

**PLANNING BOARD
OCTOBER 3, 2013
MINUTES**

Chairman Giger called the meeting to order at 7:30 PM

Members present: Giger, Burke, Parent, and Svarczkopf,

Members absent: Barringer Perkins, and Wilson

ACADEMY HILL BOX UPDATE

Affordable Housing - The Board met with George Gallagher of Academy Hill LLC and Housing coordinator Fran Stanley to review the build out plan dated October 2, 2013 showing existing and proposed affordable units on Lot B in the Academy Hill subdivision. The Planning Board agreed with the proposed build out as shown on the plan. Housing Coordinator Fran Stanley said the proposed build out is fine with her as long as DHCD agrees. The Board reminded Mr. Gallagher that they have only one more market rate unit before the next affordable unit is constructed.

Member Svarczkopf asked if the last available market rate unit is now under agreement. Mr. Gallagher said, "yes."

The motion was made by Burke, seconded by Parent, to recommend approval of the Academy Hill affordable units build-out plan dated October 2, 2013 to the DHCD. The motion passed unanimously.

Box Culvert – Mr. Gallagher said the Board's consulting engineers, Val Prest and Tim McGivern, were both at the site today. The final end piece of the box culvert is installed. All rebar is in place and the footings have been poured. The drain pipe is now 100% connected. The culvert will be backfilled as soon as the concrete is cured. The road should be repaved on Tuesday or Wednesday (October 8th or October 9th). The wetlands reclamation area will be done by the end of the month.

Chairman Giger said it is in the interest of public safety to reopen the road as soon as possible. Mr. Gallagher agreed.

LEVEL I SITE PLAN REVIEW – CUTLER FIELD

The Planning Board considered the Level I site plan submitted by the Park Commission to create a 53-space parking lot at Cutler Field. Park Commissioner Jon Strauss presented the plan to remove trees and regrade the area to create room for additional parking.

Member Svarczkopf asked if four trees would be removed. Mr. Strauss said there are four work areas with clumps of trees in each area. He said three (3) universally accessible parking spaces are required.

Member Parent asked if the Park Commission requested a waiver for only one access point serving a parking lot with more than ten spaces. Mr. Strauss said they will submit a letter requesting the waiver.

Member Parent asked if the Board received comments from the Fire Chief about emergency vehicle access. Town Planner Michelle Collette said, "not yet."

Member Burke asked the about the total number of trees to be removed and how the ground will be leveled after the trees are removed.

Mr. Strauss said the Park Commission is hiring a tree service to remove the trees and grind the stumps. The area will be graded after the trees are removed. Member Burke said the work must be done right so the area does not become muddy and full of ruts. He asked for a description of the work and type of soil in the area where the trees will be removed.

Member Burke asked how close the work is to the Squannacook River and whether erosion control would be required. Mr. Strauss said the work is not close to the river. *(Note: The distance on the GIS map shows a distance of more than 600 ft from the river or wetlands.)*

Member Svarczkopf asked if any new lights would be installed. Mr. Strauss said, "no."

Chairman Giger said a revised site plan, drawn to scale, should be submitted to the Board with standard and accessible parking spaces, emergency vehicle access, drop-off spot for children, and any other improvements shown on the plan.

Mr. Strauss said the parking lot would be gravel so the spaces will not be marked on the ground. Chairman Giger said the Park Commission should consider using curb stops or other means to mark parking spaces.

The Board voted unanimously to continue the review of the site plan on November 7, 2013 at 7:30 PM.

GREEN COMMUNITIES RESEARCH COMMITTEE

The Board met with the Green Communities Act Research Committee to discuss the potential benefits of the Town adopting the Green Communities Act. Committee Members Bruce Easom, Gary Hoglund, Kevin Kelly, and Michelle Collette were present.

Committee Chairman Bruce Easom said one of the benefits of becoming a Green Community is receiving 5 out of 100 points on LAND and PARC grant applications. The Town will receive \$130,000 grant money for becoming a Green Community and will be eligible for other grants to reduce energy consumption. The Town must adopt the Stretch Code (a local option requiring higher energy efficiency than the Building Code) and must allow some energy generating or research and development facilities by right. The Town must make a commitment to reduce its energy consumption by 20% within five years.

Committee Member Michelle Collette said the Green Communities Division and Committee will conduct public education forums on the Stretch Code to inform contractors and homeowners of the costs and benefits.

The Board agreed that it would consider sponsoring the necessary zoning amendments as part of the revisions to the Schedule of Use Regulations at the 2014 Spring Town Meeting.

WARRANT ARTICLES AT THE FALL TOWN MEETING

The Board discussed Articles 17 and 18 to be presented at the October 21, 2013 Fall Town Meeting. The Board held its hearing on the proposed zoning amendments on August 29, 2013. Since that time, the Selectmen and others have expressed concern about Article 17 which would require a Planning Board special permit for commercial uses with a footprint greater than 2500 SF. The Board agreed it would be wise to give the proposed amendment more consideration and incorporate such an amendment into overall revision to the Schedule of Use Regulations in the future.

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The motion was made by Burke, seconded by Parent, to make a motion at Town Meeting to postpone Article 17 indefinitely. The motion passed unanimously.

The Board will go forward with Article 18 to change the Special Permit Granting authority from the ZBA to the Planning Board for hotels, motels and inns.

Meeting adjourned at 10:30 PM

Respectfully submitted,

Michelle Collette
Land Use Director/Town Planner