

**Town of Northwood
Planning Board Meeting
October 13, 2022**

Continued Cases:

Case 22-7: Millstone Realty Trust, 1090 First NH Turnpike Map 217/35. Applicant is requesting to replace an expired excavation permit approved as part of Case 16-05, May 24, 2016.

Case 22-9: Millstone Realty Trust, 1090 First NH Turnpike. Map 217/Lot 35. Applicant is requesting a minor site plan to replace an expired site plan for existing storage and retail sales of commercial construction and landscape materials, including the reclamation phasing and reclamation surety bond phasing approved as part of Planning Board Case 08-11, and Case 16-05, May 24, 2016.

Chair Jandebaur called the meeting to order at 6:32 PM.

Present: Chair Tim Jandebaur, Selectman Representative Hal Kreider, Members: Betty Smith, Bob Strobel (Alternate) and Dave Copeland (Alternate). Lee Baldwin arrived at 6:35 PM.

Absent: Vice-Chair Joe McCaffrey, and Member Judi Anthony,

Voting Designation: Chair Tim Jandebaur, Selectman Hal Kreider, Betty Smith, Bob Strobel and Dave Copeland. Lee Baldwin~6:35 PM.

Town Staff Present: Planner James Burdin, Land Use Specialist Linda Smith, and Land Use Administrative Assistant Lisa Fellows-Weaver.

Minutes:

September 22, 2022

On a motion made by Ms. B. Smith, and seconded by Mr. Kreider, the board voted unanimously to approve the minutes of September 22, 2022, with edits that do not alter the content of the meeting.

2023 – CIP Presentation

Members of the CIP Committee including Robert Strobel, and Ginger Dole, presented the final draft of the Northwood Capital Improvements Plan (CIP) for 2023 for recommendation to the Board of Selectmen (BOS).

Ms. Baldwin arrived and was added to the voting designation.

Mr. Strobel gave an overview of the projects proposed and funding schedules, as well as a summary sheet for the Chesley Memorial Library's request for a generator.

A discussion was held relative to the cost increase shown for the generator, from \$10,000 - \$30,000. Chair Jandebaur stated that there should be information available to show the justification for the increase for the budget committee and town meeting. He added that he would support a CIP if the CIP were followed; typically, CIP's are presented and the projects never get completed as outlined.

Mr. Strobel explained that there is a significant increase in the minimum amount, and the purpose of a CIP is not to question the figures provided it is more the idea to prepare and plan to avoid significant impacts to taxes.

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Ms. Dole noted that a CIP is presented as an outline. She added that the BOS will need to determine which items will be budgetary and warrant articles. She stated that there may be situations that are unforeseen that will require adjustments to the proposed plan. She stated that there needs to have some flexibility for adjustments, if necessary. She suggested that accurate pricing be obtained before the CIP is distributed to the Budget Committee or to the voters and deliberative session.

Mr. Burdin suggested that the CIP Committee make any minor changes to the worksheet and obtain the exact cost of the generator as well as what is included in the cost. He thanked the Committee for their work and meeting the deadlines.

On a motion made by Mr. Kreider, and seconded by Mr. Copeland, the board voted unanimously to recommend the 2023 CIP as presented, with supplemental information sheets to be provided for each project.

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Applicant is requesting a minor site plan to replace an expired site plan for existing storage and retail sales of commercial construction and landscape materials, including the reclamation phasing and reclamation surety bond phasing approved as part of Planning Board Case 08-11, and Case 16-05, May 24, 2016.

Mr. Copeland recused himself from this case and left the table.

It was noted that the public hearing for this case is still open.

Peter Holden of Holden Engineering represented this case along with David Docko.

Mr. Holden gave an overview of the property noting the retail area and the two detention areas, which both have been constructed. He stated that they are currently grading, and that area will drain into the rear detention pond. He noted the restored areas and explained the future areas will be left natural; some areas have already been restored. He referenced notes he has added to the plans relative to prior approvals for clarification. He referenced Mr. Burdin's staff report. They have reviewed the comments and believe they have responded adequately.

A discussion was held regarding inspections of the detention area. Mr. Holden suggested that the property be inspected all at once. Chair Jandebour noted that Mr. Burdin had suggested that the detention area be inspected. Mr. Burdin stated that he would be ok with it if an inspection was scheduled to be completed by the town's engineer. He asked if there should be another inspection done once the swale is completed; an inspection was a condition of the 2016 approval. He stated that the reclamation appears to be adequate; areas to be loamed and seeded are noted along with the existing and disturbed areas.

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Mr. Burdin stated that he would like an opportunity to further review the plans to make sure that the plan set addresses everything and to review the stormwater plan as well.

Additional discussion ensued relative to the vesting milestones. Mr. Burdin noted the applicant has indicated that they will operate the retail portion of the site beyond the length of the excavation activity on the site. He briefly reviewed the criteria for vesting milestones and recommended approval for Case: 2022-9.

With no further comments from staff, members of the board, or public, Chair Jandebeur closed the public hearing.

On a motion made by Mr. Kreider, and seconded by Mr. Strobel, the board voted unanimously to continue Cases 22-7 and 22-9 to October 27, 2022, to allow further review by the town planner.

Mr. Copeland returned to the table as a voting member, 7:20 PM.

VOLUNTARY MERGER

Continued to the next meeting.

INTERNAL BUSINESS

2023 Proposed Budget

Ms. L. Smith provided an overview of the 2023 proposed budget for the board. She explained that the staff salary lines are at an 80/20 split between planning and zoning. She reviewed other lines noting that most are reduced, or level funded. She explained that postage is a percentage shared with town departments; the land use department's share is 25% or \$15,000.

On a motion made by Ms. B. Smith, and seconded by Mr. Strobel, the board voted unanimously to approve the 2023 budget for the planning board, as presented.

Warrant Article for Master Plan Chapters

Chair Jandebeur provided a brief update regarding the Master Plan Committee. He stated that the committee is right on schedule and will have changes forthcoming.

A discussion was held regarding proposing a warrant article to continue work on additional chapters for the master plan. Mr. Kreider suggested funds for at least two or three chapters so that the town keeps the momentum going; it is so far overdue. He suggested \$30,000. He noted that a quote may be necessary.

Discussion ensued as to chapter types and the chapter order; natural resources, which can impact development, transportation, and housing. It was stated that the board needs to come up with a selection of chapters and include reasoning in the warrant article

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Mr. Burdin stated that a chapter on housing is something that should not wait for warrant article funding. He explained available grants with deadlines. He suggested putting the application together and submit for the grant and warrant article. Chair Jandebeur stated that the board should proceed with both avenues. Ms. L. Smith stated that the Town Administrator is aware of the funding and will be addressing this.

Mr. Kreider suggested proposing \$30,000 for a warrant article.

Mr. Kreider requested that the chapter summary of the old plan be emailed out to members for review.

Upcoming Master Plan Committee Meetings:

- October 24 at 10 a.m.

OTHER

Planning Board Meeting Date Changes:

On a motion made by Mr. Strobel, and seconded by Mr. Copeland, the board voted unanimously to change the Planning Board meetings for November and December, as follows:

- November 10th and 17th (if needed)
- December 8th and 15th (if needed)

ADJOURNMENT

On a motion made by Ms. B. Smith, and seconded by Mr. Strobel, the board voted unanimously to adjourn at 7:48 p.m.

A TRUE RECORD ATTEST:

Lisa Fellows-Weaver,

Land Use Administrative Assistant