

ATKINSON PLANNING BOARD  
Atkinson, New Hampshire  
Regular Meeting  
Wednesday, October 19, 2011

**Present:** Sue Killam, Chairman; Paul DiMaggio, Vice-Chairman, Regular Members: John Wolters, Tim Dziechowski, Ted Stewart; alternates Sonny Jendrick, Mike Turell,

Ms. Killam called the meeting to order at: 7:39 p.m.

**Correspondence**

Incoming      Town & City - Sept & Oct issues  
Haverhill - Hearing on 10/11 - accepting Haley Road as public way  
Haverhill - Hearing on 10/11 - accepting Silver Birch Way as public way  
Local Government Center - letter on Annual meetings on 11/16 & 17 \$40 per day includes lunch  
SB 2 schedule - more copies available in the office  
Budget for the Planning Board has 40% of its monies left  
Community Development Finance Authority - received by BOS for Grant funding 10/31  
Rockingham Planning Commission letter- dues owed 6,751 x \$.93= \$6,278 (remains unchanged from last year) BOS have a copy for discussion at their meeting

Board of Selectman on Monday 17, 2011 voted to appoint a new alternate to the Planning Board. Scott Simmons, 44 Island Pond Road. Is to be sworn in shortly and will be able to join the Planning Board's next meeting.

**Eggie's**

Sue received a memo from Eggie's after the last meeting, this is regarding their landscape bond, Mr. Kevin Barden. Mr. Barden stated that he believes that Eggie's has met all of the guide line and would like to set up a meeting to have the property inspected. Mr. Lewis on Mr. Barden's behalf, came in with a set of plans that shows, in color the plantings. Sue stated that this is the second full growing season. The Town would need to get a bond in place. Ted has inspected the site and stated that he feels that the owner did a good job and has fulfilled the Boards requests. Sue stated that there is no bond in place because it lapsed.. Discussion on the plantings: Sue stated that she does not have all the bond documentation for the Board to review and does not feel comfortable making a decision regarding the site. Sue stated that with the Boards approval, she will talk to the Town's engineers and check into the legalities. The Board agreed

**RPC - Mr. Pruyne**

Sue read the email asking about the Density ratios that Paul had asked about. 3.5 acres in the scenario #3. Paul to look over the numbers. Paul reviewed the numbers. Paul thought the 3rd scenario looked suspicious as it was based on a 3.5 acres zoning. The Board had asked if it could be considered RR2 and a TR2 that included in-law apartments. Paul felt that the 3.5 acres was beyond the Town's current zoning. Mr. Pruyne agreed. Paul asked if it could be adjusted. The average lot size is at 3 acres, but that was an average. Discussion on the build-out as to buildable and non-buildable land. Paul stated that 1.03 was more in-line with reality. Julie relayed to the Board the logic behind the different scenarios. Discussion on the formulas used. Julie to ask Mr. Pruyne to run the numbers again using a 2 acre scenario. Paul to send an email to discuss the different scenarios and present the Board at the next meeting.

**GEX -2 Industrial Way**

Has gone to SE Cummings, in Plaistow to ask if he could increase his parking. Sue is asking the Board do they need a site plan amendment to they increase their parking. Approximately 20-30 extra spaces. Concerns with site plan is interior green spacing. The Board feels that it is a minor site plan change. (approx. 70 presently - 9600s.ft.) Concerns on drainage and paved surfaces. Sue will advise the owner to proceed with the site plan amendment application. Julie made mention that the owner should be mindful of the landscaping requirements in section 6180 buffer strips.

**Windfield Alloy**

John asked if the fire chief had done a site inspection and if so, what was the outcome. Sue stated that owner was in to start the minor site plan adjustment by picking up the list of abutters. The submission deadline is November 1, 2011, Tuesday.

Outgoing none

### Approval of Minutes

Board decided to hold the minutes until the next meeting

### Discussion

#### **RPC -Julie**

Julie review the three topics that she like to go over with the Board

1) Wireless Communication, 2) Storm Water, and 3) to review the revised Facilities Development Chapter

Julie handed out flyers on the Wireless Communications ruling. The FAA and the time processing, called the FCC Shot Clock. Once an applicant submits an application to the Planning Board, the Planning Board has 30 days to review the application for "completeness". This means that the Board may or may not have a meeting in between that time, so hiring someone to review the application might be something the Board should look into. Simple cases, Julie could look at but more complicated cases the Town's engineer could look at them. He does them for the Town of Derry. Discussion on the time line and on completeness. Discussion on the fees. Julie offered to do a checklist tailored to the town's ordinances. Julie feels the procedures are okay but she will look at the ordinances to make sure the town is in compliance with the checklist. Discussion on the fees to be charged and how do towns handle paying the engineers.

Julie handed out the flyers on Storm Water Management for home owners. There is a new manual, online, for single lots and/or small businesses. It's a low impact on the environment. The website is extremely well done and is a good guide. Julie suggested to Ted that under the MS-4 Public Outreach Program that this would be a good thing to use for the grant.

Julie handed out the Facilities Management section of the Master Plan. She gave an overview of the interviews and the public buildings and the respective town employees she had spoken to for the chapter. Julie asked about a picture that she had moved within the chapter and found out that it was an old school. It's a town owned building that later became the police station and is now Family Mediation. Julie to look up the name and put a caption. Julie went through and asked about going through the chapter to see if the information is accurate. The Board suggested that Julie speak to the Atkinson Historical Society, who meet Wednesday afternoons and one Saturday a month. Julie to call them.

- Kimball Library - needs year it was built and some specifications and state-of-the-art equipment.
- Fire Station section was totally redone. Fire Chief read it and sent revisions. Haz-Mat section to be added
  - One section on straighten out Academy Ave. and removal of the house will be rewritten in the past tense
- typo on the Bi-centennial should be 1976
- Cemetery - Julie to talk to Kathleen Friel
- Town Hall - Barbara was very helpful. Discussion on skating on pond.
- Police Station - Julie will delete the last line as it no longer fits. Delete opposite Atkinson Academy and also deleting part-time and full time numbers. Adding a blurb that the building has been well used by the town.
- Community Center was all rewritten by Noriko. Julie has a picture to add.
- section 4 on page 11 is to be deleted A picture to be added of the boat ramp
- Post Office Julie to double check box amounts and to have a picture added. Update Post Master
- Hospitals- Change Hale to Merrimack Valley, Columbia-Parkland is just Parkland and add Hampstead Hospital is in Hampstead and it is a substance abuse and mental health
- Ambulance is provided by Trinity and has a substation in Atkinson.
- Municipal Energy Use - Julie to speak with Michelle to see about updates. Report is over 100 pages. Julie to add a reference that the report is available
- Tables - Julie to look into why the library is not on the list
- Recommendations first 2 came from Ted and three and four came from the Police Chief and the last three are old. Julie to change number three and change "between" to "for".
- Julie to change the last line in number seven
- Julie to work on the charts on pages 19 and 20. To make a table format to make easier to read.

Julie to make the revisions and add photos and will email it to Sue to have Sue forward to the Board.

## **NRI**

Sue asked Julie to re-cap. Julie to update the conservation tables, which Tim is working on and will send onto Julie. Sue asked Julie how the board was paying for the chapters. Julie stated that the NRI chapter was paid for by CTAP grant monies the cost was \$7800 and \$2200 (\$10,000) was used to start the existing Land Use Chapter and the Community Facilities chapter and the remainder was used by Circuit Rider Contract. The Future Land use (\$5,000) and the Vision chapter is another (\$5,000). More than one meeting is an extra cost and to form a CIP committee. Sue paraphrased RSA 674:2 & :3 the duties of the Planning Board is to prepare and amend a Master Plan. CIP is needed. Paul described a CIP committee, which is graphs and data. this is done every 6 years. Sue read that in 2002 there was an amendment to the RSA, and now a Warrant Article was needed to authorize the Selectmen to appoint a CIP committee.

**Paul made a motion to put a Warrant Article that we as the voters authorize the Governing Body to appoint a CIP Committee. Mike seconded the motion and the Board voted unanimously in favor**

## **Budget Committee**

Discussion on the Budget for the Planning Board. Tim offered to go with Sue, and Mike had also stated that he would go as well. The Board of Selectmen's meeting is at 7:30pm on Monday and the Budget Committee Meeting is on Tuesday at 7:00pm. Sue is looking for funding for completing a Vision section and a Future Land Use section. As well as forming a CIP committee. Sue thinks it would be at least \$10,000 plus the monies for the CIP Committee formation.

Julie to look into finding Federal money grants. There is a Grant Primer that matches monies 50/50 and a for the Future Land Use there is a possibility that under the Transportation grant there maybe a 50/50 grant as well. Julie will look into it and email Sue with the information. Julie stated that the applications are relatively easy and the Transportation grant is open now and could receive it rather quickly.

## **Workshop**

Workshop on November 2, 2011.

## **New Business**

Merged Lots - Mike asked what September 10th has to do with merged lots. He could not find anything that reference that date. Under our Zoning 400:3(b)Administrative forced merging of the lots. Under the HB 316 chapter law 0206 the owner can have the lots unmerged. The removal of paragraph b is recommended. A notice must be posted. The land owner has until 2016 to go to the pre -merger status. Sue read Mike's proposed Town Warrant article. Under 400:3 section (a) removing only parts, deleting all the text in (b) and changing the reference in (c) so it only references (a). Discussion on how a Warrant is written so that it is clear to the voters.

**Mike made a motion to adjourn the meeting. The motion was seconded by Paul and the Board voted unanimously to adjourn.**

The Planning Board meeting was adjourned at 10:25 p.m.

Respectfully submitted by Patty Power