

**TOWN OF NEW HAMPTON
PLANNING BOARD
MEETING MINUTES
NEW HAMPTON TOWN OFFICE
NEW HAMPTON, NH 03256**

October 16, 2018

MEMBERS PRESENT:

Mr. Kettenring, Mrs. Hiltz, Mr. MacDonald, Mr. Hays, Mr. Broadhurst, Mr. Katz, Mr. Mertz, and Alternate Mr. Shea were present. Excused Absent: Ms. Griffin.

OTHERS PRESENT:

Mr. Pollock and Mrs. Lucas

CALL TO ORDER:

Mr. Kettenring called the meeting to order at 7:00 p.m.

MINUTES

From August 21th, 2018:

Ms. Peterson arrived prior to minutes being read.

Mr. Hays made a motion to accept the minutes, seconded by Mrs. Hiltz, with the following amendments made.

1) Page 2 of 3, top of page, paragraph 2. Change “Motion was made by Mrs. Mertz, seconded by Mr. Hiltz, motion passed unanimously” to “*Motion was made by Mr. Mertz, seconded by Mrs. Hiltz, motion passed unanimously*”

2) Page 2 of 3, CIP Committee Update, line 9 “how the subcommittee did not want to go forward...” to “*how the subcommittee in 2017 did not recommend going forward...*”

3) Page 1 of 3, Members present, change Mrs. To Ms. Peterson.

CORRESPONDENCE

Vote was unanimous. Minutes were approved with above amendments.

Mr. Kettenring stated there was a site plan boundary survey, with no changes, to be reviewed for the purpose of tax update.

Mr. Kettenring received a letter from State Department of Transportation regarding work on I-93 and the installation of a radio tower. He believes the letter should have been sent to the Select Board and/ or to the Conservation Commission. There was discussion on what the letter included. Mr. Kettenring will be sending the letter to Mrs. Lucas and the Selectmen for them to decide if any action needs to be taken.

Mr. Kettenring stated Mr. Russ Brummer (PRLAC representative) asks that the town support a grant that LRPC could receive from Department of Environmental Services for aquifer protection. This will be brought up under other business for further discussion.

PUBLIC HEARING ON CIP

Mr. Katz gave an overview of the subcommittee's process in creating the draft and working with department heads. He stated the committee will be recommending certain items such as the dump truck, Brook Road Bridge repair (they have applied for an 80/20 grant), highway and town roads, police cruiser and improvements to the town offices. He reviewed the draft. He stated there were no changes made since the September meeting.

Mr. Mertz suggested condensing the timeline to have it not extend to 2032.

Mr. Katz made a motion, seconded by Mr. Hays to adopt the CIP report and after adoption to send to Select Board. Motion passed unanimously.

CONTINUATION PUBLIC HEARING

Michael Sharp: NH Route 104 and Riverwood Drive, Tax Map U-17, Lot 55; proposed health focus facility with two 10,000 sq. ft. buildings, Site Plan Review

Continue the hearing until 7:00 pm on November 20th, 2018 meeting. Motion was made by Mr. Mertz, seconded by Mr. Broadhurst, motion passed unanimously.

SITE PLAN REVIEW - AMEND A PREVIOUSLY APPROVED SITE PLAN

Scott Buitta: 599 NH Route 104, Tax Map R-5, Lot 5, 6.3 acres. To add additional seating and the addition of a smoke box.

Mr. Buitta handed out 4 copies of the new plan. He stated he has had the following items removed: smoke box and proposed items that have previously been approved.

He stated well was placed, parking add-ons, adjusted size of overhang-the engineer who drew the plans "forgot to bring those a little bit further together and he failed to do so. I will look at that next time".

Mr. Buitta stated "The engineer failed to hash a little further to the food trailer". He explained the overhang was supposed to be closer to the food truck. The overhang is supposed to be 5 to 10 feet.

Mr. Kettenring suggested Mr. Buitta leave one copy of the plans for the record and go back to the engineer. Have the engineer fix what needs to be fixed. Mr. Buitta asked if the plans were cleaned up enough to be accepted, he also asked if they could "pencil in the overhangs". There was discussion on the hashed lines.

Mr. Broadhurst asked about a couple of rectangles and one of them was over a dotted line; he asked Mr. Buitta if that rectangle was supposed to be over the dotted line. Mr. Buitta stated the space should be a little closer and stated that will be changed. Mr. Broadhurst asked if the dotted line was a boundary line to which Mr. Buitta stated "it was over a little bit but it wasn't an issue with the board so I didn't generate any adjustment to that".

Mr. Kettenring asked Mr. Buitta "Am I correct that the two areas you see as incomplete on this plan is the location of the lean-tos and the markings of the picnic area?" Mr. Buitta stated "No, again the lean-to that is not properly set is the one to the right facing the property from Rt. 104". Mr. Buitta explained that the one on the right should be moved to the left. Mr. Kettenring asked if the one outside the boundary

is in the correct location and the other is too far”.

Mr. Kettenring asked a question to the board if they are concerned that boundary as he is not taking up more space and he’s just moving it at this point? If the smoke houses were shown in their proper place, are we concerned about it?”

Mr. Mertz stated “regarding the place that was allocated for the smoking area; it was a predetermined size, the board agreed to it. Obviously, the sheds are not depicted properly because of the fact they are nearly touching and this scale doesn’t represent that. Wherever those lean-tos should be shown and I would propose the smoke house area encompass that area and stay within the size that was approved.”

Mr. Broadhurst asked about a well location and a walkway location being in the same area. Mr. Buitta stated the walkway shouldn’t have been placed where the well was located.

Mr. Hays asked if the surface area was consistent with ground stability or if the engineer just put the dotted line box in the wrong location. Mr. Buitta stated “the engineer may have put the box in the wrong place but there is a pathway to this storage way up here. Again, what he going to do is have that 50x50 box encompass those two lean-tos and brought together like they should have been. He will have the hash brought closer to the food truck like it should have been and move the walkway away from the well.”

There was discussion as to what they think double lines were, it was determined it was not on the legend. Mr. Buitta stated he thinks it was the area considered for the area itself. Mr. Kettenring stated “it should be in the legend.

Mr. Buitta recalled the items that need to be changed, “Number 1 Bring lean-tos together, Number 2 move smoke area to include, which will stay 50x50, I’ll adjust the total disturbed area. Do I have to get this total disturbed area line on the legend as well?” Mr. Kettenring stated “yes, if it is on the map it needs to be on the legend”. The committee reminded Mr. Buitta about the well and walkway issue. Mrs. Hiltz suggested having his name put on the map as well. Mr. Buitta stated he would get right on this and would try to get the changes made.

Summary:

The Planning Board asked for the following changes to the plans:

1. Double lines be shown in the legend.
2. The well in the middle of the walk, the walk should be moved.
3. Two lean-to’s need to be shown properly on the plan.
4. Cross hatching for the picnic tables need to be properly shown on the plan.
5. The cooking area lines need to be moved so that the lean-tos are within the cooking area.

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**DISCUSSION ON DEVELOPMENT
AND REGIONAL IMPACTS.**

Mr. Katz stated he would like to join two of the items together, regional impacts and the premature subdivision. He stated at the LRPC Commissioners meeting they issued some guidelines. They suggested certain changes to the regulations. Currently there is only one question listed, they suggested there be 5 other questions, in the form of a check list, to be sure there is consistency in the determination on whether or not such an regional impact exists. He suggested the committee combines this with the review on subdivision regulations. Mr. Katz volunteered to be chair on this subcommittee. Mr. Broadhurst asked how that information gets into our regulations. Mr. Kettenring explained that they make the suggestions and the committee decides if they want to take their suggestions. Mr. Katz drafted up a new recommendation of a check list. He didn't believe the draft was forwarded to the other committee members.

Mrs. Lucas stated it should have been included in the e-mail. Mrs. Lucas asked what type of questions did they suggested to be included in the check list. She stated her concern is that in the past we have had other neighboring community representatives concerned about what New Hampton does because they believe it impacts a their town and wanting an opportunity to involve themselves in our process because of their concerns.

Mr. Katz stated the questions that were included were on school impacts, traffic generation, building size will proposed building size impact neighboring municipality, visual impacts on neighboring municipality, pollution impact, surface or groundwater impacts. Mr. Katz read the questions that were generated by the lead planner at LRPC. They are yes or no questions. The recommendation from LRPC was that New Hampton be more consistent with making the decision.

Mr. Kettenring asked if any other members would like to be on the subcommittee. Mrs. Peterson and Mr. Paul McDonald volunteered for the committee.

Mr. Katz stated he verified with Mrs. Lucas, any revisions that are made to the regulations would be subject to a public hearing and an adoption by the planning board.

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**DISCUSSION ON THE NEW
HAMPTON MASTER PLAN
UPDATE:**

Mr. Mertz stated Mrs. Lucas had e-mailed the newest draft of the Master Plan. Some members hadn't checked their e-mails. There was discussion regarding the benefits of the town being a central location. Mr. Mertz stated he did change a few of the grammatical changes that were previously discussed.

Mr. Mertz offer members a few moments to review the land resources chapter draft. He stated the next task is to pull all the chapters that have been rewritten, put together as a body of work and decide what still needs attention, if there needs to be any new chapters written. He spoke with Mrs. Lucas about getting the new chapters published on the town's website.

Mr. Kettenring stated if the committee members were comfortable, they could vote at this meeting and if they would like more time to review the changes, they could vote at the November meeting.

Mrs. Hiltz had a question regarding "makes for easy" at the top, it was determined to remove the 's' without having to send back to the subcommittee.

A question was asked if this is our proposed solution for what the Conservation Commission gave the committee. Mr. Mertz stated this is the subcommittees opinion of what the Planning Board should consider when they look at land resources and when setting up zoning and what should be considered, while at the same time allow growth at a reasonable sense. We did include a paragraph at the end to refer to the Conservation Commission Open Space plan.

Mr. Pollock stated it should state Conservation Commission not Conservation Committee.

Mrs. Hiltz stated the ellipsis (or three dots) after etc. was not needed, it only needed one dot.

Mrs. Hiltz made a motion, seconded by Mr. McDonald to move the draft to a public hearing. Vote passed and was unanimous.

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OTHER BUSINESS:

NEXT CHAPTERS FOR THE MASTER PLAN.

There was discussion on adding the changes to the website and making amendments to the index to include new chapters. There was also discussion on posting a link on the website of the draft so it could be reviewed before the public hearing.

GRANT FROM DES TO LRPC

Mr. Russ Brummer from the Pemigewasset River Local Advisory Committee (PRLAC) requested the committee to become involved in the grant from DES to the LRPC. Dave Jeffers from LRPC, is looking to receive a grant from DES which would allow us to come and do a mapping of aquifers. There would be no cost to have this mapping done. The planning board could use this information when making decisions. Mr. Brummer stated this would ideally go along with an aquifer ordinance which would have to go to a town vote but the decision to not have a town aquifer ordinance could be made as well. There was discussion on whether the map would still be on file if the decision to not have a town ordinance. Mr. Brummer believed it would be. Mr. Kettenring stated there are no state regulations when it comes to aquifers crossing over into another town. He mentioned the issue with Tilton and Belmont and the aquifer that was contaminated by a dump. He further explained it would not be of help to New Hampton if Bristol did something to contaminate an aquifer in our town. The town ordinance would not be beneficial in this example.

Mr. Broadhurst asked what the acceptance from surrounding towns has been. Mr. Brummer stated Ashland was doing it but was unsure of others. He stated PRLAC members were bringing this to all the towns surrounding the Pemi.

The letter was read aloud explaining the proposal. LRPC is looking to get an answer regarding the mapping not regarding the adoption of an ordinance.

Mr. Kettenring stated DES has a model of aquifer ordinance that could be considered.

Mr. Kettenring asked the Board their thoughts on sending a letter to LRPC agreeing to participate in the grant and have the mapping done. Mr. Mertz asked how precise the DES can map an aquifer and question whether this has already been done before. Mr. Kettenring stated he thinks they use well data and it has to be compiled and the grant is based on available federal funds to be able to do things like this. Mr. Mertz stated he believes it may be because of the amount of contaminated well water. Mr. Mertz mentioned how there was contaminated water on Rt 104 and that there is an aquifer on Rt.132N.

Mr. Broadhurst made a motion, seconded by Mr. Mertz, to move forward and endorse the letter. Vote passed and was unanimous. Mr. Brummer stated the letter needed to be place on a letterhead and signed. Mrs. Lucas advised Mr. Kettenring she would have the letter ready to sign on 10/17/2018 in the morning.

PROPOSED CHANGE TO AN ORDINANCE

Mrs. Hiltz passed out a print off of the home occupation and professional office section of the zoning ordinance and her proposed change(s) for it. She was recommending removing the requirement that

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the home occupation had to be conducted wholly with the principal or accessory structure and also remove the maximum square footage requirement of 25%.

There was discussion on the timing for it to go to town voting.

There was discussion on the change/ addition to the sewer disposal amount.

Mrs. Lucas stated that in the initial discussion with Mrs. Hiltz, Mrs. Hiltz was interested in knowing if the ordinance allowed for special events. Mrs. Lucas' concern would be to amend the home occupation criteria. She stated the home occupation is intended for businesses that operate yearround in the residential areas and Mrs. Hiltz was looking to accommodate an occasional special event use on residential property. Mrs. Lucas stated she thought there were other town's regulations that may allow for special events in certain zones by Special Exception with certain limitations. For example a certain number of times per year or it might not have a limit, but there are certain criteria you have to follow. She went on to discuss the potential drawbacks of removing the square footage limitation that a business can occupy in a residential property. There was discussion regarding the town being able to require the business to have business insurance.

Mr. Kettenring asked if the committee would like to add this to the agenda for November meeting.

FLAG STAFF

Mr. Mertz wanted to thank Selectman Chairmen Mr. Irvine for donating the flags and staffs for the meeting room.

ADJOURNMENT:

Mr. Kettenring asked for a member to make a motion to adjourn. Mr. Mertz made a motion to adjourn, seconded by Mr. Hayes. Motion passed unanimously.

Respectfully submitted,
Robi Tyrrell