

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

Also present: Jennifer Rowden, Rockingham Planning Commission; Matthew Thompson, Town Historian; Gregory Fraize – Ellis School Board; Chris Albert, Jones and Beach; Joshua Yokela – Budget Committee, Zoning Board of Adjustment, State Representative.

Mr. Powers opened the meeting at 7:04 pm.

I. MASTER PLAN PRESENTATION

Ms. Rowden of Rockingham Planning Commission (RPC) presented slides and led discussion with regard to the Board's plans to update the Master Plan town document. The purpose of this presentation was to provide background on Fremont's Master Planning efforts and provide some direction to the Board on format, content and discuss what parts of the Master Plan the Board would like to update. A second objective was to solicit public input on the Master Planning process for the planned update. A copy of the presentation and an outline titled Master Plan Chapter Status and Background Information, Fremont Planning Board Work Session 7/24/19 were provided as handouts and are available for public review at the Land Use Office at the Town Hall. The following are comments from Board and public discussion during and after the presentation were as follows:

1. Master Plan Recommendations – Clearly summarize in each section and provide summary (i.e., Executive Summary)
2. Implementation Plan – Include in update. Format as a checklist where action items can be tracked and history of actions can be documented. Incorporate previous goals even if chapters are not updated at this time
3. Make searchable
4. Include an index.
5. Public Survey –
 - a. Use previous survey so that comparisons can be made. Survey will be web based.
 - b. Advertising to increase public participation –advertise via social media, library, provide hardcopy surveys at events (e.g., voting, community events), distribute post cards, announce at meetings.
 - c. Survey should include age, income, etc to get some context on responses.
6. Provide website with update.
7. Grants supported by Master Plan – Sidewalks associated with school, housing studies and regulations.
8. Updates Proposed
 - a. Vision with Survey Results
 - b. Growth Data and Chapter – Can also use in conjunction with School Impact Fee review.
 - c. General Format should be updated to include an Implementation Plan. Format and usability of Master Plan is a desired focus of the updates.
 - d. Set a goal to complete an entire Master Plan Updates by 2025. Data and work for current updates (Vision, Growth, Format) proposed by RPC to be completed within Town fiscal year.

- e. Transportation Chapter – Ask Road Agent to review and let Board know if needs updating. Road types would be included in mapping and data would be in the Land Use Chapter.
- 9. Subcommittee will include members Powers, Kohlhofer, Miner, and others as time allows.
- 10. School Board input – Greg Fraize inquired about this. Ms. Rowden suggested School Board provide input on chapters including Growth, Community Facilities, Transportation (sidewalk, cross walk), Recreation, Energy, and Emergency Management (shower facilities, generator), Capital Improvement Programs.
- 11. Town Committees can take ownership of updating their relevant chapters. The Planning Board ultimately approves. There should be some cross pollination and consider touch points between the Board and other Departments.
- 12. Survey format and review is a priority.

Mr. Yokela arrived at approximately 8:00 PM.

II. MINUTES

Meeting minutes for September 4 and 6 were not distributed for Board review. Review of meeting minutes for September 4 and 6 were tabled until the next meeting when they should be available.

Mr. Kohlhofer made a motion to table meeting minutes for review and approval to the October 2 meeting. Mr. Karcz seconded the motion. The motion passed 6-0-0.

III. CONTINUED BUSINESS

2019 Earth Removal Permits Ms. Miner distributed revised excavation permit reports from Keach Nordstrom Associates for Board review. Revisions included more detail on surety estimates as requested by the Board at the previous meeting. Also distributed with each report was a cover letter to each applicant providing surety estimate and escrow balance along with a notice that permits have been extended to October 2 at which time the Board would be prepared to approve or deny permits on the condition that surety was received. The Board will review permits for final approval October 2. If surety is not received by October 2 the Board will have the option to extend again or deny. If denied, the applicant will have to re-apply under the current regulations. All applicants were observed to be in compliance. The only outstanding item is the surety.

**Map 1, Lot 012: Applicant Rob Sobota of Eco-Site LLC
Continued Public Hearing with the Board for an Amended Major Site Plan Review for revised drainage and grading design at the Donigian- Cell Tower site at 37 Nathaniel Brown Drive.**

Mr. Albert arrived at 8:10PM

Mr. Powers invited Mr. Albert (JNB; representative for Eco-Site LLC) to continue with an update the Board on the Amended Major Site Plan. Mr. Albert distributed. Mr. Powers announced that Jones and Beach is present on behalf of Applicant Rob Sobota of Eco-Site LLC to discuss an Amended Major Site Plan Review for a cell tower site located at Map 1, Lot 12, 37 Nathaniel Brown Drive.

Ongoing business includes review of responses to Town Engineer comments, revised drainage and grading design.

Mr. Albert of Jones and Beach announced that they are close to finalizing the project plans. He distributed an updated plan set and drainage report. The Board was also in receipt of a letter from JNB responding to Town Engineer comments from September 4, 2019 (letter dated September 13, 2019) and a final review letter from Town Engineer dated September 17, 2019. Mr. Albert informed the Board that after further discussion with the Road Agent and Town Engineer, JNB added Sheet P2 which details offsite improvements including the cul de sac and Nathaniel Brown Drive. He noted that offsite improvements as a separate part of the project, the implementation of which will be paid for by the owner from the existing \$20,000 in escrow plus additional costs if there is an increase. Mr. Albert noted that the plan (Sheet P2) has been reviewed and approved by the Road Agent and Town Engineer. JNB is waiting for cost estimate with quantities from GMI and noted that offsite work is planned to be completed this year. JNB did not have a schedule for completion of the site work. Other than offsite improvements the remaining comments have been addressed. The Board was directed to the letter from the Town Engineer dated September 17 summarizing final comments on the site plans. Mr. Lavelle asked if what the Town Engineer had referred to in their September 17 letter as Sheet P-1 should actually be P-2. Mr. Albert responded yes and that they had prepared a separate sheet to address offsite improvements and keep them separate as Town entity (property). The new plan set also includes a table clearly identifying which plan sheets from the previous approved plan set are superseded by the JNB plan set.

The Board continued to discuss the project in terms of remaining conditions of approval. Plan sheets will not be recorded at the registry, but will be maintained by the Town in their files. The Notice of Decision will be recorded. The Board discussed number of days by which conditions of approval must be met. Typically up to one year is granted. Mr. Albert noted that site work is approximately 80 percent complete so the expectation is that conditions can be met in a relatively short amount of time. The gate needs to be installed. He noted that T Mobile has put a lock on their equipment and that the fencing still needs to be installed. At this time Mr. Lavelle asked if the meeting should be opened up for public comment.

Mr. Lavelle made a motion to open the meeting for public comments. Mr. Karcz seconded the motion. The motion passed 6-0-0.

Mr. Powers asked if any of the public in attendance had any comments. Mr. Thompson inquired as to whether or not the site is on a hill suggesting possibility for better cell service. Mr. Albert noted that T-Mobile would be installing services. Mr. Yokela asked how many different services the site would have. Mr. Albert noted that it will support four cell sites including T-Mobile. Mr. Yokela inquired if the services were 5G compatible or current technology. Mr. Albert did not know, but noted that it is a monopole. Ms. Rowden commented that it's likely that the latest technology would be installed.

Mr. Lavelle made a motion to close the meeting for public comments. Mr. Karcz seconded the motion. The motion passed 6-0-0.

Ms. Miner inquired about additional test pitting along the entire roadway to locate the depth of the existing power line conduit. Mr. Albert noted that there is a note that the entire length of the road

needs to be removed and location of the wire location verified and inspected prior to completion by EverSource, Building Inspector and others. Ms. Miner mentioned other outstanding comments from previous meetings including road improvements, approval file location at Town Hall, and any amendment to the NHDES dredge and fill permit. Mr. Albert noted that nothing has changed and that the permit does not require amending. Permit approval should be noted as a general condition of approval. JNB will follow up with NHDES, additional escrow for compliance monitoring. Ms. Miner noted that there will need to be additional escrow for compliance monitoring and confirmed that there is a letter of credit on file for reclamation the cell tower site in the amount of approximately \$38,000, and \$20,000 for offsite improvements. The Board agreed that conditions of approval should be met within a year. Ms. Miner inquired about any written notice from EPA regarding the NOI. Mr. Albert noted that the same Stormwater Management Pollution Protection Plan (SWPPP) would be in place and that it would only change if the contractor changed. Ms. Miner inquired about the timing for escrow and if it would be in place prior to the Construction kickoff meeting. Mr. Albert concurred, but noted that amount of additional escrow for offsite improvements were still being negotiated. Ms. Miner noted that compliance monitoring (for erosion and sedimentation) requirements had been reviewed by a subcommittee and that reporting for erosion and sedimentation control monitoring is not a requirement under the Town Regulations. Mr. Barham noted that records should be available on site so that the Town Engineer can review them anytime, but JNB does not specifically need to submit reports. Mr. Albert noted that JNB will be present throughout construction to ensure this project is completed correctly and in compliance with site plans. There was discussion about providing updates on construction progress and general construction monitoring and setting a date for a construction kickoff meeting. The Town Engineer will provide feedback on what will be required at the kickoff meeting. Ms. Miner will attend the meeting on behalf of the Board and the meeting will likely be scheduled within a month.

Mr. Powers read conditions discussed as follows:

1. Two copies of the final plan set shall be signed and maintained in the Town Hall Land Use files.
2. All licensed professionals whose names appear on the approved plan shall have original stamps and signatures.
3. All local, state, and federal permits have been received and permit numbers noted on the plan.
4. Additional escrow has been posted with the Town for site compliance monitoring under SPR 1.19
5. Reclamation surety for the site under SPR 1.21 is current in the amount previously approved.
6. All conditions of approval are met within 365 days of the approval date. The Planning Board may grant an extension of its original approval with good cause.
7. Any significant change to the approved site plan required to meet state fire code, building code or state or federal permit must be reviewed by the Planning Board.
8. The additional off-site improvement funds, requested by the Road Agent must be paid in full prior to the preconstruction meeting.
9. A preconstruction meeting is to occur prior to the start of construction.

Mr. Lavelle made a motion to approve the Amended Major Site Plan for the cell tower site with the conditions as read. Mr. Karcz seconded the motion. The motion passed 6-0-0.

Mr. Thompson left at 8:30 PM.

Mr. Albert left at 8:35 PM.

2020 Budget Ms. Miner reported that the 2020 Planning Board and Zoning Board of Appeals budget was submitted to the Budget Committee for review and that she was present to provide a summary and answer questions from the Committee. The Committee did not motion any approval at that time and will take up the budget for review at a date and time not set.

IV. NEW BUSINESS

Mr. Kohlhofer inquired of the Board if there was interest or if it were possible that the Town could send a letter to residents on Shirkin Road (commercial areas) to see if there was interest in providing owner contact information to interested parties when the Town receives an outside solicitation. Ms. Rowden cautioned that such action could be construed as favoring one resident over another. The Board had discussion on the matter and in general concluded that it would not be appropriate for the Town to solicit such information, but that business associations such as a Chamber of Commerce or the Regional Economic Development Group (RECD) would be the types of groups to do this. The Town could also provide a map of Economic Development Zones. The Board may also provide land use information, but any solicitation is outside the role of the Planning Board.

V. CIRCUIT RIDER BUSINESS

Ms. Rowden noted that the estimate for Master Plan Updates will be developed now that the Board has discussed the topic.

VI. INCOMING CORRESPONDENCE

1. Ms. Miner reported that the Renaissance Faire group was scheduled to attend the October 2 Board meeting for a Preliminary Design Review. Ms. Rowden mentioned that in the past the applicant had requested a waiver from providing a detailed site plan in accordance with the Site Plan Regulations which was granted because they provided a lot of information describing this temporary event. She also suggested that the Board review the meeting minutes from the previous application with regard to waivers requested to prepare for the likely conversation with the applicant again on this new application.
2. Ms. Miner shared some announcements for NHMA notice of a meeting for training in law enforcement of road regulations.
3. Rockingham County Planning Commission sent around an announcement of meetings regarding a 10-year road planning. Ms. Rowden offered to review the status of Fremont road plans
4. Ellis School Community Night is September 19th. Town departments were invited to have a table at the event if the Board is interested.
5. There was an incoming invoice from Stantec for amended site plan review of the Cell Tower site for the month of August. The total was \$1500 and all hours were for Dan Tatem.

VII. ADJOURNMENT

Mr. Lavelle made a motion to adjourn the meeting at 8:40 PM. Mr. Karcz seconded the motion. The motion passed 6-0-0.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Leanne", written in dark ink.

Leanne Miner, Land Use Administrative Assistant