURVEY**

Ch. Alberti noted that as J. Rowland is not available for this discussion it will be more limited than anticipated. T. Moore reviewed the 2022 Master Plan Implementation Activity Log. He noted he has been

updating the status portion since 2021 and that though it might seem not much is happening, there is ongoing work. There was discussion on how to integrate the economic development work into this. Housing and the HOP grant were discussed briefly, as was land use and how we want Plaistow to look in the future. It was suggested reviewing each section and looking for one thing that stands out, identify priorities and possible actions. An Economic Development chapter should be added to the Master Plan.

C. Fowler volunteered to ask Haverhill about the availability of extending the sewer lines up Rte. 125. There was discussion of these possibilities again. A brochure about living with septic systems was suggested. There was discussion about extending the rail road line and that it was more likely to go to Manchester or Nashua.

## **6. OLD BUSINESS**

a) HOP Grant: It was agreed to table this to the next meeting.

## **7. NEW BUSINESS**

The next meeting will be a workshop meeting. Moving forward with the Greater Salem Chamber was discussed; it was agreed to participate in a ‘Grand opening’ event to gain publicity and to have some more events lined up. Ch. Alberti reported he had sent an informal request through D. Voss to attend a ZBA meeting to open up some dialog about the new zoning ordinances and amendments, the Economic Development plan and HOP Grant housing initiatives. He reported they had some concerns about specific applications being discussed and they declined. He spoke with J. Rowland who said appropriate communications between the Boards is allowed, and recommended perhaps sending general memos to ZBA and Code Enforcement. She suggested looking at zoning language to make sure it is appropriate and clear.

R. Anthony revisited the genesis of some of the zoning amendments and how it would be helpful to know this moving forward. Ch. Alberti suggested it might be done moving forward. R. Anthony asked about a multi-family district, which nobody could identify. T. Moore suggested provided more complete information in the Voter’s Guide. Setting a schedule and deadlines for zoning amendments was also discussed.

## **ADJOURNMENT**

There was no additional business before the Board and the meeting was adjourned at 8:20 PM.

Respectfully Submitted,

Charlene A. Glorieux  
Minute Taker