

**Town of Northwood  
Planning Board  
January 26, 2012**

Chairman Robert Strobel calls the meeting to order at 7:00 p.m.

**PRESENT:** Chairman Robert Strobel, Vice Chairman Tim Jandebaur, Selectmen Representative Scott Bryer, Joe McCaffrey, and Babette Morrill.

**ABSENT:** Rick Wolf, Herb Johnson, and Alternates Victoria Parmele, Adam Sprague, and Pat Bell.

**VOTING DESIGNATION:** Bob Strobel, Tim Jandebaur, Scott Bryer, Joe McCaffrey, and Babette Morrill.

**MINUTES:**

**January 17, 2012**

**Ms. Morrill makes a motion, second by Mr. McCaffrey, to approve the minutes of January 17, 2012, as amended, as follows:**

*Page 2: punctuation error.*

**Motion passes unanimously; 4/0/1.** Mr. Jandebaur abstains.

**NEW CASE:**

**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 updated site plans provided tonight. Staff notes are reviewed and Mr. McCaffrey refers to a letter received from Mr. Ovadek stating that he believes he has met the board's items from the work session. Mr. Strobel states that the main item missing from the January 17 review was the site plan and this has since been provided. **Mr. Jandebaur makes a motion, second by Mr. McCaffrey, to accept the application as complete. Motion passes unanimously; 5/0.**

Mr. Strobel opens the public hearing for this case and reads the abutters list. Mr. Bryer is present representing the Town of Northwood. No other abutters are present.

Mr. Strobel reviews the staff notes and the planning board recommendations from January 17. He notes that Mr. Ovadek replied in writing to these items, dated January 26.

General discussions are held regarding the plan provided and Mr. Ovadek's comments. Members note that the owner's name and the name of the business are different, which may need to be a condition of approval for the title block.

Brian Cote is present representing Mr. Ovadek. Mr. Jandebaur reads the letter of authorization from Mr. Ovadek into the record. Mr. Cote explains that he is the proposed renter of the building for the machine shop. He states that his hours of operation are on the plan and are the same as the retail use had been: Monday

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through Friday from 7:00 a.m. to 6:00 p.m.; Saturday from 7:00 a.m. to 5:00 p.m. and Sunday from 9:00 a.m. to 5:00 p.m.

Mr. Jandebaur notes that comments should be provided from the fire department and building department.

A discussion is held regarding needing a copy of an approved septic design. Mr. Strobel notes that the septic area is behind the mobile home. Additional discussion is held regarding the number of facilities. Mr. Cote states that there is only one bathroom *in the building under consideration*.

Ms. Morrill asks if there are any employees proposed. Mr. Cote replies that currently he and his wife are the employees; however, there may be two employees hired in the future.

Mr. Cote explains that the building inspector did visit the site relative to the power as there is single phase and three phase power. He states that Mr. Ovadek did not use the three phase power and it will now be used so the power was checked out by the building inspector.

Mr. McCaffrey indicates that there will be a sign over the door. Mr. Strobel states that there is an existing sign approved from the last case. Mr. Cote states that he is not sure if he will be adding a sign. Mr. Strobel states that he would need a sign permit if he were to propose any changes to the sign. Ms. Morrill notes that the dimensions of the highway sign need to be added to the plan. Mr. Jandebaur states that there is a sign proposed over the entrance door. Mr. Cote explains that this is to distinguish his office from other businesses in the rest of the building.

Mr. McCaffrey asks about lighting. Mr. Cote states that there will be no changes to the outside lighting. He indicates that there are existing motion lights.

Mr. McCaffrey asks if there are any plans to address hazardous waste. Mr. Cote states that they resell all scrap metal to Harding Metals. He states that the machines are fully enclosed. He explains that he uses a water soluble coolant that the machines reuse. He states that he also has a company that he can call to remove waste, if necessary. Mr. Jandebaur states that the state's Best Management Practices should be followed relative to hazardous waste.

A discussion is held regarding the proposed business of light manufacturing. Mr. Cote explains that he will be machining molds. Ms. Morrill requests that there be an addition of metal to the description. Mr. Cote states that he may machine metal, plastic, and he can use wood but does not. He states that he is not machining retail products. Discussion ensues.

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A discussion is held regarding potential conditions; Mr. Jandebaur makes notes of possible conditions. He reads the conditions as follows:

- 1. Copy of state approved septic design plan or letter from NH licensed septic system designer be provided to the planning board to verify that adequate provision for sanitary sewage disposal facilities is provided for the change of use on the site; and,**
- 2. Dimensions of the sign to be added to the site plan; and,**
- 3. Owner's name to be on title block; and,**
- 4. North arrow to be added to the site plan; and,**
- 5. All required local building and fire department permits be obtained; and,**
- 6. Statement on plan that N.H. Best Management Practices will be followed for containment and disposal of any hazardous waste generated on the site.**

**Mr. Jandebaur makes a motion, second by Mr. Bryer, to approve case 12-01 with the conditions as read. Motion passes unanimously; 5/0.**

**Other Business**

*2012 Capital Improvements Program (CIP) - Update re: BOS Discussion*

Mr. Bryer states that at the last selectmen's meeting he recognized the work that the CIP subcommittee had done. He states that he suggested a clear communication with the town departments and that the departments need to provide a complete list of all proposed projects regardless of funding. He states that the town needs to plan for all projects. He states that the selectmen are in agreement and the town administrator mentioned scheduling a meeting with all department heads. Mr. Jandebaur states that he was at the meeting and that he believes that the selectmen were in favor of the work done by the subcommittee and will provide support.

Mr. Bryer explains trusts funds, revenues, and using money in the trust funds for purchases. Discussion ensues regarding capital purchases. Mr. Strobel suggests a member of the CIP subcommittee attend that department head meeting. Mr. Jandebaur also requests that an invitation be extended to the school board for this meeting.

A discussion is held regarding changing

*February Work Session* the planning board's work session date from February 9 due to the school's deliberative session. The consensus of the board is to change the date to February 16, 2012, at 7 p.m.

**Mr. McCaffrey makes a motion, second by Mr. Jandebaur, to adjourn. Motion passes unanimously at 8:14 p.m.**

Respectfully submitted  
Lisa Fellows-Weaver Board Secretary