



OLD VALUES - NEW HORIZONS

## COMMUNITY DEVELOPMENT

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Planning Board Approved Minutes

Wednesday, April 9, 2014, 7pm

### Board Members:

Kristi St. Laurent, Chairman – Present  
Alan Carpenter, Vice Chair – Present  
Paul Gosselin, Member – Present  
Pam Skinner, Member – Present  
Margaret Crisler, Member – Present  
Vanessa Nysten, Member – Present

Bruce Breton, Selectman – Present  
Joel Desilets, Selectman Alternate - Present  
Steve Bookless, Alternate – Arrived at 7:20pm  
Jim Fricchione, Alternate – Excused

### Staff:

Elizabeth Wood, Community Planner  
Laura Scott, Community Development Director  
Laura Accaputo, Planning Board Minute Taker

Chair St. Laurent called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance, member attendance and a brief synopsis of the agenda.

### IT/GIS Director

-Enhanced PDFs

-One Drive

-Town Email Accounts for PB Members

- Eric Delong, IT Director, informed the Board of the availability of town email for Planning Board Members. He also updated the Board on new features when creating PDFs for Zoning Maps including the ability to make edits without affecting the original document and the ability to turn off and on layers when viewing maps. He also explained the concept of One Drive, which allows you to share information without inserting attachments to emails.

The Chair reordered the agenda and put the Subdivision Regulation Workshop as the next item on the agenda.

### Subdivision Regulation Workshop

- The Board reviewed an updated draft of the Subdivision Regulations along with Attorney Campbell's comments from all subsequent drafts, and confirmed his recommendations were reflected in this version.

**Ms. Crisler motioned to move the Subdivision Regulations as presented tonight to Public Hearing at the earliest convenient date, seconded by Ms. Skinner. Motion passed: 7-0.**

### 2015 Master Plan Workshop-Brainstorming Session related to Framework for Proceeding

- The Chair explained the question was raised whether or not to have a subcommittee and asked the Board what procedures they want to follow.
- Mr. Carpenter stated since they haven't yet begun the process, the new Board should decide how to go about proceeding with the Master Plan. They must decide whether they want to update it or do a full rewrite, what resources they want to use, and the roles each entity will play.

- The Chair explained they have a call out for citizens and members of various committees and boards to become members of a Master Plan Steering Committee and they must inform them of what the process is going to be going forward.
- The Board discussed the current Master Plan and whether or not goals have changed substantially enough to warrant a complete rewrite. They agreed there are sections that require updating, specifically the Economic Development section, and noted the changes to I93 and Route 111 should be included and will require the most effort. They discussed starting with a series of Planning Board Workshops with interested groups and committees from town and subject specific workshops with subject matter experts. They agreed they can go with a revision to the current Master Plan and a rewrite to the Vision Statement. Mr. Carpenter read an email he sent to staff and the Board. The Board discussed things to tackle with the new Master Plan such as service roads, impact fees, recreation, water, conservation, and TIFF. They discussed getting the Village Center District off the ground with goals for walk-ability, sidewalks, and connectivity. They also discussed ways of tracking performance to goals with the new plan.
- Ms. Scott advised the Board of a community wide survey as part of phase I of the RFP, to help gather information to form a Master Plan that is representative of the wants of all residents. She also agreed that economic development will require the biggest change and as such she has budgeted for another CURP Survey (an in depth economic development survey), which combined with the community wide survey will roll into Phase II of the Master Plan.
- The Board then discussed the surveys, including how the questions are determined and how they are administered and evaluated. They agreed a survey which gathers residents opinions is critical and provides credence to their decisions. The Chair noted components of the Vision Statement can't be written until the community survey and economic development survey can be taken into consideration.
- Mr. Desilets stated the Economic Development Section from the 2005 Master Plan had little to do with strategy and he feels that is important for the next plan.
- Mr. Carpenter asked if they make changes as to who addresses the chapters, consultant verses the Board or Steering Committee, would that constitute a change to the scope of work and Ms. Scott advised that should not change the scope however changing the chapters may because of the work involved for each chapter. Ms. Scott also noted Phase II is not finalized, has not been budgeted, and does not have to be tied to Phase I.
- Mr. Carpenter asked if Phase I were completed and there was no budget for Phase II, would Phase I be substantive enough to be adopted. Mr. Gosselin stated he thinks it makes sense to go forward with Phase I as it gathers public input which will drive a large portion of the Master Plan and will make asking the public to support a budget for Phase II easier. Ms. Crisler agreed and stated taking into consideration the analysis of the surveys as they go through each section of the Master Plan will allow the update of the Master Plan to be done within the budget.
- Mr. Desilets asked about the necessity of a second phase and asked if other Master Plans such as recreation would be incorporated into this Master Plan. Ms. Scott replied any previous studies or plans, if relevant, would be referenced in this Master Plan. The intent is not to duplicate efforts but to pull all of the pieces together.
- Ms. Nysten noted the RFP has the composition of the Steering Committee already chosen and is broken into different chapters and she isn't sure the Planning Board should do that. Ms. Scott stated Phase I is structured to have a Steering Committee to represent different interests and gather information to bring to the Planning Board. If the Board doesn't want a Steering Committee it would not change the scope enough to have to re-bid it. Mr. Breton asked why the Board wouldn't want a Steering Committee as they will provide a broad range of input from various boards and the public. Mr. Carpenter stated he thinks it is premature and the Board has a lot more work to do before they are able to task a Steering Committee with any specific tasks. The Master Plan is the single most important task of the Planning Board and he believes they should execute as much of it as possible; he does not think a Steering Committee will be needed until possibly Phase II. Mr. Desilets stated he believes having a Steering Committee early on will be beneficial. Ms. Nysten stated her concern is the Planning Board will be assigning a committee to do the

important initial work for them and although she wants input from various boards and the public she feels the Planning Board should have more involvement in making decisions early on. Ms. Crisler agreed the Master Plan is one of the most important things the Board does and feels pushing their work off on a committee would be shirking their responsibility. She stated having a committee that is representative of different groups is not the same as having the entire group's perspective, as individuals have their own priorities. Mr. Gosselin stated Phase I makes sense and agrees you get a more diverse perspective by talking to an entire committee as opposed to an individual person from that committee.

**Mr. Carpenter motioned that the Planning Board make a recommendation to the Board of Selectmen to award the bid proposal for the 2015 Master Plan to Southern New Hampshire Planning Commission and to proceed with Phase I, as identified in the scope of work listed in the RFP, except that they will interact directly with the Planning Board and not a Steering Committee and the Community Visions and Goals Chapter will be done at the end of the process. Staff shall communicate to the identified Steering Committee participants that the Planning Board will be delaying a formal initiation of a Steering Committee until they can set more clear goals and objectives for their work which they expect to happen at the end of Phase I. The Planning Board will also interact with various committees and the public and encourage participation at any and all workshops, seconded by Ms. Crisler.**

- Neelima Gogumalla, Energy Committee, stated they are a new committee and they would like to have a chapter. They would like to present their work and have their vision for energy conservation for the Town incorporated into the Master Plan. The Board agreed they would gladly welcome their input and although this might be more of a Phase II item, they would be interested in their suggestions for target questions to include in the survey. It was also suggested they provide an outline as to what their chapter will encompass.
- David Oliver, Jennys Hill Road, agreed the Master Plan is the most important document of the Planning Board. He stated financial and social decisions are based on the plan and he believes citizen input is critical.
- Mr. Breton asked if the motion should ask only that the Board of Selectmen award the bid and any instructions regarding direction be addressed to the Southern New Hampshire Planning Commission by the Planning Board. His concern is the Board of Selectmen could decide to go with the proposal as is and not as recommended. After some discussion the Board decided to stay with the motion as is.

**Motion passed: 6-0-1 with Mr. Breton abstaining as he will vote on this with the Board of Selectmen.**

#### Liaison Reports

- Board of Selectmen
- WEDC
- Conservation Commission
- HDC/HC
- Southern NH Planning Commission

Old/New Business (Not to include discussion of pending applications or decisions on matters requiring public notice)

Ms. Crisler informed the Board that she spoke with Mr. Hohenberger about recreation impact fees and he has agreed to work on it with the Board.

Mr. Carpenter motioned to adjourn the April 9, 2014 Planning Board Meeting at 9:08pm, seconded by Ms. Skinner. Motion passed: 7-0.

These minutes are in respectfully submitted by Laura Accaputo, Planning Board Minute Taker.