

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



**PLANNING BOARD MEETING MINUTES** (***DRAFT MINUTES – Subject to change once approved and amended by the board at its next meeting on May 17, 2023***)  
**May 3, 2023**

**Call to Order:** The meeting was called to order at 6:30 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 – Excused  
Richard Anthony, Alternate – Present at Town Hall  
Jay DeRoche, *Selectman's Alt.* – Present at Town Hall  
Bill Coye, *Selectman's Rep.* – Present at Town Hall  
Victoria Healey, RPC – Present at Town Hall

Also Present: Atty. Charles Cleary

**2. MINUTES:**

The minutes of the April 19, 2023 meeting had been distributed prior to the meeting.

***B. Coye moved, second by C. Fowler, to accept the minutes of the April 19, 2023 meeting as issued.***

***The motion passed 4-0-0***

Ch. Alberti appointed Timothy Moore a voting member for the meeting in the absence of Karen Robinson.

Ch. Alberti noted that the Planning Board's attorney Charles Cleary had been invited to the meeting because the Board members had some questions for him and some of these would fall into the realm of a non-public

session. He said the primary reason for the session is RSA 91-A:3 , II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.

Ch. Alberti asked for a roll call vote to go into non-public session:

***T. Alberti – yes, L. Milette - yes, C. Fowler - yes, T. Moore - yes and B. Coye - yes.***

***The vote passed 5-0-0***

The meeting went into non-public session at 6:37 PM.

The public session reconvened at 7:29 PM.

***C. Fowler moved, second by B. Coye, to seal the minutes of the non-public session.***

Ch. Alberti noted that because it was determined that the divulgence of this information likely would render a proposed action ineffective, affect the reputation of any person other than a member of the Board.,

***The motion to seal the minutes passed 5-0-0***

#### **4. ECONOMIC DEVELOPMENT MASTER PLAN SURBEY - UPDATE**

Ch. Alberti noted that Jenn Rowland had asked to present this at the next meeting; he said unless it is a short update, there is unlikely it can be discussed at the May 17<sup>th</sup> meeting. For this meeting he invited V. Healey to make a presentation on NH MS4. She discussed stormwater runoff, impervious surfaces, point and non-point pollution, sewer separation, Soil erosion, stream channel erosion and sediment control as they affect the entire ecosystem. She noted these outcomes could also negatively affect property values. She talked about the benefits of having low-impact development

She discussed the MS4 permit, noting that it is complicated but the Planning Board only has to do a small component of it. She noted it is a 5-year permit and once Plaistow is compliant, that it is wrapping up on June 30<sup>th</sup> and that at this time the EPA will likely extend the permit for a year or more. She noted that all of Plaistow is within the MS4 area.

Ch. Alberti asked what the Board needs to do this year and if the Zoning Ordinances need to be updated to meet the MS4 requirements? V. Healey agreed and suggested that a lot of what is in the zoning ordinances could be moved to the site plan review regulations. She said each bit in the ordinances needs to be checked against the new updates. T. Moore suggested there may be many things in zoning that would serve better in site plans. V. Healey suggested the Board start thinking about the threshold for the size of a project that would invoke MS4 and who would be responsible for reviewing; the applicant/developer, the Town. There would need to be a check on whether the applicant followed their approved plans, how often they need to do that, etc. T. Moore suggested KNA & Associates for the review. Another conversation will be held to discuss Plaistow's current threshold and what other towns apply. V. Healey will put together a list of what other communities have picked for thresholds and look at bigger projects Plaistow has gone through.

R. Anthony asked if Plaistow has a policy of how to deal with an approved site plan, where construction has not been done for some time, and the Town updates the MS4 requirements. V. Healey said the plan holds to the regulations current at its approval.

## 5. REVIEW OF BOARDS RULES OF PROCEDURE

Ch. Alberti read the changes that the Board had made at the April 5, 2023 meeting.

§ 225-3. Organization. C. Committee and Commission Memberships

(1) The Board shall make recommendations to the Board of Selectmen of a ~~Commissioner Representative~~ to serve on the Rockingham Planning Commission (RPC) in accordance with RSA 36:46-III. Representatives serve for a four (4) year term.

~~(2) The Board shall make recommendations to the Board of Selectmen for one person to represent Plaistow as a member of the Rockingham Planning Commission's Transportation Advisory Committee (TAC) to RPC's Metropolitan Policy Committee (MPO). TAC members serve three-year terms and may be any resident of Plaistow.~~

*The Board shall make recommendations to the Board of Selectmen for two (2) representatives and one (1) alternate to serve on the Rockingham Planning Commission's RPC in accordance with RSA 36:46-III. The terms shall be for four (4) years.*

(3) The Board shall appoint a member and an alternate member to serve on the Capital Improvements Program (CIP) Committee in addition to the Chair of the Board or the Chair's designee. The Chair of the Board or the Chair's designee shall serve as the Chair of the CIP Committee. A Board member or Board alternate member may serve on the CIP Committee as either a member or alternate member. *The term shall be one (1) year.*

§ 225-4. Duties. D. Planning Staff

*(18) Work with the Chair on an annual review of the Plaistow Zoning Ordinance, site plan review and subdivision regulations.*

*B. Coye moved, second by C. Fowler, to accept the changes to the Rules of Procedure as read.*

*The motion passed 5-0-0*

There was discussion about adding another item to the effect that the Board should be informed of any requests for legal assistance/advice. After discussion it was agreed to revisit this at another meeting.

## 8. COMMUNICATIONS, UPDATES, FYI'S, AND OTHER BUSINESS

Ch. Alberti reviewed the legal notice for the Public Hearing on May 17, 2023.

## **ADJOURNMENT**

There was no additional business before the Board and the meeting was adjourned at 8:13 PM.

Respectfully Submitted,

Charlene A. Glorieux  
Minute Taker