

Town of Boscawen
Planning Board
Boscawen Municipal Complex
Final Meeting Minutes
Tuesday, November 7, 2017 at 6:00pm

Members Present: Bruce Crawford - Chair, Roberta Witham – Vice Chair, Matt Lampron, James Scrivens, Barbara Randall.

Member Recused: Bruce Crawford (recused himself from the Dollar General application as an abutter)

Alternate Members Present: Rhoda Hardy, Jeff Reardon

Member Ex-Officio Present: Bernie Davis, Member, Board of Selectmen

Others Present: Alan Hardy, Planning & Community Development Director, Kellee Jo Easler, Planning & Community Development Assistant, Linda Chandonnet, Planning & Community Development Clerk & Recording Secretary

Chair Crawford called the meeting to order at 6:05 pm.

The meeting began with the first speakers, Matt Monahan who will be talking about Plains Village District Zoning Ordinance and Mike Tardiff on the Master Plan and the next steps for Town Meeting. Mr. Tardiff asked Alan Hardy how he would like to handle the zoning update season and if the next step is to form a committee? Mr. Hardy replied we will need at least two meetings, so Planning Board will have a chance to think about it and the minor changes on the Plains Village District Ordinance can be updated and sent back to them.

Mr. Tardiff mentioned that, in one of the public discussions for the next phase is when they can talk about the potential project for King Street, which is in the draft 10-year plan. That will tie things together as there's a lot going on with many opportunities for Boscawen. The King Street Project is nine years out in the 10-year plan. The philosophy behind the zoning changes is with complete streets, sidewalks and slowing the speeds down, while still letting people through. He can see the public sessions having that education part of what that project can be. Mr. Hardy stated he's trying to connect the two and to figure out with the park benches and lighting on the sidewalk, if there a way can we move forward with that while waiting for the nine year plan. Mr. Tardiff answered some of this work has already been given to his consulting engineer. Mr. Monahan mentioned they are updating our Comprehensive Economic Development Strategy (CEDS) in which part of that process is listing projects that are good for Boscawen. He has talked to Mr. Hardy previously about potential projects to put in there and King Street is a good one. There is no limit to the projects that can be put in and if anyone has something to include to let them know. Matt added that it's not a grant, it's building your case for other grants. Mr. Hardy mentioned that one of the things they heard at Winthrop Carter is the idea of connecting the Rail Trail to King Street. The Rail Trail is something that is going to continue to Hannah Dustin Island, after that it would be up to other people. This will be part of the connection of King Street to other places to make it more of a destination. Mr. Tardiff said the trails are an economic development issue in the master plan for Boscawen and the development is in the beginning stages. Mr. Hardy said that he hasn't heard of any local activity recently. Mr. Tardiff replied that it was the main topic and discussion at the Governor's Advisory Committee for Intermodal Transportation and the hearings for the 10-year plan. Mr. Tardiff stated a number of people were there making their pitch for the purchase of the Pan Am right-of-way. He added it's going to be a long road to negotiating with

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Pan Am and who knows if that's the right place for the funding, as it is a long term project costing millions of dollars.

Chair Crawford added there are real preservationists that don't like to see any tree cutting, but have given up on this and are now praising how well the Rail Trail in Laconia is doing. Mr. Tardiff said that this one has been very successful when looking at all the people and activity it's brought there. Mr. Hardy mentioned how reviewing the zoning ordinance to design new construction to have parking behind it and to bring the buildings closer to the street. In watching how King Street works today, we may need to look at the plan from the town's standpoint, and watch for the right piece of property to be used for municipal parking. Mr. Monahan added that the main keys are parking, good landscaping, buildings next to the roads, pedestrians having good sidewalks that get activity generated and helps the economic development and character too. Mr. Tardiff mentioned that since we have a 10-year plan, this allows folks to understand the financial side of the investment and that there's a lot of opportunity. He stated that once the documents are updated they will be ready to do a public hearing. Chair Crawford stated we will need to get this done soon if we're going to have a town meeting and work backwards to establish the dates. Mr. Hardy stated he will have the documents updated so he can send them back, and then we should be ready to go forward. Mr. Tardiff mentioned he had a printed map of the Proposed Plains Village District Overlay Zone and its limits.

Chair Crawford asked Mr. Hardy when the edits will be done? Mr. Hardy replied they would have it completed by the end of this week and he will include the red lines, this way everyone can see the original copy and how people were thinking. Mr. Monahan asked if the second week of December and early January would be good? Mr. Hardy said yes, and 2 meetings should be good if some people might not be able to attend the first one. He added this will be helpful if someone carries over from the first meeting they will have more time to continue in the second one. Mr. Hardy said that the public hearings will need to be in January. Mr. Tardiff asked the board about the work master plan, his staff has prepared a number of land use maps and he was hoping this evening they would be able to organize a few sub-committees and asked if they can reach out to the Conservation Commission at their meeting and Mr. Hardy agreed. Mr. Tardiff said if there's room on the Conservation Commission agenda he would like to ask Joanne Cassulo to join the meeting. Mr. Hardy replied yes. Mr. Tardiff talked on the Economic Development Chapters and thinks it would be interesting to have a few meetings with a committee of 4-5 people consisting of the Planning Board, Board of Selectmen and business owners. He is hoping they will be finished with the master plan by February. Chair Crawford asked if anyone wanted to volunteer to form the committee? For Economic Development the volunteers were: Jim Scrivens and Mark Varney, Energy: Ed Cherian and Alan Hardy volunteered, Transportation: Bernie Davis, Rhoda Hardy and Bruce Crawford volunteered, Natural Resources will be reviewed with Joanne Cassulo and the Conservation Commission at the next meeting. Mr. Lampron said he didn't have any extra time to donate but he will be happy to help by answering any questions. Mr. Tardiff stated they will keep it to two meetings, and there is specific policy direction when putting these chapters together. It was discussed where the meetings will be held. Some of the suggestions were the Boscawen

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Elementary School, Winthrop Carter, the Municipal Office Meeting Room and Avaloch Farms Music Institute. Mr. Tardiff added that they will coordinate with Mr. Hardy and for the master plan they would only need 30 minutes in December. Starting at 6:30pm would be great. He gave Kellee Jo Easler the new maps.

The next guest speaker was Jared Reynolds with UNH Cooperative Extension and he passed out handouts. He started about three months ago as the Community & Field Specialist and is spending most of his time in Merrimack County. Recently he has spoken to Chair Crawford and Mr. Hardy and at the Board of Selectmen meeting and how he can help Boscawen. He would like to talk about what he's currently doing in other communities and what can potentially work for Boscawen. There are three parts to his position: training, community programming and the technical assistance. He believes there are a lot of opportunities here he can help with in Boscawen and he would like to get involved. Mr. Crawford asked if this could be a piggy-back effect with what is going on in Franklin with the White River Rafting? Mr. Reynolds replied in the short term he thinks there's a lot of opportunity in collaborating with Franklin on the trail work they are doing so they really want to promote this area for trails as well as the Northern Rail Trail itself. He isn't sure of the white water park it's still up in the air and a lot of uncertainty. Mr. Crawford stated he understands that Mr. Reynolds isn't just focused on helping Boscawen and if something doesn't fit here it might work somewhere else. Mr. Crawford mentioned that historically, Boscawen hasn't done well with Economic Development Committees and don't get the proper support from the Selectmen. They also don't have a budget, so some of the people are reluctant to serve. Mr. Reynolds added that the challenge for this is long-term and people end up losing interest, so shorter term projects keep people coming back. Jared stated he is also involved with Franklin for the Trail Network. By collaborating with Franklin, hopefully Boscawen will play a role in it.

Chair Crawford announced the N.H. Municipal Association's 76th Annual Conference and Exhibition is scheduled for November 15th and 16th at the Radisson in Manchester. If anyone wants to attend as there are several seminars to choose from. Please see Assistant Easler or Director Hardy to sign up.

Chair Crawford asked if the Municipal Law Lecture Series is available electronically. Mr. Hardy answered that it's not, but he would rather find out how much the books cost and to order them. Mr. Crawford stated he will find out how much they cost.

Chair Crawford turned the meeting over to Vice-Chair Witham.

Vice Chair Witham began with going over the 10-03-2017 Planning Board Minutes and asked if there were any corrections? Mr. Lampron stated on line 220, it starts with Director Hardy and said he thinks the first word should come out. In the following lines #218, #221 and #225 it states Mr. Lampron and it should read Mr. Reardon's. Line #305 should read, in front of the lighting plan. Mr. Lampron pointed out on #307 as well. Mr. Lampron said there is also a whole discussion in there where we compared the luminaire heights and the contours and how high they were in

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relation to the fence. Rhoda Hardy stated on line #176 the information that was presented by Dollar General it is, and the word it should be eliminated. On line #183 it should read, would file to quiet title and take out the word for. Line #203 should read application and undertook a review as a board. Line #224 reads, in his opinion you don't want to do if it appears. Line #268, asked if dumpster delivery would fall under those same guidelines. Matt L stated on Line #283 the word exiting should read existing.

MOTION: Mrs. Hardy made a motion to accept the minutes as amended. Mrs. Randall seconded. All in favor, none opposed.

Vice-Chair Witham read the #1-11 conditions that were created in the last Planning Board Meeting for Dollar General. See the attachment that was passed out to the Planning Board.

Mr. Reardon started talking about the fence and making sure it stays up and in good order. He asked if we can add "shall be maintained and kept up, to number 3e Mr. Lampron stated that all these motions have been made and voted on. He asked to make a note that this is only a summary to catch us up, the motions are in the minutes as stated.

Mr. Hardy said he tried to look through the discussion in regards to the snow storage area and asked if they wanted to add anything or if it's sufficient? Bernie Davis asked if they had enough room for expansion. Mr. Hardy stated that was the discussion that was going on, that there is more room for snow storage if you need it out in the back. Mrs. Hardy asked, what does it say on the site plan now about the snow storage? Mr. Davis answered her by saying, they have a designated area but he doesn't think it's large enough. Mrs. Hardy asked someone to read what is on the site plan. Mrs. Easler replied, snow removal from onsite to an offsite location and loading associated with the same shall occur between 7am and 10pm. Mr. Hardy said that doesn't help with the discussion, it only talks about taking the snow offsite if necessary. What we are talking about, is what's on the site plan and it's shown by a drawing where snow is to be stored. The question is, do you want to expand it or is there sufficient storage based on your opinion? Mrs. Hardy added at this point there should be more than what's written on the site plan and asked Mr. Davis, so you don't think it's adequate? Mr. Davis replied, it all depends, if they are going to keep the snow moved from the site where they are putting it and this gives enough space but if it builds up and we have a big snowstorm then they're not going to have any space for it and then they would have to expand the snow storage area. Mr. Lampron asked Mrs. Easler if the site plan shows an alternate snow storage? Mrs. Easler replied, it shows in the back and on the left side of the building. Mr. Lampron said he just wants to make sure there is some in back of the building and Mrs. Easler said there is room there and he asked her, is it behind the dumpsters? Mrs. Easler replied yes it's to the side of the dumpsters. Mr. Lampron asked her if there was more storage right behind the building on the left and she replied that is drainage area. Mr. Lampron stated it's still very limited. Mr. Hardy replied, what you would have to do to expand it, is to have more of the property area in back cleared towards the property line. Mr. Lampron asked what are the options to expand it? He asked Mr. Hardy if there is another option of mandatory snow removal. Vice-Chair Witham stated

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you can't just leave it in the parking lot, because they won't have any business. Mr. Hardy remarked he doesn't know how you could require mandatory snow removed on property where there is enough property to store it. Mr. Lampron said, really the option is to require that the snow storage space to be expanded to the back of the property. Mrs. Hardy asked if they do this by the number of square feet? Mr. Hardy added you could use a reference to increase the space by half or by doubling it in the back. Mrs. Hardy asked if there is space to increase it by doubling it? Mr. Hardy answered yes, and recognize from the earlier conversations that the slope starts to go up so if you double the space then there may have to be excavation of that area as well as removal of trees. Mrs. Hardy asked, but if we feel that it is necessary to have adequate space than that's what needs to happen, correct? Mr. Hardy answered yes. Mr. Scrivens asked if the removal of the trees will affect the site line of the people abutting behind it? Mr. Hardy replied yes. Mr. Reardon asked if we know if the trees need to be removed? Mr. Lampron added that he thinks they are jumping ahead, that this needs to be determined, how much cubic yards of storage they have and a number of how much they will need and then they can make an educated expansion. Mr. Hardy asked Mr. Lampron what the regulations require so they need a measured storage area? Mr. Lampron replied he didn't know and asked Mr. Hardy if he could answer that question. Mr. Hardy replied they don't. Mr. Lampron stated that makes it even more difficult and Mr. Hardy agreed that's the difficulty and that didn't finish. Mrs. Hardy said her motion hasn't been seconded and asked if he had a better suggestion? Mr. Lampron stated he did have one but it was turned down because Mr. Hardy said we don't have to do calculations. Mr. Hardy added it's not what he said, it's what the ordinance said. He read from the regulation, snow management must be included that provides adequate areas for onsite snow storage and/or offsite snow removal which is acceptable to the planning board. As a general rule, a minimum area equal to 25% of the parking, travel and driveway will be needed for snow storage. Mr. Lampron asked if there is an amount on the site plan. Mr. Hardy replied no, it is a percentage.

Mrs. Easler approached Vice Chair Witham with corrections on the conditions that were submitted earlier to the board. Mr. Andy Newcomb stated, "You need to speak into the microphone so we can hear what was being said." Mr. Hardy said he didn't think there was anyone talking. Mr. Newomb said "there is side conversation going on and they would like it on record and that it's happening way too often."

Mr. Lampron asked if the current snow storage to parking ratio is 25% on the site plan now? Mr. Hardy replied, that's the requirement of the regulation in the site plan. The 25% is what he is referencing. Mr. Lampron asked what is the current ratio? Mrs. Easler answered 26%. Mr. Hardy explained the way it's in here it is a requirement that currently exists in the site plan that there be 25%. In the development of the site, we have our town engineers in there watching the construction and that's one of the things that can be verified. Mrs. Hardy asked Mr. Hardy if he thinks what is on the site plan is adequate at this point and he answered yes, the requirement is on the site plan so the requirement of 25% is met.

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Mr. Hardy asked if there were further issues that need to be addressed. No one made a response. Mr. Hardy continued, there are some references on the site plan that were from early in the discussion and recommends the Board look them over.

As an example, the board proposed an 8-foot high privacy fence and it is shown on the site plan. You asked staff to coordinate with the abutters to find a final fence, finish and material; you are no longer doing that. Mrs. Hardy responded by asking if this is still on the site plan and Mr. Hardy said yes it is. Mrs. Hardy asked if this will be replaced with what we said about the vinyl fence. Mr. Hardy answered, if you make it a motion. Mr. Hardy added that the board needs to replace the reference on the site plan. Mrs. Hardy asked if all of the motions that were made needed to be on the site plan? Mr. Hardy replied, that they don't, but there shouldn't be conflicting information, one in the notice of decision and the other on the site plan. Mr. Lampron asked if we could make a single motion, to have all our conditions placed on the plan and if any existing conditions that are on the plan be amended to comply with our conditions? Mr. Hardy stated if these are in the form you want shown, the one amendment he's heard today is the reference to the fence and you want it to match the motion. Mrs. Easler explained to Mr. Lampron that this motion needed to be added in and Mrs. Hardy added, and maintained in good order. Mrs. Easler stated the list that was passed out has them numbers out of order and #2 is #5, and #5 is really #2. And they should reflect the minutes exactly except for that one about the fence. Mr. Hardy and Mr. Lampron both read how the motion will read.

MOTION: Mr. Lampron made a motion to amend all notations on the site plan to comply with the conditions as documented in our October 3rd meeting minutes. Mrs. Hardy seconded. All in favor, none opposed.

Mr. Hardy asked the Board if there were any other conditions they would like to add or topics that need to be discussed.

Mr. Davis said he has a question on the boundaries and can they go along with what the plans are saying before they get it squared away? Mr. Hardy replied that this is something they had already discussed and the boundary discussion are between parties. Mr. Davis asked if they approve this, can they go ahead and start building without verifying and then find out the boundaries aren't right? Mr. Hardy reassured him by saying you have a stamped plan done by the surveyor who is responsible for that plan. If someone wants to challenge that plan the court system is where they would do that.

Vice Chair Witham asked if anyone else had questions.

Mr. Lampron stated there was a lot of talk about traffic in studies and thinks they should at least discuss it and whether or not we are going to agree with their method of coming up with trips. We have a recommendation from our engineer. Mr. Hardy stated if you go back to the record both Underwood Engineers and the CNHRPC acknowledged the procedure they used was correct. Mr. Lampron replied he wants this added for the record, and to make sure they are all good with this.

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He read the Institute of Transportation of Engineers Trip Generation Manual coded it as a variety store and based on the square footage it yields 44 trips which is 22 cars in and 22 cars out, in the am hours, 42 cars in the pm hours. The threshold for traffic study is 100 in the peak hours. Mr. Lampron asked Mr. Hardy if the advice that came back from that methodology for determining trips was adequate? Mr. Hardy replied, that is correct, they agreed with the process that was used. It was below 100, that was the reference and below the threshold. Mr. Lampron asked so they can double the ITE and still be under the requirement for traffic study? Mr. Hardy agreed, and explained that it's based upon the numbers, methodology. Both Underwood Engineers and CNHRPC confirmed that the process used was correct.

Mr. Hardy asked the board if there was anything else to discuss.

Mr. Scrivens asked if the trip generation estimate for Bohler Engineering did that concur with the applicants numbers and were they similar? Mr. Hardy replied Bohler Engineering is the applicants engineering firm. Underwood Engineers and CNHRPC reviewed the work and verified if against the same standard.

Vice-Chair Witham asked the board if anyone had any questions.

Mr. Lampron asked if the snow removal hours were on the plan. Mrs. Easler replied yes, snow removal from an onsite location to an offsite location and loading associated with the same shall occur between 7am and 10pm. Mr. Lampron stated he was just making sure that there will be no dump trucks, loading and back up alarms during the night.

Vice-Chair Witham asked the board if anyone else had any questions and asked for a motion to approve the site plan application with conditions.

MOTION: Mr. Davis made the motion to accept the site plan application with conditions. Mr. Scrivens seconded. All in favor, none opposed.

Vice-Chair Witham asked if there was any future business to review.

MOTION: Mr. Davis made the motion adjourn the meeting at 7:55pm. Mr. Scrivens seconded. All in favor, none opposed.

The meeting adjourned at 7:55pm.

Minutes respectfully submitted by Linda Chandonnet