

Nottingham Planning Board Meeting

DATE: March 16, 2022

Official Minutes

Call to Order

Members Present: Vice-Chair Ed Viel; Susan Mooney, Secretary; Charlene Andersen, SRPC Rep; Ian MacKinnon; Gary Anderson, SRPC Rep

Members Absent: Sherry Sandler, Newly Elected Member; Ben Bartlett, the Newly Appointed BOS Rep; Robert “Buzz” Davies, Alternate.

Alternate Seated and Voting: None

Others: Kevin Lemieux, Land Use Clerk; Sandra Jones, Candidate for Planning Board Alternate.

Others Absent: Blair Haney, SRPC Planner.

Call to Order

The meeting was called to order at 7:05PM.

Roll call

Roll call was completed.

Mr. Viel opened the meeting and explained that it is a non-business meeting due to the recent Town election.

The first item on the agenda, *Introduction of New Members*, was not addressed.

Election of Planning Board Officers

Mr. Viel noted that there are three officer positions up for annual election on the Planning Board, the Chair, the Vice Chair and the Secretary.

Ms. Mooney made a motion to nominate Ed Viel as Chairperson of the Nottingham Planning Board. The motion was seconded by Mr. Anderson. The motion was unanimously approved by a vote of 5-0.

Ms. Mooney made a motion to nominate Ian MacKinnon as Vice Chairperson of the Nottingham Planning Board. The motion was seconded by Ms. Andersen. The motion was unanimously approved by a vote of 5-0.

Ms. Mooney referenced duties in her current role as Secretary in which she was not comfortable performing. Specifically, Ms. Mooney was not comfortable with taking over the role of the Chairperson in the absence of the Chair and Vice Chair. The Board referred to their By-Laws, and Mr. Anderson added that the Board votes for a member to act as the chair in a meeting when no Board officers are present. Ms. Andersen suggested that is how the Board can appoint a Chair by vote if Ms. Mooney is the only Board officer in attendance.

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Mr. Viel reviewed RSA 673.8, that states that *the Board can elect a Chair during a meeting and the Board may create other officers as it deems necessary*. Ms. Andersen said that the Board can first elect Ms. Mooney as the Secretary and then work on the language for the By-laws.

Ms. Andersen made a motion to nominate Susan Mooney as Secretary of the Nottingham Planning Board. The motion was seconded by Mr. MacKinnon. The motion was unanimously approved by a vote of 5-0.

As the newly elected chair, Mr. Viel stressed to the Board that his style of analyzing the Zoning Ordinances and being very detailed should not be construed as an attempt to sway Board member decisions. The Board responded by saying that the points Mr. Viel typically mentions are warranted and elicit discussion.

Review of Planning Board By-Laws

Mr. Viel explained that the copy of the By-Laws provided by the Land Use Clerk for the Board to review was an older version. He said that Mr. Lemieux will email the most up-to-date version of the By-Laws for review at the next Board meeting.

Other

Mr. Viel mentioned a document provided by Ms. Mooney called the Riggins Rules. This document provides best practice advice for the conduct of members during and outside of public meetings. Mr. MacKinnon particularly liked the rule that stated that meeting attendees should speak through the Chair and not directly address other attendees.

Mr. Viel said that a community member has applied to be appointed as an Alternate on the Planning Board. He asked the applicant to come forward and introduce herself. The applicant, Ms. Sandra Jones, came forward and introduced herself. Ms. Sandra Jones explained that she was a write-in candidate for the Board at the recent election, finishing close behind the two other candidates. She stated that she was on the Planning Board back in the mid-eighties during which time she was elected to serve as chair for several years. Currently, Ms. Jones sits on the Budget Committee. Her interest in rejoining peaked after attending a recent Planning Board public hearing.

Mr. MacKinnon liked to see the interest of Ms. Jones for the alternate position as he feels it is an important duty to give input even if the member is not seated for voting. Ms. Jones replied that it was her intent to attend as many meetings as possible.

Mr. Viel explained the By-Laws of how the Alternates for the Planning Board are appointed. He said that up to five (5) alternate members are appointed for a term of three (3) years each, which shall be staggered.

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85 *Ms. Mooney made a motion to nominate Sandra Jones as an Alternate Member of the*
86 *Planning Board to serve a three-year term. The motion was seconded by Mr. Anderson. The*
87 *motion was unanimously approved by a vote of 5-0.*

88
89 Mr. Viel directed Ms. Jones to be officially sworn in by the town clerk prior to being seated as an
90 alternate member on the Board.

91
92 Mr. Viel added that there are two other positions that may need to be voted on, the Capital
93 Improvement Plan (CIP) Representative and the Strafford Regional Planning Commission
94 (SRPC) Representative. Mr. Anderson, the CIP and SRPC rep and Ms. Andersen, the SRPC rep
95 said that their terms were three-year and did not need to be voted on annually. Mr. Viel asked
96 Ms. Jones if she would consider being a CIP rep and she responded that she would.

97
98 *Ms. Mooney made a motion to nominate Sandra Jones as the Planning Board Representative*
99 *on the Capital Improvement Plan committee. The motion was seconded by Ms. Andersen.*
100 *The motion was unanimously approved by a vote of 5-0.*

101
102 Ms. Mooney mentioned a topic that came up in a recent Select Board meeting regarding road salt
103 specifically in an Aquifer Protection District. She had contacted SRPC to inquire about any local
104 communities that have restrictions on road salt usage over Aquifer Zones and she said that SRPC
105 did not know of any communities. She broadened the search for more information by reaching
106 out to the Town Manager for the Town of Durham, NH. The Town Manager provided Ms.
107 Mooney with regulations that limited the use of road salt in aquifer areas. She hopes that the
108 Board will consider similar regulations when it next addresses the town's aquifer protections.

109
110 Mr. MacKinnon added that the state has a "Green Snow Pro" certification that focuses on
111 environmental concerns with road maintenance. Mr. Viel said that the Green Snow Pro program
112 is a good one and he believes that the town's Road Agent has attended the classes. He stated that
113 the Select Board could consider a permitting process that includes certification for private road
114 maintenance businesses. Ms. Mooney added that the town should put forth local road salt
115 regulations before approaching the NH Department of Transportation with such concerns. The
116 Board agreed that some language would be a good start.

117
118 Ms. Mooney had also been researching signage for the town's scenic roads. She has had
119 discussions with Sundance Signs of Dover, NH. They can provide artwork for the signs at \$125
120 and the total cost of sixteen (16) signs would be just below \$800. The signs would be eight-to-
121 twelve-inch medallions affixed to the signs. Mr. Viel agreed to reach out to the Town
122 Administrator to discuss budgeting for the signage.

123
124 Ms. Andersen recommended discussing becoming a member of the SRPC with the Town
125 Administrator. The Board discussed how it was removed as a line item from the town budget.
126 Ms. Anderson added that there are other options to fund the membership. Mr. Viel said that
127 membership would be important especially when reviewing and updating the Master Plan.

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Mr. Anderson made a motion to approve the minutes from the February 9, 2022, and February 23, 2022, meetings. The motion was seconded by Ms. Mooney. The motion was unanimously approved by a vote of 5-0.

Board and Staff Updates

Mr. Anderson said that the SRPC had sent him, as a business owner, a questionnaire about how affordable housing has affected both him and his employees. Mr. MacKinnon added that many communities require a percentage of development for affordable housing. The Board discussed different town and state incentives available for developers to build affordable housing units.

Ms. Mooney mentioned that the Conservation Commission has a small easement project (P-22) on approximately thirty (30) acres with frontage on a state protected river. The Commission has also discussed the will of the voters to partially pay-off the debt for Mulligan Forest. Per the last election, the town voted on two (2) proposals that first proposed the debt be paid via federal funds and a second proposal approved for the Select Board to take money out of the Conservation Fund to pay off the debt. Ms. Mooney said that the Select Board cannot do such per state regulations. She added that a public hearing in May hosted by the Conservation Commission will address this funding and debt pay-off.

Mr. Viel brought up the paying off of the debt accrued for the build of the Fire Station that was funded through the town's Impact Fees. He will address the future need of this expenditure with the Town Administrator. He said that Impact Fees are assessed for the School, Fire Department and Recreation Department infrastructure, and some qualifying equipment upgrades.

Mr. MacKinnon said that he would like to discuss the Invest NH initiative with the SRPC Planner, Blair Haney, to get a status update of the program. He believes many grants will be available to help the town.

Ms. Andersen mentioned that the NHDOT is working on a Ten-Year Plan. There is a deadline for candidate projects by May 31, 2022, for review. She indicated that plans for Nottingham include the Route 152 and Route 156 intersection that is slated for 2032. She added that there are longer vision projects that include a bridge rebuild over the North River on Route 152. Mr. Anderson replied that he believed the bridge was scheduled for 2024. Ms. Andersen mentioned there is also a proposed bridge widening project on Route 156 that crosses over the Pawtuckaway River. She believes the Board should get an update on the Route 4 and Route 152 intersection from NHDOT. She added that the development around Route 4 and Smoke Street should warrant traffic safety proposals. Mr. Viel added that Routes 152 and 156 are state bicycle corridors and the town has made a request to address bicycle safety from the NHDOT. Mr. Viel said that the Board should provide a prioritized list of concerns to assist the Select Board and Town Administrator in addressing these issues with the NHDOT.

Mr. Lemieux inquired about the need for six (6) large plan sets when an application and revisions for a Site Plan or Subdivision is submitted. He has had conversations with surveyors that questioned the need for so many plans, especially since the applicants ultimately will pay for

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the copies. He asked if the number of large plans can be cut down to save on paper and costs to the applicant. Mr. Viel responded that it is something that should be considered as he usually utilizes the electronic copies and the smaller, 11"x17" paper copies. Ms. Andersen added that the Board regulations likely spells out the number of large plans needed, thus that would need to be changed. Mr. MacKinnon added that given the times, the electronic copies of plans are the most important. Mr. Lemieux explained he is attempting to minimize paperwork and streamline the application process.

Mr. Viel said that there are additional items that may need adjustments on the Site Plan and Subdivision applications. He added that the change to the number of large plans may not be right away; however, the Board can take up the number of large plans when the applications are next amended. He asked Mr. Lemieux to reach out to the Town safety departments regarding their required number of large format plans and the SRPC Planner on how to go about such changes. Mr. Lemieux added that he also discussed adding a check list to the Site Plan application with the SRPC Planner.

Mr. Viel also requested that additional, non-substantive updates be made to the Town Zoning Ordinances when the new Zoning Amendments are added such as correcting tax maps and road designations in the appendices. Ms. Mooney added that the Stream Protection Overlay District was not listed in the table of contents. The Board discussed additional updates that were needed to the Zoning Ordinances.

Mr. Anderson made a motion to adjourn. The motion was seconded by Mr. MacKinnon. The motion was approved unanimously by a vote of 5-0.

The meeting was adjourned at 8:33 PM.