

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 June 16)**

**June 2, 2021**

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

Vice Chair T. Moore noted that Ch. Alberti would be late, and 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](mailto: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)

**2. REVIEW/APPROVAL OF MAY 19, 2021 MINUTES:**

Draft minutes were included with the meeting materials. No corrections were made.

*G. Taillon moved, second by K. Robinson to approve the minutes from May 19, 2021 as issued*

*The motion to approve the minutes as issued passed 3 (T. Moore, L. Milette, K. Robinson) -0-1 (G. Taillon).*

### **3. MASTER PLAN - IMPLEMENTATIONS**

T. Moore referenced the 2021 Master Plan implementation Activity Log. He said he had looked at the ongoing projects and their activity status. He noted there are activities for 2021 which are not ongoing and therefore not included yet. His hope is that at the end of the year there will be a complete list of what was done in 2021 and build a history of what has been done each year.

*G. Taillon moved, second by K. Robinson to accept the revisions in red to the 2021 Master Plan Implementation Activity Log.*

T. Moore noted that the Recreation chapter of the Master Plan was not updated and hoped to work with the Recreation Director and Commission to update them; he noted that would require a Public Hearing. G. Taillon asked if additional changes to the Plan would be approved as the work moves along; T. Moore confirmed that would be the case.

*The motion to accept the revisions as presented passed 4-0-0.*

K. Robinson asked if Committees will be formed or issues to be worked on would be identified and it was agreed that would be the case. T. Moore noted that one of the activities that have been on the back burner is to look at low-impact development, and there are some plans where this would be beneficial. NR1-9 was mentioned and J. Cashell suggested bringing a speaker to a future meeting on what the Town has been doing relative to MS4. K. Robinson said she would work with the Conservation Commission on the Natural Resources issues.

J. Cashell noted that he has noted how much undeveloped property and developed property is for sale on Route 125, suggesting it's close to 50%, and there could be a lot of activity over the next two months and going forward. He suggested the Board consider a field trip and walk along the lots on Rte. 125 to brainstorm how to improve things.

J. Cashell brought up the future meetings schedule and asked whether the Board would meet on July 7<sup>th</sup>; it was generally agreed this meeting should be cancelled and the next meeting would be July 21<sup>st</sup>. Any discussion about August meetings would be deferred to the July 21<sup>st</sup> meeting.

### **4. RULES OF PROCEDURE:**

T. Moore noted that Ch. Alberti wished to discuss the Rules of Procedure. G. Taillon suggested that the Board read through the Rules of Procedure and bring any suggestions to the next meeting. It was noted there were some changes made last year but that it is good to review every year.

T. Moore noted that last year it was decided to hold off on discussion of how to conduct remote meetings. It was noted that the remote meetings are expected to expire on June 12<sup>th</sup> but there is legislative work being

done to allow remote meetings to occur. There was a discussion of the benefits of remote and in-person meetings.

Ch. Alberti arrived at the meeting and the Rules of Procedure were revisited. He suggested a discussion of the Rules would get everyone on the same page and foster more effective meetings.

He noted there had been a question about service on other boards and asked if anyone had any conflicts with service on multiple boards. He noted the oddity about the RPC membership this year and asked if there were any questions. T. Moore said the By-laws state how we make the recommendations, but the BOS is free to make their decision. There was discussion about the clarity of the language in §225-3, C (3) for the CIP members from the Planning Board and it was agreed the needed information was included. T. Moore noted that the Planning Board can have five alternate members and currently there is one.

Ch. Alberti referenced § 225-4, D (8) and asked what type of correspondence this covers. T. Moore said the purpose is that members of the Board should not be sending letters so that an outside organization doesn't get multiple points of view. J. Cashell noted it is a rare occurrence that the Planning Board has to send out an official correspondence, that most of it is done via email, but anything official going to a body politic would be signed by the Chair

Ch. Alberti referenced § 225-6, D Public Hearings and asked the Board to revisit the rules and conduct for communicating. He noted the Planning Staff can have off-record conversations about applications and get good insights that are not part of the public record until the Board sees it and has the chance to comment into the public record. He noted the outlined rules ensure the right to ask questions and speak to the issues into the public record. It was noted that D (2) helps assure that the discussion is controlled, but that is mostly useful if there are a large number of participants (abutters, etc.) when the Chair may require all questions to go through the chair; however in smaller meetings it is usually fine for the Board members to ask questions directly.

Ch. Alberti said he believed he had seen an ordinance that the Planning Board has to approve the placement of storage containers. J. Cashell suggested the Board begin a conversation that might lead to a bylaw regarding their placement. K. Robinson suggested that it is up to the Planning Board to decide; Ch. Alberti said he would look for the ordinance. J. Cashell suggested that the site plan review is a way to improve the aesthetic quality of every site via building materials, light placement and type, landscaping.

## **5. OLD BUSINESS**

CIP Alternate Member: it was noted that T. Alberti and T. Moore are the Board's members on the CIP, and that an alternate member needs to be picked.

*L. Milette moved, second by G. Taillon to appoint K. Robinson as the CIP Alternate Member.*

*The motion to appoint K. Robinson passed 4-0-0.*

## **6. NEW BUSINESS:**

J. Cashell brought up the future meetings schedule and asked whether the Board would meet on July 7<sup>th</sup>; it was generally agreed this meeting should be cancelled and the next meeting would be July 21<sup>st</sup>. Any discussion about August meetings would be deferred to the July 21<sup>st</sup> meeting.

Referring to the Master Plan, J. Cashell noted that he will be gathering information on low impact development with the intent to deliver a report to the Board in September. He also noted that K. Robinson will be working with the Conservation Commission and that the Board might want to work in on various assignments over the summer with an eye to reporting for the September workshop. Ch. Alberti said that is exactly what he would like.

## **7. COMMUNICATIONS, UPDATES, FYI'S AND OTHER BUSINESS**

J. Cashell said there is a potential that Plaistow does not have to be involved in the Newton/Plaistow subdivision since there is nothing to be developed on the Plaistow land.

## **10. ADJOURNMENT**

There was no additional business before the Board and the meeting was adjourned at 7:51 PM.

Respectfully Submitted,

Charlene A. Glorieux  
Minute Taker