

**Town of Northwood  
Planning Board  
April 9, 2015**

Chairman Robert Strobel calls the meeting to order at 6:35 p.m.

**PRESENT:** Chairman Robert Strobel, Vice-Chair Lucy Edwards, Selectman Representative Rick Wolf, Richard Bojko, Alternate Ken Rick, Planner Matthew Sullivan, and Board Administrator Linda Smith.

*Alternate Victoria Parmele arrives at 6:40 p.m.*

**VOTING DESIGNATION:** Robert Strobel, Lucy Edwards, Rick Wolf, Richard Bojko, Alternate Ken Rick and Alternate Victoria Parmele.

**ABSENT:** Lee Baldwin, and Betty Smith

**MINUTES:**

**March 26, 2015**

**Mr. Bojko makes a motion, second by Ms. Edwards, to approve the minutes of March 26, 2015, with the following amendment:**

*Page 5: ADD: ...which was accepted.*

**Motion passes unanimously; 5/0.**

*Alternate Victoria Parmele arrives.*

**OTHER:**

**Staff Items**

***Board Member Vacancy***

Mr. Strobel notes that Rick Wolf was elected to the board of selectmen and leaves a vacancy on the planning board. He adds that he has contacted the alternates regarding an interest in filling the open seat. He states that he heard from Ms. Parmele that she is interested and only briefly spoke to Mr. Rick prior to tonight's meeting.

Ms. Smith reads an email from Joe McCaffrey requesting to be considered for the vacant seat.

Mr. Rick states that it is very difficult for him to maintain steady attendance as a regular member and declines the full time seat.

**Ms. Edwards makes a motion, second by Mr. Rick, to nominate Ms. Parmele as a regular member to the planning board.**

Ms. Edwards states that Ms. Parmele has a great deal of knowledge about Northwood, has lived in town for 20+ years, has an education in planning, has been a representative to the Strafford Regional Planning Commission, as well as

***Official as of April 23, 2015***

**Town of Northwood  
Planning Board  
April 9, 2015**

other positions within that same organization. She adds that Ms. Parmele has a wealth of knowledge and is familiar with the many issues of the planning board.

A discussion is held regarding the process. Ms. Smith states that the board could open the floor for all nominations. Mr. Wolf states that would be the fair way to address this issue. Mr. Strobel agrees. Ms. Edwards states that the winner will need a majority of the votes. Discussion ensues.

The motion and second are withdrawn.

Mr. Bojko asks if there has been any precedent set regarding voting for new members. He asks when there will be discussion held regarding all nominations. Ms. Parmele states that there is no precedent. Last year a motion was made and decision made. Planning Board election runners-up have not been given priority for vacant seats.

Ms. Smith states that regardless of past precedent, unless there was a procedure in the by-laws, the board can do what they choose to do what they wish at the current time.

**Ms. Edwards makes a motion, second by Mr. Bojko, to accept the nominations for all persons that are interested for the vacant seat.**

Mr. Strobel states that interested parties are Victoria Parmele and Joseph McCaffrey.

Mr. Bojko states that last year Ms. Parmele was not able to commit to the full time position and asks if that has since changed. Ms. Parmele replies that her position has changed this year and she will be able to assume a full time role. She states that this vacancy is for one year and she is willing to make the commitment.

**Motion passes; 5/0/1.** Ms. Parmele abstains.

Mr. Rick suggests that if the alternate seat should become vacant, he would like consideration for the other candidate to be appointed as the alternate member. Mr. Strobel states that he feels that would be fair.

Mr. Wolf states that he wants to be sure that the candidates are both considered and it is done in a manner in which is fair for both.

**VOTE:**

Mr. Strobel: Ms. Parmele

Ms. Edwards: Ms. Parmele

Mr. Rick: Mr. McCaffrey

***Official as of April 23, 2015***

**Town of Northwood  
Planning Board  
April 9, 2015**

Mr. Bojko: Ms. Parmele  
Mr. Wolf: Mr. McCaffrey  
Ms. Parmele abstains

**VOTE: 3 in favor of Ms. Parmele and 2 in favor for Mr. McCaffrey**

**Mr. Bojko makes a motion, second by Mr. Rick, to extend the one alternate seat to Joe McCaffrey for a one year term.**

Further discussion is held regarding terms for alternate members.

**Mr. Bojko amends the motion, second by Mr. Rick, to extend the alternate seat to Joe McCaffrey for a three year term.**

**VOTE: 4/2.** Ms. Edwards and Mr. Strobel are opposed.

Add consideration of alternates to the next agenda.

**Master Plan Update**

***Updates from Board Members re: Committee Outreach***

Mr. Bojko states that the economic development committee (EDC) met last Wednesday night and the committee was very interested in participating in the master plan process. He states that the committee is looking for more direction. He adds that Mr. Sullivan will be providing the EDC with data, etc.

Mr. Bojko asks what the board is looking for relative to the time frame of pulling the information together. Mr. Sullivan states that the EDC is ready to move on this and are very enthusiastic about participating in the process. He states that they will have the outline at their next meeting and will begin discussions.

Mr. Bojko states that he believes that transportation and economic development will be a big issue along with public transportation in conjunction with an aging population. He will report back to the EDC as to the directions from the planning board.

Mr. Strobel states from his perspective, he would like the EDC to do a qualitative analysis first, then focus on quantitative elements.

Mr. Strobel states that he did reach out again to the historical society, but has not yet received a response

Ms. Parmele states that she offered to contact Strafford Regional Planning Commission regarding transportation. She states that she does not remember being assigned a particular chapter but is interested in transportation and land use. Mr. Strobel states that he would like Ms. Parmele to take the lead with the

***Official as of April 23, 2015***

**Town of Northwood  
Planning Board  
April 9, 2015**

transportation section. A discussion is held with Mr. Bojko who extends an invite to Ms. Parmele to attend the June EDC meeting. Mr. Sullivan concurs with this recommendation.

Ms. Parmele states that she was not able to attend the transportation advisory committee (TAC) meeting last week and asks if Mr. Sullivan had any information relating to Northwood. Mr. Sullivan replies that he does not attend those meetings; however, will request that the information be forwarded to Ms. Parmele.

Ms. Parmele speaks to the list of projects for the state Ten Year Plan. Mr. Sullivan explains that the projects that were discussed are now being scored based on specific criteria. He states that the list is then forwarded to NHDOT.

Discussion continues relative to the documents that have been distributed recently that summarize information that has been collected to date, and minutes related to MPU.

**Rules of Procedure Discussion**  
***Proposed/Suggested***

Mr. Sullivan states that he is working on proposed amendments to the board's procedures and potential changes to the application procedure information. He notes that he will include his track changes and will present these at a future meeting.

Further discussion is held regarding including language relative to filling vacancies. Mr. Sullivan will research this item further. Ms. Smith notes other town boards/committees procedures.

***Potential Changes to Subdivision Regulations***

Mr. Sullivan states that one potential change is specific to the well radius. He explains that the subdivision regulation is more restrictive than the zoning ordinance. He notes that they are not necessarily conflicting; however, the board could make these consistent.

A discussion is held regarding the purpose of easements for well radii. Mr. Sullivan notes that an easement can only be within the setback. Ms. Smith adds that the zoning ordinance is for every parcel in town whereas the subdivision regulations only pertain to new lot development.

Mr. Sullivan shows the regulations on the overhead screen and discussion ensues regarding the difficulty in changing the zoning ordinance to be more restrictive.

***Official as of April 23, 2015***

**Town of Northwood  
Planning Board  
April 9, 2015**

Ms. Smith explains procedural issues regarding septic designs and meeting with the ZBA to meet the local regulations prior to sending on to the state for processing. She states that the state is less restrictive but the town process comes first.

Discussion ensues regarding wells and septic systems. Members agree to continue forward with well radii as presented in Development Ordinance and Subdivision Regulations.

**OTHER**

***Agriculture***

Ms. Smith states that she has received some interest regarding agricultural uses on properties. She suggests an information sheet be made available to hand out relative to agricultural uses with resources, contacts, State of NH links, etc. Members agree that this document would be helpful.

***10 Year Transportation Plan***

Ms. Parmele notes the State of New Hampshire Ten Year Plan process is currently happening. Mr. Sullivan shows slides of documents and explains what is on the project list at this time, including the four items in Northwood that are included. He explains the scoring of the projects.

Lengthy discussion ensues regarding transportation issues in Northwood, particularly Rte. 4 and the Ten Year Plan. Mr. Strobel states that he believes that there are *several* points on this stretch of road on Rte. 4 that have had some problems; however, with potential solutions. He states that that alone should be justification for one town for NHDOT to take a bigger overview of the problems along Rte. 4 that have not been addressed; Black Hall Rd. in Epsom to Rte. 152. He states that it will take a regional solution for this area.

Ms. Parmele will take the board's comments and suggestions to SRPC.

***Northwood Lake Driving School***

Mr. Bojko states that there is interest by *car maker* Audi to conduct a winter driving school on Northwood Lake or Harvey Lake. He states that the EDC was interested in this activity. Access to the lake is discussed as a potential planning implication of such a project.

***Hannaford Sign***

Mr. Rick states that the Hannaford sign should be addressed; either reworded or removed. Ms. Smith explains that the sign is a condition of an existing site plan approval. She states that Hannaford would need to be approached or they would

***Official as of April 23, 2015***

**Town of Northwood  
Planning Board  
April 9, 2015**

need to re-apply to the board to modify their site plan to remove the sign.  
Discussion ensues.

**ADJOURNMENT**

**Mr. Bojko makes a motion, second by Mr. Rick, to adjourn at 8:20 p.m.  
Motion passes unanimously; 6/0.**

Respectfully submitted,

Lisa Fellows-Weaver,  
Board Secretary

*Official as of April 23, 2015*