

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 18, 2022***)
May 4, 2022

Call to Order: The meeting was called to order at 6:30 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
Darrell Britton, *Selectman's Alt.* excused
Richard Anthony, Alternate – Present at Town Hall
Bill Coye, *Selectman's Rep.* - Present at Town Hall
Dee Voss, *Zoning Official/Administrative Assistant* –Present at Town Hall (non-voting)

Also Present: Tim Roache, Rockingham Planning Commission
Sarah Tatarczuk, Rockingham Planning Commission

2. REVIEW/APPROVAL OF MAY 4, 2022 MINUTES:

Draft minutes of the May 4, 2022 meeting were included with the meeting materials.

T. Moore moved, second by L. Milette, to approve the minutes of the May 4, 2022 meeting as issued.

The motion to approve the minutes as issued passed 3(T. Moore, L. Milette, B, Coye)-0-1(T. Alberti).

Karen Robinson joined the meeting at 6:33PM

3. DISCUSSION:

Ch. Alberti welcomed Tim Roache and Sarah Tatarczuk of the Rockingham Planning Commission to the meeting.

T. Roache said the RPC is enabled under RSA 36:46 to exist as an organization as part of a regional planning commission. He said they are required to create and maintain a regional plan, and to do regional housing needs assessments every five years. He noted the state gives them some funding for these

programs, that the Development of Regional Impact hearings are in their charge, and that they provide technical assistance to communities the necessary resources at their disposal. He said they feel themselves to be a resource, a forum and a voice for the region.

As a resource they maintain a staff of land use planners, transportation planners, and JIS specialists to ensure they are able to work with the communities to foster a careful stewardship of natural resources and economic development, as well as offering professional planning services for those who need it. He also noted working with the State DOT on transportation and highway planning which helps ensure funding from the federal level.

He discussed land use planning services which can help support community planning boards, master planning, open space conservation planning, help with zoning and housing. He said their GIS mapping software can assist towns with mapping, build out analysis and spatially visualizing land use data.

He noted the benefits of tying town planning into regional planning and sharing ideas with other communities, particularly with transportation and water issues. He also mentioned an electricity aggregation where communities were brought together to pool their electric accounts and put that out to bid for a better price. He said they may be looking for a bid again in the summer or fall.

T. Roache discussed the RPC's budget and cost/rate structure. He said RPC dues for communities with up to 10,000 residents are charged at \$1 per capita, and they bring in approximately \$155,000 from dues when all communities are participating. Plaistow's dues will be about \$7,800 this year. About 50% of the dues are used to match grants for the region, particularly the DOT work. The other 50% is split between direct local assistance and regional assistance. He noted they spend a lot of time looking for grants.

K. Robinson said the Board is looking for someone to help deal with the Town's Master Plan; T. Roache said it was possible this could be done next year. He also reported they are seeking to form a 501c(3) organization – the Rockingham Planning Foundation - to pursue foundation type grants.

Ch. Alberti said the Board has some members with a lot of experience and have made some ordinance changes to allow for mixed use and smaller businesses in certain areas. He said this year the Board is looking to develop an Economic Development Plan to look at influencing/diversifying the types of businesses that come to the Town. The Planning Board agreed to poll the residents again through a survey and then enact changes to reflect their desires.

T. Roache said the RPC has robust survey tools and has done them many times and could help. Ch. Alberti said the Board would like help in developing and analyzing such a survey; T. Roache said the RPC does this all the time and can help. R. Anthony noted the systemic issues involved with developing businesses along the Route 125 corridor such as water, which is coming, and sewer and asked if there is any federal grants or opportunities in this area. T. Roache said Stratham has contemplated extending water and sewer from Exeter and changing that corridor and using the added value of the parcels in the corridor to pay down the bond. He noted Exeter has done well with this strategy but it can be a hard sell due to fear of paying more in taxes. He said they could provide more examples.

Sara Tatarczuk spoke to housing issues and the regional needs assessment being conducted now by the RPC. She said it will look at housing in the region now and in the next 10 to 20 years and will be published at the end of the calendar year. She said there will be many tools to come from the assessment including suggested language for ordinances and suggested next steps. When asked about anticipated response rates

to survey they said if it's a hot topic the response is better, but they would expect about 400 responses from a town of Plaistow's size.

Ch. Alberti asked about how to proceed with survey question and was told it would come from suggestions, conversations and creating a first draft to be worked on through a workshop like this night's to create it. Ch. Alberti asked for similar surveys which could be tweaked for Plaistow. Information from the Traffic Calming survey and Economic Development surveys in other towns/regions can also be used. The RPC can provide some samples.

Ch. Alberti noted the changes in the Planning Department and the loss of a resource. T. Roache said that Dee Voss is a great resource, and he had talked with Town Manager Greg Colby a bit. He said some sort of planning services contract might be possible where the RPC can focus on big picture items and also to support the Board and D. Voss at need or to attend meetings as needed. K. Robinson spoke to experience of the last survey and master plan and that the RPC 'circuit rider' did the work on it. T. Roache said they can provide the services of a circuit rider but felt that much of that work was being done well already and they could help with the bigger picture items. D. Voss was asked what she thought was needed and she said help with the bigger picture. Ch. Alberti said he had voiced the Boards consensus to G. Colby and expected to hear from him shortly.

Ch. Alberti noted the Board had an application designated as a Development of Regional Interest before it and asked how this would proceed. T. Roache said the RSA's put the RPC into the role of reviewing on a regional level the application looking at the six criteria that determine the designation: proximity to the border, water resources, traffic, white noise, air pollution and proximity to schools. He said they will review the site plan, meet with the developers and provide an objective overview report. They will not influence the Board's decision. Ch. Alberti said the Board was looking for informed information. The RPC meeting is set for May 12th and will be available via Zoom.

There was discussion of what towns was notified about the meeting; T. Roache said it was at the discretion of the Planning Board. Ch. Alberti asked if with a transportation logistics facility with many vehicle trips would not just Kingston but also the roadways that would carry those vehicles such as Rte. 125 down through Haverhill and up to Rte. 111 including Brentwood, Epping and beyond. T. Roache said the further away from a development, the more the traffic disperses and decreases, and most communities just include the towns that border the facility. It was noted that Haverhill, Newton, Atkinson and Hampstead had not been notified of the DRI meeting but they will be now. R. Anthony asked if it would be considered a defect if something being contemplated is agreed to have a regional impact and you don't notify all communities the whole process was defective, and you could be held to account for the oversight. T. Roache said that if the Board felt the decision to just go with Kingston and Haverhill based on the size of the project is reasonable and defensible.

T. Moore said that what the Planning Board is after is Master Plan updates. He suggested the work begin on the survey first and should be limited to housing and economic development. He said the Board already knows the issues for Main Street – too much traffic that goes too fast. He suggested that next year after the Regional Housing Assessment is completed the Board could look to updating the housing section of the Master Plan. T. Roache noted that Newton has budgeted \$5,000 a year to review and update a chapter of its Master Plan every year to keep it fresh and moving forward.

T. Moore noted that the Economic Development piece is largely missing from the Master Plan and this is likely a longer term project. He said as the plan is developed there must be discussion of how to implement it, and this is the area where more help is needed. Ch. Alberti asked if both the Housing and Economic

Development Plan could be worked on at the same time. T. Moore suggested that surveys for whatever scope of work the Board wishes to engage in should be done right away. Then early next year work on Housing which is a smaller scope of work and can be done and out of the way, and then start work on the Economic Development plan. S. Tatarczuk suggested a combination of these can be worked on at the same time. She noted there was a good response from Plaistow residents to their Housing survey which could be incorporated into updating the housing section of Plaistow's Master Plan. Ch. Alberti asked to be provided with the data from the Plaistow responses, and it will be provided. It was agreed to keep the housing part of the survey short, and drill down more on Economic Development, and that using information from both surveys will provide a more complete picture of the housing issues.

There was discussion of how to craft zoning to attract desirable businesses to the town. It was agreed that part of the development plan will have to deal with pro-actively attracting better business. S. Tatarczuk suggested looking at similar sized communities that have achieved these desired results and back track how they got there. T. Roache said there would be areas the RPC can assist with as the process develops.

There was discussion of how to pay for these services. It was noted there is \$5,000 in the budget this year for the Master Plan which could get the survey started but the Board needs an estimate of costs from the RPC to know what to put into the budget for 2023. T. Roache said he would put together an estimate for the different areas under discussion. Ch. Alberti noted there may be some money from Planning Director dollars which aren't being used and might be used here. He said we should revisit these issues and work on the survey for the June 1st workshop meeting.

4. OLD BUSINESS

Rules of Procedure Update: The Board continued its discussion of the Planning Board Rules of Procedures. Ch. Alberti read out the following changes to be made.

§225-2. Members, B (1). Training. Within 12 months of assuming office for the first time, any member is encouraged to complete at least six hours of training, as offered by ~~the Office of Strategic Initiatives (OSI) or other NH state agencies.~~ *NH state agencies*

§225-3. Organization C(1)

~~(1) The Board shall make recommendations to the Board of Selectmen for two people to represent Plaistow as Representatives to the Rockingham Planning Commission (RPC). A third person may be designated as an Alternate Representative. The Board of Selectmen must then approve the recommendations made by the Board. RPC Representatives and Alternate Representatives serve four-year terms and may be any resident of Plaistow.~~

(1) The Board shall make recommendations to the Board of Selectmen of a Commissioner to serve on the Rockingham Planning Commission (RPC) in accordance with RSA 36:46-III

§225-4. Duties, A (7) Shall speak for, *or appoint a designee to speak for* the Board;

5. NEW BUSINESS

D. Voss reported on an update to a workforce housing analysis that resident Peter Bealo provided to the Planning Department.

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

Ch. Alberti noted the changes at 49 Plaistow Road, and it was noted the demo has been completed. He noted there has been no work on 44 Sweet Hill Road; D. Voss said the property has been sold and they must develop the site in accordance with the approved site plan, or return to the Planning Board to propose any changes. K. Robinson reported that the storage facility has a temporary occupancy until the landscaping is done by June 1st. It was noted that they must maintain the property in compliance with the site plan, including the landscaping. L. Milette asked about the trees removed from in front of the Irving Gas station and replaced with bushes. D. Voss said there were drainage issues which precipitated that change and John Cashell, former Planning Director had authorized it. There was discussion noting that the Board wanted to be consulted on these types of changes moving forward.

The Board was also provided with a copy of the results from the April Zoning Board of Adjustment meeting.

7. ADJOURNMENT

There was no additional business before the Board and the meeting was adjourned at 8:59 PM.

Respectfully Submitted,

Charlene A. Glorieux
Minute Taker