

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



PLANNING BOARD MINUTES (DRAFT MINUTES- Subject to change once approved and amended by the board at its next meeting on May 5)

April 21, 2021

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

Chair T. Alberti read the following COVID-19 statement:

The Plaistow Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, is authorized to meet electronically, and these reasons shall be reflected in the minutes. When there are public hearings scheduled, notice of this electronic meeting is sent to all abutters and published in the Eagle Tribune Newspaper.

The Plaistow Planning Board is utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during the meeting through the Zoom program, and the public has access to contemporaneously listen and, if necessary, participate in this meeting. The link to access this meeting was provided on the Town's website.

There is a "raise your hand" feature of the program that will allow attendees to participate in the discussion. There is also a Q&A box for the public to type questions during the meeting. The Public can also send emails with questions or concerns prior to the meeting to dvoss@plaistow.com. All emails received by 3:00PM on the day of the meeting will be read at that meeting. Please note: all questions and concerns typed into the Q & A box or sent via email will be read aloud to become part of the public record. The meeting will also be live on Plaistow Access Cable - Channel 17 and will be livestreaming on the Town's website.

1. ROLL CALL:

Tom Alberti, *Ch.* – Present at Town Hall
Tim Moore, *Vice Ch.* - Present at Town Hall
Laurie Milette - Present at Town Hall
Karen Robinson - Present at Town Hall
Greg Taillon, *Selectman's Rep.* Present at Town Hall
Maxann Dobson, *Alternate* – Present at Town Hall (non-voting)
Bill Coye, *Selectman's Alt.* - Present at Town Hall (non-voting)
John Cashell, *Planning Director* –Present at Town Hall (non-voting)

Also Present: Daniel Koravos, Applicant's Representative

2. REVIEW/APPROVAL OF APRIL 7, 2021 MINUTES:

Draft minutes were included with the meeting materials. Ch. Alberti noted that on item 2, approval of the March 17, 2021 minutes he, not K. Robinson, was the person who abstained on the vote to re-appoint Geoffrey Adams as alternate. and that Rockingham County Commission was misspelled. (Note: the March 17th minutes were corrected.)

T. Moore moved, second by G. Taillon to approve the minutes from April 7, 2021 as corrected

The motion to approve the minutes as issued passed 5-0-0.

3. CONCEPTUAL DISCUSSION – 27 PLAISTOW RD. – RETAIL DEVELOPMENT:

Ch. Alberti noted that the Public Hearing on PB 21-03 scheduled for the meeting would not be held as the application had been withdrawn by the applicant.

Applicant Representative Daniel Koravos, 59 Granite Lane, Chester, NH was invited to speak about the project. He stated the lot is an existing non-conforming lot and structure in the CI District. He noted the minimum required lot area is 80,000 SF and the present lot area is 19,200 SF; the required frontage is 150' and it has 115'; the required setbacks are 50', 35' and 35' for front, rear and side and the existing are 35', 30' add 30'. He noted this may have complied when originally built. The proposed use will remain retail and the proposed building will be 4,000 SF. Parking calculations were done based in retail and are 16 parking spaces; D. Koravos noted the original 16 parking spaces did not conform to 18' and some parallel parking spaces were along the fence at the Bank of America lot. He said they would like to use those spaces but don't know if landscaping would be required with the existing fence. He also said they would like to extend the parking space in the back of the building and there would be two handicap parking spaces. He noted applicant/owner is Nassar Jewelers and they larger space would be used for onsite work and storage. The new building's top floor would be seen from the road and the basement underneath would have level access from the back and would meet al ADA requirements.

D. Koravos noted they would like to slightly narrow the front of the building and extend it back. He suggested a likely place for the septic system. He noted that loading/unloading would be done when the business was not open to the public and that there is no storage space for snow so it would be hauled off. He suggested fire apparatus access would need to be discussed with the Fire Dept. due to limited space, but that there is enough room for emergency vehicles in and out. He said that no well was identified but thought there may be municipal water. L Milette noted there is no municipal water there yet, but there may be fire suppression. J. Cashell noted water is being installed but it may not be available for some while, and T. Moore said the fire suppression system is on both sides of the street but the property may not be hooked into it and there may be a shared well.

Ch. Alberti asked for the general timeline and was told approximately one year. G. Taillon asked if any of the existing building would be used but D. Koravos said he believed it was not in good enough shape. D. Koravos had some questions about whether the setbacks would change under the new regulations. Ch. Alberti noted the old building would be grandfathered but suggested variances would be requested for the new construction and T. Moore confirmed that and calculations concerning the size of the wetland would be made. J. Cashell suggested sitting down with the building inspector who would go over any setback issues.

4. OLD BUSINESS:

Ch. Alberti noted that Dee Voss had provided an updated schedule of meeting dates with the workshop dates. T. Moore noted the Board does not typically meet the first week of July but felt it was too early to definitely cancel the July 7th meeting. G. Taillon asked if continued workshop meetings would be scheduled for the second meeting of the month or continued into the next month. Ch. Alberti suggested that the Board target the scope of workshop meetings to avoid that but be flexible to meet needs. J. Cashell said it is not atypical for a Planning Board to meet once on July and once in August due to vacation schedules.

5. NEW BUSINESS:

J., Cashell said there had been a submission from the 125 development plans that involves Newton and Plaistow, and that the plans didn't comply with the requirements, being a cover sheet for a subdivision plan with no stamp or signature from a licensed NH land surveyor.

Master Plan: Ch. Alberti asked if there was any follow up to the discussion from the previous meeting. J. Cashell suggested that Board may want to create an action list of items to be completed this year and who is going to complete them and then monitor the progress throughout the year. Ch. Alberti suggested looking at what was tasked and decide what are the priorities, how to divvy up the work and who will work on what. He said this should go on the agenda for the next workshop meeting.

J. Cashell said he has been in contact with Steve Keach to be sure the Sweet Hill plan is developing properly, and with Dan Garlington to make sure the right of way meets what he needs. He noted that D, Garlington is most concerned with the electrical and post box locations, and that he is fully satisfied at this time. He also noted the need for proper field inspections as the project moves ahead. T. Moore noted the need for road compaction inspections. G. Taillon noted the questions regarding the Fire Department and DPW acceptance of the plan, and that he had convey to the Town Manager that the departments need to title and date their acceptances. J. Cashell said the memo had gone to the Fire Department and a reply will be available by the next hearing.

J. Cashell expressed surprise that the applicant for 27 Plaistow Rd. hadn't gone to the Building Inspector especially about setbacks and said it would have been helpful if they already knew they had to see the Inspector and suggested implementing a more comprehensive plan review so the Board has the information it needs before the discussion. K. Robinson suggested there is a lot of misunderstanding on the process and the applicant did not know where to find the information he needed. She noted there had been some problems with some plans that had gotten through because the applicants didn't follow the process upfront and that she would rather they come to the Board and be advised what they need to do than for the plans to get lost.

T. Moore said that the Board needs to do this year because potable water is imminent so that plan reviews also go to the Water Dept. to be sure the specifications are correct for connections and hydrants. Ch. Alberti suggested looking at policies and procedures and perhaps review the document that guides applicants through the process to make sure it is up to date. J. Cashell suggested requiring water loop lines in developments so the water doesn't get stagnant and the quality deteriorate.

J. Cashell mentioned the NH MS4 Communities program requires annual updating and reporting dealing with storm water management, and suggested the Master Plan should be dealt with in a similar manner. G. Taillon asked about filtering of storm water containing road salt; J. Cashell said the catch basins get cleaned so the salt going into the wetlands is diluted. T. Moore said the catch basin material is removed from

Plaistow to a treatment plant, and the streets are swept in the Spring. It was suggested this be done twice a year and Ch. Alberti said the green snow item on the Master Plan is under the Planning Board and Conservation Commission but they couldn't require it so perhaps the BOS and Town Manager might mandate a program. G. Taillon said that he could bring it to the BOS.

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

Ch. Alberti noted that the Board had recommended to the BOS the payment to the Rockingham Planning Commission and it had been rejected. C. Taillon reported the discussion was that there is an underfunded budget and there is no money in the budget to keep the Public Works Garage or Town Annex running so they are looking to save money and make cuts where possible, and that some years in the past the RPC had not been funded. He said he hoped that next year's budget would allow a return to the RPC. K. Robinson asked if there was some way to remain part of the RPC if a smaller payment could be made. T. Moore said the RPC has done that in the past, it might be possible. J. Cashell noted the RPC is running a deficit also. Ch. Alberti asked if the RPC money was part of the Planning Board's budget line item and wouldn't that be covered? M. Dobson spoke as the previous year's Budget Committee Chair that the Planning Board was level funded. Ch. Alberti said he understood there were funding issues but expressed concern that if infrastructure money is on the horizon that communities that are shovel-ready or plan-ready are likely to be able to take advantage of and he would like us to be able to benefit our community but if we are losing resources that may impact the Planning Dept. he is concerned knowing that we are not currently a member of the RPC and may lose other resources. L. Milette noted that DOT and RPC are involved with the traffic calming project it is not a year to cut RPC and if \$4-5,000 could keep Plaistow as an active member it would be beneficial. Ch. Alberti asked if the study has been paid for and will be completed or if it is relative to the current membership. T. Moore said the project is part of a DOT 10 year plan and he was surprised to learn they were looking for a \$200,000 match from Plaistow to complete it. He said the project is looking for completion in 2024-2025 so there is an opportunity to set some money aside over the next few years to make up the deficit, and if the infrastructure money comes through it may be a good candidate for funding. He said those are federal dollars and even without paying RPC dues Plaistow would have access to them. In response to a question G. Taillon said Plaistow is not a member of the RPC, the BOS voted 5-0-0 not to pay dues, and if something comes up at a later point the BOS will look at it. He noted that this is not the only thing being done; there will be some furloughs of employees and cutting staff and looking for ways to cut expenses, and he suggested putting needed items into the budget for next year.

Chair Alberti asked about the recommendations the Board made regarding Town-owned land from the previous meeting. G. Taillon said there was a Public Hearing on these issues and it is on the agenda for the next BOS meeting.

10. ADJOURNMENT

There was no additional business before the Board and the meeting was adjourned at 7:48 PM.

Respectfully Submitted,

Charlene A. Glorieux
Minute Taker