

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



**PLANNING BOARD SPECIAL MEETING MINUTES**  
**September 7, 2022**

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

**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  
Richard Anthony, *Alternate* – Present at Town Hall  
Darrell Britton, *Selectman's Alt.* Excused  
Bill Coye, *Selectman's Rep.* – Present at Town Hall  
Sara Tatarczuk, *RPC* – Present at Town Hall  
Dee Voss, *Zoning Official, Administrative Assistant*

Also Present: Gene Forbes, P. E., Underwood Engineers

**2. MINUTES:**

The Minutes of the August 17, 2022 Planning Board meeting were distributed in advance.

*T. Moore moved, second by K. Robinson, to approve the minutes as written.*

*The motion to approve the minutes passed 4-0-1(T. Alberti).*

The Minutes of the August 24, 2022 Planning Board special meeting were distributed in advance.

*T. Moore moved, second by B. Coye, to approve the minutes as written.*

*The motion to approve the minutes passed 4-0-1(T. Alberti).*

**3. WORKSHOP ITEMS:**

### **Water Project Update:**

Gene Forbes, P. E., Underwood Engineers and chief engineer for the project presented the current status of the municipal water project. He reported they had obtained approval to operate a public water system and there are a growing number of connection requests for the water and contractors are making these connections. He reported the Town has engaged P. E. Underwood Engineers to develop its first Water Master Plan. He noted there is no operating history and speculation about how quickly people will want to connect. He also noted that water systems tend to spur development and solicited input from the Board for the Water Master Plan.

He showed the existing water lines through the Town, starting with the access of water from Manchester Water Works via new piping and existing piping in Atkinson to the pump house on the Atkinson/Plaistow town line on East Road.

He discussed potential future benefits from a possible water looping distribution system to help maintain water quality and flow through the system as well as a potential connection in the southern part of Route 125 which could provide hydraulic benefits, particularly for fire suppression. He also referred to a line constructed along Westville road to service some contaminated well areas on that street. He also mentioned a possible emergency connection to Haverhill in the event of disruption to the Town's supply.

He identified existing community water systems in the town and their potential integration into the new water supply which could improve the water quality in some of these areas. He referred to the funded project for the MtBE properties being connected and noted there are 75 connections being made through that State funded program. He said beyond that there have been about 20 other connections being requested, some being multi-unit or large businesses. He noted that some connections may be as many as 20,000 gal/day. He noted that there the State has already purchased 100,000 gal/day capacity for the Town, and that additional capacity is available but will need to be purchased. He noted this would need to be purchased by May 2023 or the capacity may be opened to others for purchase.

He also said another block of capacity will be available in Phase 2 where Manchester Water Works is building a new facility in Hooksett. He noted this capacity would require infrastructure improvements along the water route to Plaistow. He said Phase 2 in Plaistow is a future planning issue and the extent of the demand for potable water is still to be determined.

S. Tatarczuk noted how well the water project segues into the Economic Development Survey and suggested including questions about infrastructure into the survey. G. Forbes suggested comparing information from the upcoming survey with the one done in 2017-18 by the Board of Selectmen about water. D. Voss reported that two wells in Plaistow had dried up this summer, one on Westville Road and one on Main Street. T. Moore asked about the increased prevalence of PFAs and whether the pollutant can be tracked down. G. Forbes said a strong concentration has been found in the area of the Safety Complex and there are 11 properties identified with contaminated wells and the Town has applied for funding to hook these properties to the potable water system; he noted they have been approved and the documents and when approval comes through they will hook these properties to the system.

There was a discussion of grants and rebates to help fund water projects. There was discussion about whether the Town could contract out water supply to surrounding towns. G. Forbes said that at a certain threshold water sold out of the Town would be regulated by the PUC but the Town has a fight to sell some of its capacity. There was some concern about a developer's clam to be getting water from Plaistow; D. Voss stated that with the system being so very new and issues are still being sorted out, the Town will not be

selling any water outside the Town borders at the current time, and that the townspeople would be taken care of first.

**Economic Development Master Plan Survey:**

S. Tatarczuk introduced the draft survey and asked for input from the Board on each question, noting that if not all items are completely discussed those could be finished at the September 21<sup>st</sup> meeting. She said she hoped to have a final draft of the survey for the October 5<sup>th</sup> workshop meeting. She said distribution and publicity could be discussed at the Sept. 21 meeting and that she was aiming for a launch on October 10<sup>th</sup> and to keep the survey open at least three full weeks. The number of responses will be looked at after week two and a decision made about an additional push and closing the survey at the beginning of November and a summary and analysis available for the December 7<sup>th</sup> workshop and lead into a discussion of any applicable Master Plan amendments. She also noted the survey link that was sent with the meeting materials is live for Board use only and any practice usage will be erased before the survey goes live.

There were questions about deadlines for any zoning changes that might be made as a result of the survey results; it was noted the Master Plan must be changed first and that possible Zoning Amendments would not be decided on and suggested until 2024. It was agreed that time would be needed to digest the survey results, look at any impact on the existing Master Plan.

There was discussion about privacy and whether to allow the choice of named vs anonymous responses. There were concerns about people who don't live in Plaistow taking the survey. It was agreed to at least capture the section of Town the respondent lives in, as asked on pages 18 & 19. S. Tatarczuk noted there are a few question in the survey that include interactive maps and it would be beneficial to have these comments visible. It was agreed to try to leave comments on but names off the visible survey.

The survey was reviewed question by question and suggestions made. It was suggested that the zoning districts be identified by area or color to make identification easier for the townspeople.

There was discussion about how towns move successfully forward with economic development and if it includes someone at the Town level who looks for the developers. It was noted there is not a lot of land left in Plaistow for development. It was agreed that the Board would review the survey again and email comments to Sara, and then also take the survey online.

It was agreed the survey is meeting most of the points the Board wanted to have addressed. It will be reviewed again at the next meeting.

**2023 Zoning Ordinance Amendment Review:**

D. Voss reviewed the Zoning Amendment Calendar and noted that if amendments were to be suggested this year, the last date to hold the first public hearing would be January 12. She submitted a list of items that have come up over the last year for the Board to review. She noted there have been lots of questions about strange housing such as tiny houses, AirBnB and people living in campers that are not specifically addressed in the Zoning Regulations and should be cleaned up.

**2023 Budget:**

D. Voss reviewed the proposed budget, noting that some of the numbers are based on contracts and cannot be changed. Items for discussion by the Board are Master Plan and Impact Fees. She noted that for the Engineering/Consultant Fees line the RPC rate increase as of July 1, 2023 has been factored into the budget

as has added a cushion for extra consulting with SEC or KNA not related to a specific site if needed or additional legal services. She noted the rest is based on an average of the last three years' actual costs. D. Voss noted that the 2022 Master Plan budget of \$5,000 will be encumbered into next year and the 2023 number is in addition to the encumbered amount. D. Voss explained that the road impact fee has not been updated since inception and she is hoping that the amount will cover the associated costs.

There was a question about hearings before the ZBA. D. Voss said there were three applications the Zoning Board considered at their last meeting; one for a residential shed was granted, one for a communal living situation at 16 Atkinson Depot Rd was denied, and 17 Harriman Rd on a frontage issue to subdivide a 49 acre parcel into a 3 acre and a 46 acre lots which was also denied.

### **InvestNH Overview:**

S. Tatarczuk said the State receives funding through this program to increase opportunities for housing and there a few funding options available.

Capital Grants funding goes specifically toward developers. She said there is a demolition program available to developers and communities if there are specific properties that need to be demolished and there is a proposal to build housing on that property. Gap funding is also available for developers with permitted projects already underway but short.

Municipal Planning and Zoning Grants: there is a pool of money available for communities who have planned/permitted/begun workforce housing.

Housing Opportunities Planning Grants (HOP Grants): These are specifically for planning and zoning.

1. Needs Analysis and Planning Grants would be available for municipalities wanting to do their own community specific housing needs assessment. There is also some availability for Master Planning grants up to \$25,000 to undertake needs analysis or planning. This could be used to identify sections that are related to or impact upon housing and development for the purpose of supporting increased housing supply, and for community engagement efforts to support the development and adoption of those revisions. Infrastructure, transportation, land use and other parts of the Master Plan could fall within this. She said she would like to revisit this at the October workshop meeting. January 2023 application deadline.

2. Regulatory Audit. Grants are available for municipalities to do audits of their land use regulations and make recommendations for changes to promote increased housing opportunities in the community. Applications can be made for up to \$50,000 to conduct a regulatory audit. June 2023 application deadline.

3. Regulatory Development. Grants are available up to \$100,000 to hire a consultant to work on updating zoning ordinance and land use regulations based off the previous steps. November 2023 application deadline.

### **HB1661 & HB1021 Overview:**

S. Tatarczuk noted that HB1661 went into effect on August 23<sup>rd</sup> and there are many small tweaks in it, but there are elements that apply to Planning Board procedure which are relevant to this Board. She asked to delay discussion until the next meeting. She noted there could be an impact on any age restricted zoning incentive ordinances, would automatically become applicable to workforce housing in July of 2023.

Also the Board's application timeline will be affected by this.

**4,5,6. OLD BUSINESS/NEW BUSINESS/COMMUNICATIONS, UPDATES, FYI'S AND OTHER BUSINESS:**

T. Moore noted that the Conservation Commission is looking to put together a prime wetlands ordinance. They have a digital map showing where the prime wetlands are which needs to be overlaid on the tax maps

There was discussion of the status of the subdivision plans the Board had approved in the last year. B. Coye noted the Sweet Hill site has been cleared and is advertising different types of houses but he did not know where the building stood. North Ave has also been cleared. It was noted the Building Inspector/Code Enforcement Officer has been keeping a close eye on the work.

There was discussion about warrant articles that would influence land use in a direction that is better for the Town.

**ADJOURNMENT**

There was no additional business before the Board and the meeting was adjourned at 9:11 PM.

Respectfully Submitted,

Charlene A. Glorieux  
Minute Taker