

ATKINSON PLANNING BOARD
Atkinson, New Hampshire
Regular Meeting
Wednesday 21, 2011

Present: Sue Killam, Chairman; Paul DiMaggio, Vice-Chairman, Regular Members: John Wolters, Tim Dziechowski, Mike Turell, Sonny Gender

Ms. Killam called the meeting to order at: 7:35 p.m.

Correspondence

Incoming	Haverhill - Hearing on 8/26 - Hearing on 9/13 75 Willow Ave. TWR Wireless Communications tower Haverhill - Hearing on 8/26 - Hearing on 9/14 for Planning Board on property on Birch lane Haverhill - Hearing on 8/26 - Hearing on 9/27 petition- Barton Way Budget for the Planning Board has 72% of its monies left
Outgoing	none

Discussion

Windfield Alloy - represented by Mr. Feole, owner

Sue informed the Board a brief background on the site plan and Windfield Alloy and if plan should be amended or if Windfield Alloy needed to do a new full site plan. Original site Plan was from 1998 and the recent installation of a scale. Tim asked if that on the original site plan the distance of the NW corner of the building and the and the wetlands marked and it was a problem. Sue read 410:8 Buffer Zones and that the scale is an accessory and does it apply. Discussion on buffer zones, wetlands. Tim feels as a conservationist that it is a good thing but has issues on the trucks parking on the gravel section. Mr. Feole stated that he had no idea of the in fraction until Sue mentioned it and has instructed all of his drivers that they will be written up if they do it. To which Sue thanked Mr. Feole.

Sue stated that she has reservations as she has not had input from the Fire Chief about the fire lane that surrounds the establishment and what the distances. Sue would like to condition upon whatever is decided by the Fire Chief's input on the fire lane. Discussion on the potential and parking, sidewalk, etc.

John asked several questions, 10 Is the Board satisfied that it all right to have the concrete slab put in without a permit. Sue stated that they have to make that whole with the Building department. 20 Is dealing with the fire chief and that Mike takes a look at the sidewalk and the space for the fire chief. Sue suggested to Mr. Feole that he invites the Fire Chief to Windfield Alloy and have the chief discuss any issues/concerns he has.

Paul made a motion that the site plan review does not require a new site plan. Mike seconded the motion

The motion was rescinded the second by Paul and Mike seconded it

Paul made a motion that the Board has determined that this is a minor change to the site plan and we are subjected to whether the developer, the Planning Board or abutters wants to hold a public hearing. Mike seconded. The board voted unanimously.

Sue stated to Mr. Feole that the owner Southern New Hampshire Commons, LLC fill out an application so that the abutters could be notified and that there is a cost with that. If there is no feedback from the Board or the abutters there may not be a hearing.

note: Per Julie - that this should be an amendment to the existing site plan and that it needs to be addressed when it is approved

Paul made a motion that what has been submitted along with the preceding information is adequate for a minor change and that what is missing is the Fire departments comments/approval which the Board can make a final determination. Mike seconded the motion. The Board voted unanimously
Rocking ham Planning Commission - Julie LaBranche

Julie stated that all 9 RPC's in the area are reapplying for a Sustainable Communities grant. The grants are requiring a letter of support from the communities and Julie is asking that the Board for a general letter. There is a sample letter that

the Town can use. The grant is several millions to be divided amongst the 9 communities over the next several years and the Grant is through the HUD and it covers energy planning, transportation, land use and development, growth development, growth planning, and municipal facilities. Julie stated there would be a regional master plan that is unified across the region. Each region receives \$300,000 for each region for the next 2 years. Sue read the sample letter and discussion followed. Paul stated he wanted to put a "blurb" in the letter as the Town's Master Plan. Julie to send to Sue as an attachment so that the Board can just copy and paste to help make it easier. Sue asked if Julie could use both Sue's home and work emails so that Sue would not miss anything.

The Board asked Julie if she could speak with Rob Pryor about the final product. Julie will speak with him.

Julie stated that the Board has gone through Existing Land use and was pretty sure that the Board was satisfied with the final draft. The Communities Facilities was to be brought to the Board for this meeting but was still missing information needed to complete it such as the sub-division acreage from Sue, Julie needs to speak with the library, the Police Chief and needs to send Ted his revised notes for approval. Tim to send out to the Board a spread sheet of all the Town's property and acreage.

October 6th is when Sue is scheduled to meet with the budget committee. Sue would like to ask the Board how they would like to approach the Budget Committee. As per the Master Plan certain things are required for the Board under 674:2 at minimum is the Vision Section, Land Use Section (Existing and Future Land use). Discussion on how to get the information via a survey or spaghetti dinner. A committee needs to be formed in order to get the correct information. The cost would include the printing, mailing and return mailing. It is approximately \$700 to do a Town mailing. Discussion on low cost mailings. Julie feels several meetings and to start with the Vision section first. Making information on the Town website, survey at the Community Center, Library, cable TV, newspaper, etc. Tim is concerned of people responding more than once. Group meetings as well as surveys. Sue to look into the cost. Mike feels a budget \$2000. Sue feels that the Board should budget money as there may not always be grants available. Discussion on the of monies needed for Julie's services. Julie to get back to Sue with a figure. Julie stated that each chapter is roughly between \$3000-\$6000. Julie stated the contract which 1 meeting a month which is approximately 3 hours and 7-9 hours application for a approximately 12 billable hours a month.

Mike to attend budget meeting with Sue. On the Vision Chapter. Julie has a few ideas on the meetings and what works. Julie stated the she could do it under the existing contract.

Warrant Articles

Incentive Zoning - route 11 corridor is exploding and under Innovating Zoning under the authority 674:16 & 21. Examples of towns Hillsboro under a carrot approach. Also, Performance Based Zoning, developed by Steve Keach for the town of Bedford in 1992 -1993 for the route 3 corridor. Lot size reduction, distance to the Merrimack river. The Town would have to approve. This could be done under the Master Plan and Tim would like to have it as the land owners do it on their own. Sue stated that we have something similar to this . Tim stated that ecode360.com has a lot of information and that he will research into it. Sue suggests that in October that the Board can go over the zoning maps. Discussion on the golf course by Big Island Pond. Discussion on the book Innovated Land Use Techniques Guide. Tim made a link to get to it at tinyurl.com/innovatedlanduse (it's a DES site 7mb download) Paul stated that the Board has done this under 610:1B as Inclusionary Zoning (674:21) Bedford has won awards with the help of a consultant. Julie stated Epping has a point system for commercial for energy conservation incentives.

House Bill 318 (passed) Sue Read the House bill

AN ACT relative to penalties for failure to file a property tax inventory blank or for refusing inspection of property, and relative to the restoration of involuntary merger of lots or parcels.

Mike offered to research and write a warrant article.

CIP Warrant Article

Under RSA 674:5 it states that the Board of Selectman form a CIP (Capital Improvement Plan)

674:5 Authorization. – *In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole*

purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget.

Discussion on when it was last done Tim to research and bring it back to the Board. Make it a standard authorization for at least 6 year, per Julie.

House Bill 109/Senate Bill 91

AN ACT relative to automatic fire suppression sprinklers.

Both cases amends the sub-division chapter. John to look into it. This would not be a warrant article but a public hearing.

New Business

The board of Selectman were in a discussion on the fees to make the only bridge in Atkinson. It move 3 inches in the past 9 years.

Discussion on the Turtle crossing and the culvert under Brendan Road.

Julie would like to bring forward something she is working on with East Kingston. Looking at their wireless communications tower. There is a new law regarding this and there is 3 different times tables that have to be met. 30 days after the submittal of the application to the Planning office. The Town (Planning Board) has 30 days to do a complete review. To make sure all the necessary information is there. The applicant must be notified within 30 days if the Planning Board requests additional information. (It stops the clock from beginning until that information is received by the Planning Board) What this means is that the Planning Board would have to meet with a Quorum within that 30 days period and review for completeness. Some Towns are assigning a entity to do that- whether it is a planner, a circuit writer, or a town engineer to sign off on the Town's behalf. (the applicant pays for it) If it is complete the Planning Board has 90 days to make a determination on a co-location application. So that is the expansion on an existing location. A brand new application has 150 days. This law took effect earlier this year. Julie will bring an application record that record all steps and all important information. (timing issues) The Board needs to decide who will handle the Completeness Review. Sue votes for the Town Engineer. Paul and Mike also vote to have the engineer as well. Julie did mention that the cost that the Board need to amend that the cost be assumed by the applicant. Julie will research. Sue asked Julie to send Aaron La Chance a query of the appropriateness of the Board to have the Town engineer handle this. Tim stated it would be a Warrant Article. John asked a question is that is there a set fee and how much is it? So we(the Board) need to set aside monies to initially start the process. Discussion and the process. Julie to look into this and get back to the Board.

330:1 Perambulation Discussion on Perambulation and when it is necessary to do the markers. This should be done 1x every 7 years. The Conservation Committee is getting a Garmin 62SC GPS with a camera for this. Sonny volunteered

Other

Warrant Article from 1973 states that the Conservation Committee should consist of 7 members- 1 shall be a Planning Board with a 1 year term. Tim feels this is ambiguous and would like to see it current with the State law.

Noise Ordinance

The Selectman made the ordinance and did not go before the legislative body(because the population is <10,000) makes it a criminal act. This makes a child who is having a loud party and is arrested makes that child ineligible for student aide. Tim would like to change it to be a fine and not a criminal act. Discussion on Noise Ordinance. Tim to look into this.

Paul asked for Julie's input on the added paragraph to the Sustainable Communities grant letter. Paul read it and Julie approve and the Board agreed

Approval of Minutes

Minutes of July, 2011 to be approved at the next meeting.

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

The Planning Board meeting was adjourned at 10:19 p.m.

Respectfully submitted by Patty Power