

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 September 20, 2023***)
September 6, 2023

Call to Order: Ch. Alberti called the meeting to order at 6:30 PM.

1. ROLL CALL:

Tom Alberti, *Ch.* – Present
Chuck Fowler – Present
Laurie Milette -Present
Karen Robinson – Excused
Richard Anthony, Alternate – Present
Timothy Moore, Alternate – Present a
Jay DeRoche, *Selectman's Alt.* – Excused
Bill Coye, *Selectman's Rep.* – Present
Victoria Healey, RPC – Present

Also Present: Scott Slattery, University of New Hampshire Cooperative Extension

2. MINUTES:

The minutes of the August 16, 2023 Board meeting had been distributed prior to the meeting

C. Fowler moved, second by B. Coye, to accept the minutes of the August 16, 2023 as issued

The motion passed 4-0-0

In the absence of K. Robinson, Ch. Alberti appointed T. Moore a voting member for the meeting.

3. PUBLIC HEARING

Ch. Alberti opened the public hearing and read the following into the record:

Master Plan Update: The Planning Board will hold a public hearing to discuss an additional ten (10) Master Plan Implementation Strategies that were created with the help of the Rockingham Planning Commission in response to the Economic Development survey that was created and circulated Fall 2022. The new proposed implementation strategies discuss economic development goals based around infrastructure, housing, and local businesses.

V. Healey read into the record:

RSA 674:1 Duties of the Planning Board: 1. It shall be the duty of every planning board established under RSA 673:1 to prepare and amend from time to time a master plan to guide the development of the municipality. A master plan may include consideration of any areas outside the boundaries of the municipality which in the judgement of the planning board bear a relation to or have an impact on the planning of the municipality. Every planning board shall from time to time update and amend the master plan with funds appropriated for that purpose by the local legislative body.

RSA 674:4 Master Plan Adoption and Amendment – the planning board may, according to the procedure required under RSA 675:6, adopt the master plan as a whole, or may adopt successive sections or parts of the plan. Sections or parts of the plan shall correspond with major geographical sections or division of the municipality, or with the functional elements of the plan, and may incorporate any amendment, extension, or addition to the plan.

The background of the Economic Development survey was discussed as well as the goals identified by it.

Goal: Ensure that appropriate infrastructure – roadways, water, energy and broadband – is available, safe and maintained to support businesses,

ED 1: Identify infrastructure (water, wastewater, natural gas, broadband, etc.) existing within or nearby each district to determine if it can support desired uses. 2023/2024 Planning Board, Select Board

ED 2: Coordinate on Main Street Improvement efforts with NHDOT in order to ensure the proposed improvements fit the purpose of maintaining the characteristics of the district while allowing ease of accessibility to smaller scale commercial and retail uses allowed in the district. Ongoing Select Board

ED 3: Evaluate cost of maintaining existing town owned infrastructure to identify funding needs to be incorporated into Capital Improvement Program. 2024, then Ongoing CIP Committee

ED 4: When considering infrastructure improvements, ensure that there are no negative impact on safety for people and natural resources. Ongoing Select Board, Planning Board, and Conservation Commission

Goal: Increase diversity of businesses by ensuring that regulations support uses that are desirable to the town

ED – 5 Review uses within zoning districts to ensure that desirable uses are feasible within the district and are clearly defined. 2023/2024 Planning Board, ZBA and Conservation Commission

ED 6 - Ensure that design requirements match the vision and goals of the Master Plan with regards to community vitality, economic development and natural resources. 2024 Planning Board,

ED 7 - Establish an Economic Development Committee to help promote Plaistow as a desirable location for businesses. Example: Town of Plaistow participation in the Salem Chamber of Commerce. 2024 Select Board

Goal” Strive for a diverse housing supply that meets the needs of residents and employers in Plaistow

ED 8 - Identify opportunities within local regulations to promote diverse housing types that are compatible with businesses uses. Example: Coordinate discussion with the Economic Development Committee (if established). 2023/2024 Planning Board

ED 9 - Continue to ensure that housing development standards incorporate the characteristics and atmosphere that Plaistow prioritizes are maintained. 2024 Planning Board

ED – 10 Utilize the findings of the Plaistow Housing Needs Assessment (expected 2024) to better understand the types of housing residents need and businesses seek for employees or to support their businesses.

T. Moore moved, second by B. Coye, to update the Master Plan with the Economic Development Goals as amended.

The motion passed 5-0-0

4. HOP ENGAGEMENT SESSIONS DISCUSSION

Scott Slattery, Community & Economic Development Specialist, University of New Hampshire Cooperative Extension, introduced himself. He said he will help the Board anyway he can, noting they have been part of the HOP Grant to help with the citizen participation plan.

Ch. Alberti discussed the Planning Board’s goals for 2024. S. Slattery said there is no cost for the services he can provide and can assist both with economic development and housing. The housing survey was reviewed. It was agreed to push the survey further and hope for 200+ responses. There was discussion about various ways to engage with different segments of the community. It was agreed to ask Recreation for engagement opportunities. There was discussion of using different types of technology to reach out to more people, and where to leave information about the survey. It was agreed to keep the survey going until September 25.

V. Healey shared the current responses to the housing survey. There was discussion about how to move forward, how to engage with developers to encourage more affordable units being built. A regional housing authority was suggested. Opportunities to redevelop properties and have mixed use were discussed.

The HOP engagement sessions were discussed as well as potential funds for them. It was agreed to use the Library, to have refreshments, be kid friendly, hold it from 6-8pm, advertise it as an open house, have kid activities, and be sure to control the narrative. October 9th was chosen. S. Slattery will assist. There was discussion about televising the event.

Ch. Alberti invited public comment; there was none. The public hearing was closed at 8:01 PM

5. MS4 ZONING ORDINANCE

V. Healey presented the final draft of changes for the proposed storm water and site plan zoning regulations. It was noted that part of the State’s MS4 regulations have been incorporated into the Town’s regulations. It was agreed to have these reviewed by KNA.

There was discussion about how these would be presented to the voters at the deliberative sessions. T. Moore suggested that the changes to the site plan regulations be made before Town Meeting and make it conditional approval upon passage of the zoning amendments.

7. NEW BUSINESS

The 2024 Planning Department Budget was discussed. It was noted nothing has been set by the department yet, and that this is the time to make requests. It was noted that the 2023 budgeted money for the Master Plan update has not been used yet and it was agreed to keep that. T. Moore suggested some changes are really needed to areas of the Master Plan and increase the funding for the Master Plan to \$10,000. Funding to review the impact fees was also discussed. It was agreed to put \$1.00 in the impact fee line to keep it open. Engineering consulting fees should also be reviewed. It was suggested having a new line for RPC circuit rider at its cost and a line for engineering/consultant at \$2,000.

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

Ch. Alberti asked for a general discussion about how the Board approves plans and what happens after that. He said this was to be a general discussion and there was to be no referencing any properties at all. He said that applicants come before the Board with plans, the plans are discussed and some are approved and after they leave the Board they are no longer under the Board's jurisdiction. He said the expectation is that the conditions of the plan will be enforced through Code Enforcement. He noted that a bond is held during construction. T. Moore said that typically the bond is held in the event the developer abandons the project and it must be stabilized to be safe. He said a subdivision has a performance bond to ensure a public road will hold up for a number of years. Ch. Alberti asked if prior to the certificate of occupancy being given to the applicant, the engineer takes responsibility for enforcement; it was agreed he does. After that it becomes the responsibility of Code Enforcement.

Ch. Alberti said he had questions coming out of the last Board meeting and he asked around for opinions and generally was told this was out of his jurisdiction. He stated that he wanted to be sure that the conditions for the approved plans are followed appropriately, and if they aren't what the recourse is. He said he was referring to a specific situation and believed it was ok to talk about it, though he received some opinion that he shouldn't talk about it in public. He noted it was an approved plan for the site from the Board, not a future or ongoing application and he wanted to address a specific condition of the plan with the goal of writing a potential letter that the Board had approved the plan in this particular manner and would request some enforcement on it.

Ch. Alberti asked R. Anthony to recuse himself; B. Coye cautioned Ch. Alberti to be careful of specifics which could open himself up to potential problems as this is no longer in the Planning Board's jurisdiction and counsel says it should not be discussed in this venue. T. Moore suggested that if there are questions during construction a letter should be sent to KNA who are responsible for monitoring the construction. Code Enforcement's role was also discussed. Ch. Alberti said it is a specific situation where opinions are not being given on the applicant or the specific project, but rather clarification if a condition has been followed.

B. Coye suggested that if there were questions on any property in town someone could be brought in to a private meeting to give advice. Recusal from discussions was also addressed. C. Fowler asked if the Board

know how to read plans, and knowing what different lines and symbols mean. He said he has been building houses and reading plans for over 40 years and they can present interpretation problems.

Ch. Alberti asked the Board if a discussion could be held. He said he wanted to protect the Board's role as a plan approver. He said it would be about the interpretation of a segment of the plan versus what has actually happened. He mentioned concerns about enforcement and he said that members of the community brought evidence to the town of tree cutting that was done on Plaistow land and nothing was done.

It was agreed that Steve Keach be asked to come to a Board workshop meeting for a general knowledge discussion of the process for any project in town. The exact date of that meeting was questioned as October 9th had been suggested. V. Healey said it would be the workshop meeting on October 4th but at the Library.

ADJOURNMENT

There was no additional business before the Board and the meeting was adjourned at 9:05 PM.

Respectfully Submitted,

Charlene A. Glorieux
Minute Taker