

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 October 7.)*

September 16, 2020

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

Ch. Peck 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. Notice of this electronic meeting was sent to all abutters and published in the Eagle Tribune Newspaper.

The Plaistow Planning Board is utilizing the GoToWebinar program of the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during the meeting through the GoToWebinar 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, with the notice where to email with It is strongly suggested that you test the link in advance of the meeting to make sure you are able to access it. Please report any issues to jcashell@plaistow.com.

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 and during the meeting to jpeck@plaistow.com. 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:** James Peck, *Ch.* - Present at Town Hall
Tim Moore, *Vice Ch.* - Present at Town Hall
Laurie Milette- Present at Town Hall
Francine Hart, *Selectman's Rep-* Present at Town Hall
Karen Robinson - Present at Town Hall
Tom Alberti, Alternate – Present at Town Hall (non-voting)
Geoffrey Adams, Alternate – Present at Town Hall (non-voting)
John Cashell, *Planning Director* – Present at Town Hall (non-voting)

2. REVIEW/APPROVAL OF SEPTEMBER 2, 2020 MINUTES:

Draft minutes were included with the meeting materials

T. Moore moved, second by K. Robinson to approve the minutes from August 19, 2020.

Discussion on the motion: F. Hart noted she was not present at the vote to approve the minutes of the August 19, 2020 meeting. T. Moore noted that Tom Alberti should be listed as an Alternate and non-voting.

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

3. PUBLIC HEARINGS:

Ch. Peck read the hearing notice:

PB 20-11: The completeness of an application from S & L Garage Realty, LLC. The application proposes to amend a site plan to change the use of one of the existing commercial buildings, as well as eliminate the motor vehicle sales use and associated designated parking. The property is located at 157 Plaistow Rd, Tax Map 30, Lot 67 in the C1 District. The applicant is the property owner of record. If the application is found to be complete, the Planning Board may immediately conduct the public hearing.

Ch. Peck referred to the Staff Report indicating the application is complete.

F. Hart moved, second by K. Robinson that the application for the amended site plan, proposing an additional use of a compressor sales, service and warehouse use, and the discontinuance of the motor vehicle sales and associated display-designated parking at 157 Plaistow Road, Tax Map 30, Lot 67 be accepted as complete.

Ch. Peck opened the public hearing.

Charlie Zilch, Project Manager, S/E/C/ & Associates, Inc., 185 Plaistow Road, Unit 2, Plaistow, NH 03865 explained the application. It proposes to add a use to the existing automotive repair and detailing facility by adding sales, service and warehouse for a compressor business, which is a permitted use in the Commercial 1 district. The new business would occupy the building that previously housed the automotive repair facility prior to the construction of the new building. There is adequate parking space for the existing use and proposed additional use. Since the compressor business use is not vehicular dealership-related the property owner has decided to voluntarily delete the minimal motor vehicle sales use from the site to remove the restriction rather than applying for a variance.

G. Adams asked about the one-way sign at the driveway exit, and noted it appears to be headed the wrong way. It was determined that the sign was put there by the State of NH, and that it should be looked into.

F. Hart asked who the business will be servicing. Mr. Chris Poliquin, owner, United Compressor and Pump Services, Inc. said they will be providing mobile service at the customer's location. Typical customers would be Highway garages, diesel portable units. F. Hart asked if there would be containment compliance needed. Mr. Poliquin said there is some oil used in compressors and they may store 5-10 gals of waste oil per month at the shop. They will also have some fresh oil stored for service calls. T. Moore noted that the PB could ask for a note that state regulation standard procedures be followed for storage and disposal.

Ch. Peck asked for questions from the public but there were none forthcoming.

T. Moore moved, second by K. Robinson that the amended site plan for 157 Plaistow Road, Tax Map 30, Lot 67, which adds a compressor sales, service and warehouse business use and discontinues the motor vehicle sales and associated display-designated parking be approved on condition a note be added to the plan for proper disposal of waste oil. The motion passed 5-0-0.

4. CONTINUED REVIEW OF RULES OF PROCEDURE (CHAPTER 225):

Ch. Peck stated that as required the PB would read the amended Rules of Procedure at this and the next meeting of the Board. He said that he would read the rules that were amended at the September 2, 2020 meeting. The following sections were discussed and changes were suggested or made:

Sec. 225-2 Members, G(1) Meeting attendance,: Ch. Peck asked that in sentence two “a member of the Board Administrative staff” be changed to **“the Planning Board Ch..”** (As a side note, he also suggested changing his email from jpeck@plaistow.com to planningboardCh.@plaistow.com,

G. Adams asked why the Board should call the Ch. rather than staff, and whether the Ch. would be as available. F. Hart asked if emailing would be acceptable. Ch. Peck said he is always responsive to calls and email.

Sec. 225-3, Organization B2 -This section was renamed Sec. 225-3.Organization, B Planning Staff (2) and changed as follows: “All personnel deemed necessary by the Board shall be either contractors or Town employees and who are part of the Town’s personnel plan that defines supervisory roles, wages, benefits, hours of employment, and all other aspects of an employee’s job, in accordance with RSA 37.6.”

It was agreed to strike the first ‘and’ from the section so that in part it reads ‘...contractor or Town employees **and** who are part of the Town’s personnel plan...’

Sec. 225-4. Duties, A. Chair of the Board: “The Chair shall preside over all meetings and hearings; shall set the agendas; shall review and approve the annual Planning Board budget,; shall supervise the preparation of an annual report; shall appoint such committees as directed by the Board; shall affix his/her signature in the name of the Board; shall speak for the Board; and shall perform other duties customary to the office.”

It was suggested the duties be outlined and amended as follows:

The Chair shall:

- 1) Preside over all meetings and hearings;
- 2) Shall set the agendas **with input from the planning staff;**
- 3) Shall review and approve the annual Planning Board **budget after consultation with the full Board;**
- 4) Shall supervise the preparation of an annual report;
- 5) Shall appoint such committees as directed by the Board;
- 6) Shall affix his/her signature in the name of the Board;
- 7) Shall speak for the Board;
- 8) Shall perform other duties customary to the office.

Sec. 225-5: Meetings, A. Regular Meetings: “The first meeting will be a “workshop” meeting and the second meeting will be for hearings, unless circumstances arise that necessitate hearings at the first meeting. No hearings will go on after 9 PM although hearings may be opened then continued to the next meeting.”

The suggested amendment from the 9/2/2020 meeting was discussed at length. T. Moore cautioned care with the wording and deadlines lest the Board create unforeseen problems. There was discussion about the action timeline initiated upon receipt of an application and the need to advertise notice of and hold public

hearings. J. Cashell directed attention to RSA 676:4 for timelines. He suggested there is time to manage acceptance of applications and hearings without over stressing the Board, and hearings can be held on the most appropriate date within the Board's meeting calendar.

F. Hart suggested that if the Board continues an application public hearing a date should always be given. There was a discussion if whether hearings might need to be re-advertised.

T. Moore suggested that if there are many applications the Board should schedule the acceptance for a specific date and hold the public hearing on another date, as long as careful consideration is taken when selecting dates.

The following changes to the proposed amendment were agreed to: "The first meeting will be a "workshop" meeting and the second meeting will be for hearings, unless circumstances arise that necessitate hearings at the first meeting. No hearings ~~will go on be heard~~ after 9 PM although new hearings may be opened then continued to the next public hearing meeting."

Sec. 225-5 Meetings, H. Personal Electronic Devices at Meetings, (2): The following change was added: "All personal electronic devices will be placed in silent mode during board meetings, except if the Ch. or Planning Director need to receive email or calls from abutters or the public during hearings."

G. Adams suggested using communication devices should not be allowed during any public hearing. Ch. Peck noted the change was suggested to ensure public access to the hearings.

5. Old Business

F. Hart reported she has asked for the job descriptions for planning director, administrative assistant, etc. and will forward them when received.

6. New Business

J. Cashell said he will be meeting with Dee Voss on Friday, Sept. 18th to review issues and get any applications organized.

7. Communications, Updates, FYIs and Other Business

Ch. Peck said the next Board meeting should be a workshop and solicited discussion ideas. F. Hart asked about reviewing the Master Plan. T. Moore said he maintains a list of ongoing issues for the Master Plan. K. Robinson suggested a discussion of how to move forward, perhaps to include district lines. J. Cashell said and T. Moore agreed that the district lines are well defined and that they should not impinge on abutting districts.

J. Cashell suggested that what should be done is to create overlay districts which would allow different uses. He described an overlay district as something that might allow multi-family residential units in a commercial district, such as apartments above a store. He noted that finding tenants for store fronts is becoming difficult and more flexibility might be created by looking at residential and recreational uses in a commercial district.

Ch. Peck said we will start the planning process and asked J. Cashell to prepare materials to help the Board understand overlay districts for the October 7, 2020 workshop meeting. J. Cashell noted that the Town is on the cusp of needing to do this and the Board must prepare. F. Hart said she will get the Board of Selectmen to participate.

8. Adjournment

There was no additional business before the Board and the meeting was adjourned at 7:50 PM.

Respectfully Submitted,

Charlene A. Glorieux
Minute Taker