

**Town of Northwood
Planning Board
April 23, 2015**

Chairman Robert Strobel calls the meeting to order at 6:34 p.m.

PRESENT: Chairman Robert Strobel, Vice-Chair Lucy Edwards, Selectman Representative Rick Wolf, Richard Bojko, Betty Smith, Lee Baldwin, Victoria Parmele, Alternate Joseph McCaffrey, Planner Matthew Sullivan, and Board Administrator Linda Smith.

VOTING DESIGNATION: Robert Strobel, Lucy Edwards, Rick Wolf, Richard Bojko, Betty Smith, Lee Baldwin, and Victoria Parmele.

ABSENT: Alternate Ken Rick

MINUTES:

April 9, 2015

Mr. Bojko makes a motion, second by Ms. B. Smith, to approve the minutes of April 9, 2015, with the following amendments:

Page 5: Change: ...13...; to ...several...; ADD: ...car maker...

Motion passes unanimously; 7/0.

Master Plan Update

Updates from Board Members re: Committee Outreach

Mr. Bojko states that the economic development committee (EDC) will be meeting May 6. Mr. Strobel states that he plans to attend. Ms. Parmele states that she will plan to attend when the group will discuss transportation.

Ms. Edwards states that she has copied and pasted information into the outline for the natural resources section. She states that she will be getting maps from Bear Paw, GRANIT, and NALMC. She asks how maps would be used in the document. Mr. Sullivan explains that maps can be printed as a larger plan set, they can also be regular sheet size, or the maps can be 11" x 17" and be folded out. He states that this information is a great start for this chapter. Ms. Edwards adds that she does not have anything on recreation resources. She states that she will work on organizing the information more in the next few weeks.

Ms. Parmele states that she has focused on the survey results relative to transportation. She asks for any input and ideas on structure. She adds that she is looking at alternative transportation, safety, roads along Rte. 4, etc. She offers to schedule time to meet with Mr. Sullivan for input on how to put the information together.

Mr. Strobel asks Mr. McCaffrey if he still wants to work on the land use section. Mr. McCaffrey replies that he will follow through on the land use

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section. Discussion ensues as to what the board is doing relative to filling in the outline that has been produced by Mr. Sullivan. Ms. Parmele notes that there is a lot of information in the survey for the land use section.

Next Steps

Mr. Sullivan offers to meet with members and offer guidance. He adds that the board has made progress over the past few months.

Rules of Procedure

Mr. Sullivan states that the last update to the Rules of Procedure was April 2014. He states that the largest consideration for change is the technical review committee (TRC). He explains that he is modifying the process for the TRC. In addition, he is suggesting some revisions specific to the timeframes and deadlines to better fit his schedule.

Mr. Sullivan states that he is also suggesting some minor changes to the application procedure information relative to appointments, office hours, etc.

Mr. Strobel states that one item that was suggested by the selectmen for the board to consider was adding a time for public input at the board's meetings. He suggests that a letter be sent to the chair requesting the items to be addressed. Discussion ensues as to possible examples or situations. Mr. Sullivan states that public input is already noted in the rules of procedure as an agenda item. He adds that language can be added relative to a three minute time limit.

Additional discussion is held regarding opening up a public comment section prior to a case being opened up for a public hearing. Mr. Sullivan expresses concern with allowing a commentary for abutters prior to the board opening a case. He adds that comments can always be provided in writing. Discussion ensues regarding having a deadline for written comments.

Ms. L. Smith states that the comments or concerns to the board should be addressed towards the end of the meeting as applicants may have paid professionals waiting for their case. Discussion ensues. Ms. L. Smith suggests the public input time be at the work session only. Mr. Strobel suggests that a specific time be allocated for the public input portion. Mr. Sullivan will add this input time to the work session agendas and to the board's procedures.

Mr. Sullivan mentions completeness and suggests adding another item to the rules of procedure. He explains that it can be challenging when applications are accepted as complete when checklist items are pending, etc., and this results in many continuances of cases. He suggests defining completeness

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more or perhaps being more stringent. Mr. Strobel notes the waiver process for completeness. Ms. L. Smith states that with waiver requests it is not necessarily complete based on the particular application.

Vacancies

A discussion is held regarding filling vacancies. Mr. Strobel provides an overview of precedents for filling vacancies. Mr. Sullivan states that he will look into wording for this to be included in the Rules of Procedure.

Agriculture Fact Sheet

Mr. Sullivan states that the department has been receiving calls/inquiries regarding agricultural activities within the town. He provides a brief fact sheet noting some statutory definitions as well as how agricultural uses are regulated within the community, which they really are not. He states that they are identified as a beneficial use to all communities throughout the state.

Mr. Strobel suggests adding resource links to the document for use by the conservation commission including: Bear-Paws, Cooperative Ext., SRPC, NALMC, and the NH Farmer's Market.

Further discussion is held regarding creating an agricultural committee. Mr. Sullivan states that there is a checklist of items that should be checked off to encourage AG uses and they should be reviewed for the Master Plan.

SRPC Transportation 10-year plan.

Ms. Parmele states that she attended the SRPC *Metropolitan Planning Organization (MPO)* meeting and it is beyond the timeframe to change the plan for this cycle. Mr. Sullivan explains that the Rte. 152 intersection did not make the cut because the work scope and the budget scope had not been prepared. The moving of the intersection presents a problem because multiple towns are involved; if this could be worked out it would be helpful.

Discussion ensues regarding NHDOT. Mr. Strobel suggests a joint meeting be scheduled with the Town of Nottingham Planning Board and this will also allow us to see if they are interested as well. Mr. Strobel offers to draft this letter. Members concur. Further discussion is held regarding changing the speed limit on this section of Rte. 4. Mr. Sullivan states that changing the speed limit would be difficult. Mr. Strobel added that the Master Plan indicates the priorities and perhaps this should be considered during the transportation chapter.

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Other

Mr. McCaffrey asks about the Audi driving school that was previously mentioned and is to be discussed at the EDC meeting. He states that he feels this is a great idea and may have additional potential.

Ms. Parmele states that there are other areas where this activity can be held such as parking lots. Mr. Bojko explains that the item was mentioned at a previous planning board meeting for informational purposes only. He states that there will be multiple committee/entities involved with this type of project. Mr. Wolf indicates that the State will also be involved with this project.

ADJOURNMENT

Mr. Bojko makes a motion, second by Ms. Edwards, to adjourn at 8:00 p.m. Motion passes unanimously; 6/0.

Respectfully submitted,

Lisa Fellows-Weaver,
Board Secretary