

Board Members Present: Chair Paul Powers, Vice Chair Andy Kohlhofer, Jack Karcz, Jack Downing, Roger Barham, Tim Lavelle, alternate member Mike Wason, and Land Use Administrative Assistant Leanne Miner

Non Members Present: Jennifer Rowden of Rockingham Planning Commission.

Mr. Powers opened the meeting at 7:00 pm. He appointed Mr. Wason to vote on behalf of Mr. Hunter.

I. MINUTES

Mr. Kohlhofer requested revision on Section 3, related to Town RFP for Town Engineer and pre-construction meetings. Ms. Miner read the revised text. **Mr. Kohlhofer made a motion to approve the minutes of June 5, 2019 as presented. Mr. Karcz seconded the motion. The motion passed 7-0-0.**

II. CONTINUED BUSINESS

Town Engineer Selection Process Ms. Miner distributed draft revisions to the Site Plan Review Regulations regarding selection of a Town Engineer for technical review on behalf of the Planning Board. Section 1.12 of the regulations outlines the process by which an applicant will select a reviewing Town Engineer from a list pre-approved by the Planning Board. If the applicant is not familiar with any of the pre-approved firms the Board will designate an engineer on a rotational basis. In general the Board members approved of the process and provided suggestions on how to consolidate the process in the regulations. Ms. Miner read the revised process as discussed will finalize a draft of the regulations as for review and formal approval at the next meeting. Mr. Lavell requested that application procedures Section 1.12 be further revised by deleting requirement that applications be submitted via certified mail. In general the application receipt process includes stamping and dating applications upon receipt and this step is not required. Ms. Rowden also suggested adding a box 'for office use only' to facilitate filing. The Board discussed the next step that the engineering firms recently selected are approved. **Mr. Barham made a motion to offer GeoInsight, DuBois and King, and Keach-Nordstrom to sign a contract to act as Town Engineer, and Stantec to sign a new contract. Mr. Kohlhofer seconded the motion. The motion passed 7-0-0.**

2019 Earth Removal Permits Ms. Miner reported limited progress on this item. Ms. Miner briefly discussed the permits in general with Keach-Nordstrom Associates, the Board's designated reviewing engineer for 2019 permitting. Ms. Miner is working on a letter notifying applicants of a permit extension and request for updated mapping.

III. OTHER BUSINESS

School Impact Fees

Prior to the meeting Ms. Miner distributed Article 15 of the Town Zoning Ordinance (Impact Fees for Public Capital Facilities Ordinance), for Board discussion. Currently the town only has school impact

fees. The Board discussed the ordinance in terms of whether or not there is justification for reducing fees and what the triggers are for spending fees such as overall student capacity or types of capacity (e.g., special needs student numbers) that may trigger capital expenditures (e.g., access for emergency services). There were questions regarding the current capacity of the school. Mr. Kohlhofer recalled a study done by the Fire Department where they evaluated capacity.

Discussion continued on the topic of the Town's Capital Improvement Program (CIP) including the background of the Town's work on the current CIP and how it was used to support current School Impact Fees. Currently there are only impact fees for the school. There currently is no impact fee related to non-school impact fees. There was discussion about the role of the Planning Board in developing or adopting a town CIP, electing for the Town to develop their own planning programs, and how the Planning Board can support such planning by providing information such as growth data and projections using the Master Plan.

Mr. Kohlhofer made a recommendation to reduce the school impact fees to zero with the justification that school enrollment is not increasing and doesn't appear to be projected to increase. Ms. Rowden suggested that the Board get input from the town attorney on eliminating or reducing the fees as reduction of fees will still incur the expense of administrating the impact fee program. Mr. Barham further noted that Section 1514 (Reviewing and Changing Method of Assessment), the Board can treat tonight's meeting as a 'review' and provide a basis to 'adjust' fees to \$0 and review it in another 5 years. Ms. Miner to send email to Town Administrator and Town Attorney for input on these recommendations (per Section 1514).

Masterplan Updates: Discussion continued on Master Plan updates. The Planning Board is required to maintain the Vision and Existing and Future Land Use chapters. There was discussion about how to fund regular updates to the Master Plan (e.g., setting up a reserve fund). There is a line in the budget for Professional Funds in the amount of \$3,000 that may be used for updates. Ms. Rowden will consider discussion and comments from tonight's meeting and develop a scope and cost for Master Plan updates.

IV. NEW BUSINESS

Scheduling: Ms. Rowden is unable to attend the Public Hearing meeting on July 3 or 17. There is an application in for a Design Review at the next Public Hearing. **Mr. Kohlhofer motioned to move the July 3 and July 17 Public Hearing and Work Session, respectively, to July 10 and 24. Mr. Karcz seconded the motion. Motion passed 7-0-0.**

South Road Map 2, Lot 20: Ms. Miner distributed plans for a new project being proposed for South Road. The application is for a Design Review of an Age Restricted Open Space Development. This hearing will provide an opportunity for the Board to provide non-binding comments. Ms. Rowden provided an overview of the project pointing out the turn-around feature (hammer head) and the current volume of age-restricted housing units in town and noted that there should be allowance for this development. Ms. Rowden advised the applicant to talk to Highway and Fire Departments regarding the turn-around at the end of the roadway. The Board will review and be prepared to ask any questions.

V. CIRCUIT RIDER BUSINESS

2019 Alternative 2-Tier Contract for Circuit Rider Services: Ms. Rowden provided additional feedback on the terminology of the contract for services. The contract is exactly the same as the previous year except for the rate increase from \$68 to \$70 per hour. **Mr. Kohlhofer motioned to authorize the Chair of the Planning Board, Paul Powers, to sign/accept the contract for Circuit Rider services to be sent to the Selectmen for their signature. Mr. Karcz seconded the motion. Motion passed 7-0-0.**

VI. UPDATES

No updates.

VII. INCOMING CORRESPONDENCE

Ms. Miner noted incoming informational correspondence by Rockingham County Conservation District.

VII. INCOMING INVOICES

No updates

VIII. ADJOURNMENT

Mr. Kohlhofer made a motion to adjourn the meeting at 8:10 pm. Mr. Karcz seconded the motion. The motion passed 7-0-0.

Respectfully Submitted,

Leanne Miner, Land Use Administrative Assistant