

**Town of Northwood  
Planning Board  
January 17, 2012**

Chairman Robert Strobel calls the meeting to order at 7:02 p.m.

**PRESENT:** Chairman Robert Strobel, Rick Wolf, Joe McCaffrey, Babette Morrill, Town Planner Elaine Planchet, and Board Administrator Linda Smith.  
*Selectmen Representative Scott Bryer arrives at 7:11 p.m.*

**ABSENT:** Vice Chairman Tim Jandebour, Herb Johnson, and Alternates Victoria Parmele, Adam Sprague, and Pat Bell.

**VOTING DESIGNATION:** Bob Strobel, Rick Wolf, Joe McCaffrey, and Babette Morrill; and *Scott Bryer at 7:11 p.m.*

**MINUTES:**

**December 22, 2012**

**Mr. McCaffrey makes a motion, second by Ms. Morrill, to approve the minutes of December 22, 2011, as written. Motion passes unanimously; 4/0.**

**January 3, 2012**

**Mr. McCaffrey makes a motion, second by Ms. Morrill, to approve the minutes of January 3, 2012, as written. Motion passes unanimously; 4/0.**

**NEW CASE:**

***Technical Review:***

**Case 12-01: John Ovadek, 1064 First NH Tpke. Map 217; Lot 45.** Applicant seeks minimal impact site plan review to change use from retail to machine shop.

The board reviews the provided information and staff notes. Ms. Planchet explains that the only change provided is the portion of the approved site plan that was for retail use is to to change to a machine shop, which is light manufacturing. She states that the plan provided by the applicant is only a portion of the approved site plan. She states that there is a lot of information that is on the approved plan, and she recommends that the applicant provide the entire plan. She states that this would provide the rest of the site and pertinent information that would be useful.

*Scott Bryer arrives at 7:11 p.m.*

Ms. Planchet states that there is a history of non-residential use on this site: car dealership, fence fabrication & sales, machine shop, etc.

A discussion is held regarding the staff review notes. Ms. Planchet states that she will provide the notes to the applicant prior to the public hearing. She asks if the board has other questions for the applicant.

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Mr. Wolf asks about hazardous waste containment and storage as there is a small drainage pond in the rear of the property. Mr. Strobel states that Best Management Practices would need to be followed.

Ms. Planchet states that the sign should be shown on the plan with the accurate location and the size proposed.

Ms. Planchet states that she will send the staff notes and the above questions to the applicant in advance of next week's meeting.

**2012 Capital Improvements Program (CIP)**

CIP members present are Hal Kreider (chair), Mark Boucher (vice-chair) and Mike Breiger. Mr. Strobel states that Mr. Jandebour and Ms. Morrill have also been part of the CIP subcommittee.

Ms. Planchet states that documents have been provided in the members' packets. Mr. Kreider presents and reviews the information. He explains that the subcommittee has summarized a report for activities of the subcommittee and requests permission to submit a town report. He explains the proposed report also includes a spreadsheet with a 10 year plan.

Discussion ensues regarding town department proposed projects. Mr. Kreider states that the highway department is planning different projects, with the funds for these projects expected to come out of the town's operating budget. He states that the fire department has a capital reserve fund and the department's revenues are deposited into this fund. He notes that the department's expenditures all come within the level of fees they anticipate receiving.

Discussion continues regarding larger cost items and equipment. Mr. Bryer explains that major purchases are typically a lease purchase, over a period of years.

Mr. Kreider continues to present the subcommittee figures provided. He states that the numbers in the columns represent the figures exactly as they were received from the departments. He adds that the subcommittee would like to solicit the departments again regarding their proposals and requests. He states that some departments did not provide any information and some did not provide any proposed projects.

A discussion is held regarding the proposed safety complex and bonding the whole amount. Mr. Bryer and Mr. Kreider speak to the fact that the chief has proposed a second phase. Mr. McCaffrey asks if a warrant article has been prepared for the proposal. Discussion ensues regarding the status of the safety

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building complex study. Ms. Smith explains the process for changing the purpose of a town spending account and amounts of warrant articles.

Ms. Planchet gives an overview of the process and how a CIP plan should work with the departments. Lengthy discussion ensues relative to the process and setting policy for how the plan will be implemented. Mr. Bryer notes that questions should be asked to make sure that all the information is obtained; to identify the real needs; whether funding would be from private funds or grants; and also the timing of when projects should be included in the plan.

**Town Report**

The board and sub-committee discuss the town report contents and whether or not to include a CIP spreadsheet. Ms. Smith states that the town report consists of what took place in the year 2011.

**Ms. Morrill makes a motion, second by Mr. Bryer, to accept the draft CIP document of the subcommittee as a draft in progress, as presented. Motion passes unanimously; 5/0.**

**Mr. Bryer makes a motion, second by Ms. Morrill, to forward the CIP data collection preliminary draft to the selectmen; noting that there may be projects not noted on the list that should be, and the selectmen should contact the department heads that did not provide information.**

Mr. Bryer states that he will speak with the town administrator tomorrow regarding the meeting and will address this at the selectmen's meeting next week. He adds that there should be about a month turnaround time with information for the planning board.

Mr. Strobel offered an amendment to the motion and Mr. Bryer accepted the amended motion: **Forward the data collection CIP draft to BOS, realizing that it may be incomplete without data provided from all departments, and request they provide feedback on the plan within a timely manner. Second by Ms. Morrill. Motion passes unanimously; 5/0.**

Mr. Strobel states that there will be an update by the end of February for the CIP subcommittee.

**Mr. McCaffrey makes a motion, second by Mr. Wolf, to adjourn. Motion passes unanimously at 8:47 p.m.**

Respectfully submitted,  
Lisa Fellows-Weaver  
Board Secretary