

Town of Boscawen
Planning Board
Boscawen Municipal Complex
Draft Meeting Minutes
Tuesday, November 7, 2017 at 6:00pm

1 Members Present: Bruce Crawford - Chair, Roberta Witham – Vice Chair, Matt Lampron, James
2 Scrivens, Barbara Randall.

3 Member Recused: Bruce Crawford (recused himself from the Dollar General application as an
4 abutter)

5 Alternate Members Present: Rhoda Hardy, Jeff Reardon

6 Member Ex-Officio Present: Bernie Davis, Member, Board of Selectmen

7 Others Present: Alan Hardy, Planning & Community Development Director, Kellee Jo Easler,
8 Planning & Community Development Assistant, Linda Chandonnet, Planning & Community
9 Development Clerk & Recording Secretary

10 Chair Crawford called the meeting to order at 6:05 pm.

11
12 The meeting began with the first speakers, Matt Monahan who will be talking about Plains Village
13 District Zoning Ordinance and Mike Tardiff on the Master Plan and the next steps for Town
14 Meeting. Mr. Tardiff asked Alan Hardy how he would like to handle the zoning update season and
15 if the next step is to form a committee? Mr. Hardy replied we will need at least two meetings, so
16 Planning Board will have a chance to think about it and the minor changes on the Plains Village
17 District Ordinance can be updated and sent back to them.

18
19 Mr. Tardiff mentioned that, in one of the public discussions for the next phase is when they can
20 talk about the potential project for King Street, which is in the draft 10-year plan. That will tie
21 things together as there's a lot going on with many opportunities for Boscawen. The King Street
22 Project is nine years out in the 10-year plan. The philosophy behind the zoning changes is with
23 complete streets, sidewalks and slowing the speeds down, while still letting people through. He
24 can see the public sessions having that education part of what that project can be. Mr. Hardy stated
25 he's trying to connect the two and to figure out with the park benches and lighting on the sidewalk,
26 if there a way can we move forward with that while waiting for the nine year plan. Mr. Tardiff
27 answered some of this work has already been given to his consulting engineer. Mr. Monahan
28 mentioned they are updating our Comprehensive Economic Development Strategy (CEDS) in
29 which part of that process is listing projects that are good for Boscawen. He has talked to Mr.
30 Hardy previously about potential projects to put in there and King Street is a good one. There is
31 no limit to the projects that can be put in and if anyone has something to include to let them know.
32 Matt added that it's not a grant, it's building your case for other grants. Mr. Hardy mentioned that
33 one of the things they heard at Winthrop Carter is the idea of connecting the Rail Trail to King
34 Street. The Rail Trail is something that is going to continue to Hannah Dustin Island, after that it
35 would be up to other people. This will be part of the connection of King Street to other places to
36 make it more of a destination. Mr. Tardiff said the trails are an economic development issue in the
37 master plan for Boscawen and the development is in the beginning stages. Mr. Hardy said that he
38 hasn't heard of any local activity recently. Mr. Tardiff replied that it was the main topic and
39 discussion at the Governor's Advisory Committee for Intermodal Transportation and the hearings
40 for the 10-year plan. Mr. Tardiff stated a number of people were there making their pitch for the
41 purchase of the Pan Am right-of-way. He added it's going to be a long road to negotiating with

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42 Pan Am and who knows if that's the right place for the funding, as it is a long term project costing
43 millions of dollars.

44
45 Chair Crawford added there are real preservationist that don't like to see any tree cutting, but have
46 given up on this and are now praising how well the Rail Trail in Laconia is doing. Mr. Tardiff said
47 that this one has been very successful when looking at all the people and activity it's brought there.
48 Mr. Hardy mentioned how reviewing the zoning ordinance to design new construction to have
49 parking behind it and to bring the buildings closer to the street. In watching how King Street works
50 today, we may need to look at the plan from the town's standpoint, and watch for the right piece
51 of property to be used for municipal parking. Mr. Monahan added that the main keys are parking,
52 good landscaping, buildings next to the roads, pedestrians having good sidewalks that get activity
53 generated and helps the economic development and character too. Mr. Tardiff mentioned that since
54 we have a 10-year plan, this allows folks to understand the financial side of the investment and
55 that there's a lot of opportunity. He stated that once the documents are updated they will be ready
56 to do a public hearing. Chair Crawford stated we will need this to get this done soon if we're going
57 to have a town meeting and work backwards to establish the dates. Mr. Hardy stated he will have
58 the documents updated so he can send them back, and then we should be ready to go forward. Mr.
59 Tardiff mentioned he had a printed map of the Proposed Plains Village District Overlay Zone and
60 its limits.

61
62 Chair Crawford asked Mr. Hardy when the edits will be done? Mr. Hardy replied they would have
63 it completed by the end of this week and he will include the red lines, this way everyone can see
64 the original copy and how people were thinking. Mr. Monahan asked if the second week of
65 December and early January would be good? Mr. Hardy said yes, and 2 meeting should be good
66 if some people might not be able to attend the first one. He added this will be helpful if someone
67 carries over from the first meeting they will have more time to continue in the second one. Mr.
68 Hardy said that the public hearings will need to be in January. Mr. Tardiff asked the board about
69 the work master plan, his staff has prepared a number of land use maps and he was hoping this
70 evening they would be able to organize a few sub-committees and asked if they can reach out to
71 the Conservation Commission at their meeting and Mr. Hardy agreed. Mr. Tardiff said if there's
72 room on the Conservation Commission agenda he would like to ask Joanne Cassulo to join the
73 meeting. Mr. Hardy replied yes. Mr. Tardiff talked on the Economic Development Chapters and
74 thinks it would be interesting to have a few meeting with a committee of 4-5 people consisting of
75 the Planning Board, Board of Selectmen and business owners. He is hoping they will be finished
76 with the master plan by February. Chair Crawford asked if anyone wanted to volunteer to form the
77 committee? For Economic Development the volunteers were: Jim Scrivens and Mark Varney,
78 Energy: Ed Cherian and Alan Hardy volunteered, Transportation: Bernie Davis, Rhoda Hardy and
79 Bruce Crawford volunteered, Natural Resources will be reviewed with Joanne Cassulo and the
80 Conservation Commission at the next meeting. Mr. Lampron said he didn't have any extra time to
81 donate but he will be happy to help by answering any questions. Mr. Tardiff stated they will keep
82 it to two meetings, and there is specific policy direction when putting these chapters together. It
83 was discussed where the meetings will be held. Some of the suggestions were the Boscawen

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84 Elementary School, Winthrop Carter, the Municipal Office Meeting Room and Avaloch Farms
85 Music Institute. Mr. Tardiff added that they will coordinate with Mr. Hardy and for the master plan
86 they would only need 30 minutes in December. Starting at 6:30pm would be great. He gave Kellee
87 Jo Easler the new maps.

88
89 The next guest speaker was Jared Reynolds with UNH Cooperative Extension and he passed out
90 handouts. He started about three months ago as the Community & Field Specialist and spending
91 most of his time in Merrimack County. Recently he has spoken to Chair Crawford and Mr. Hardy
92 and at the Board of Selectmen meeting and how he can help Boscawen. He would like to talk about
93 what he's currently doing in other communities and what can potentially work for Boscawen.
94 There are three parts to his position: training, community programming and the technical
95 assistance. He believes there are a lot of opportunities here he can help with in Boscawen and he
96 would like to get involved. Mr. Crawford asked if this could be a piggy-back effect with what is
97 going on in Franklin with the White River Rafting? Mr. Reynolds replied in the short term he
98 thinks there's a lot of opportunity in collaborating with Franklin on the trail work they are doing
99 so they really want to promote this area for trails as well as the Northern Rail Trail itself. He isn't
100 sure of the white water park it's still up in the air and a lot of uncertainty. Mr. Crawford stated he
101 understands that Mr. Reynold's isn't just focused on helping Boscawen and if something doesn't
102 fit here it might work somewhere else. Mr. Crawford mentioned that historically, Boscawen hasn't
103 done well with Economic Development Committees and don't get the proper support from the
104 Selectmen. They also don't have budget, so some of the people are reluctant to serve. Mr.
105 Reynold's added that the challenge for this is long-term and people end up losing interest, so
106 shorter term projects keep people coming back. Jared stated he is also involved with Franklin for
107 the Trail Network. By collaborating with Franklin, hopefully Boscawen will play a role in it.

108
109 Chair Crawford announced the N.H. Municipal Association's 76th Annual Conference and
110 Exhibition is scheduled for November 15th and 16th at the Radisson in Manchester. If anyone wants
111 to attend as there are several seminars to choose from. Please see Assistant Easler or Director
112 Hardy to sign up.

113
114 Chair Crawford asked if the Municipal Law Lecture Series is available electronically. Mr. Hardy
115 answered that it's not, but he would rather find out how much the books cost and to order them.
116 Mr. Crawford stated he will find out how much they cost.

117
118 Chair Crawford turned the meeting over to Vice-Chair Witham.

119
120 Vice Chair Witham began with going over the 10-03-2017 Planning Board Minutes and asked if
121 there were any corrections? Mr. Lampron stated on line 220, it starts with Director Hardy and said
122 he thinks the first word should come out. In the following lines #218, #221 and #225 it states Mr.
123 Lampron and it should read Mr. Reardon's. Line #305 should read, in front of the lighting plan.
124 Mr. Lampron pointed out on #307 as well. Mr. Lampron said there is also a whole discussion in
125 there where we compared the lumineer lights and the contours and how high they were in relation

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126 to the fence. Rhoda Hardy stated on line #176 the information that was presented by Dollar General
127 it is, and the word it should be eliminated. On line #183 it should read, would file to quiet title and
128 take out the word for. Line #203 should read application and undertook a review as a board. Line
129 #224 reads, in his opinion you don't want to do if it appears. Line #268, asked if dumpster delivery
130 would fall under those same guidelines. Matt L stated on Line #283 the word exiting should read
131 existing.

132
133 **MOTION: Mrs. Hardy made a motion to accept the minutes as amended. Mrs. Randall**
134 **seconded. All in favor, none opposed.**

135
136 Vice-Chair Witham read the #1-11 conditions that were created in the last Planning Board Meeting
137 for Dollar General. See the attachment that was passed out to the Planning Board.

138
139 Mr. Reardon started talking about the fence and making sure it stays up and in good order. He
140 asked if we can add "shall be maintained and kept up, to number 3e Mr. Lampron stated that all
141 these motions have been made and voted on. He asked to make a note that this is only a summary
142 to catch us up, the motions are in the minutes as stated.

143
144 Mr. Hardy said he tried to look through the discussion in regards to the snow storage area and
145 asked if they wanted to add anything or if it's sufficient? Bernie Davis asked if they had enough
146 room for expansion. Mr. Hardy stated that was the discussion that was going on, that there is more
147 room for snow storage if you need it out in the back. Mrs. Hardy asked, what does it say on the
148 site plan now about the snow storage? Mr. Davis answered her by saying, they have a designated
149 area but he doesn't think it's large enough. Mrs. Hardy asked someone to read what is on the site
150 plan. Mrs. Easler replied, snow removal from onsite to an offsite location and loading associated
151 with the same shall occur between 7am and 10pm. Mr. Hardy said that doesn't help with the
152 discussion, it only talks about taking the snow offsite if necessary. What we are talking about, is
153 what's on the site plan and it's shown by a drawing where snow is to be stored. The question is,
154 do you want to expand it or is there sufficient storage based on your opinion? Mrs. Hardy added
155 at this point there should be more than what's written on the site plan and asked Mr. Davis, so you
156 don't think it's adequate? Mr. Davis replied, it all depends, if they are going to keep the snow
157 moved from the site where they are putting it and this gives enough space but if it builds up and
158 we have a big snowstorm then they're not going to have any space for it and then they would have
159 to expand the snow storage area. Mr. Lampron asked Mrs. Easler if the site plan shows an alternate
160 snow storage? Mrs. Easler replied, it shows in the back and on the left side of the building. Mr.
161 Lampron said he just wants to make sure there is some in back of the building and Mrs. Easler said
162 there is room there and he asked her, is it behind the dumpsters? Mrs. Easler replied yes it's to the
163 side of the dumpsters. Mr. Lampron asked her if there was more storage right behind the building
164 on the left and she replied that is drainage area. Mr. Lampron stated it's still very limited. Mr.
165 Hardy replied, what you would have to do to expand it, is to have more of the property area in
166 back cleared towards the property line. Mr. Lampron asked what are the options to expand it? He
167 asked Mr. Hardy if there is another option of mandatory snow removal. Vice-Chair Witham stated

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168 you can't just leave it in the parking lot, because they won't have any business. Mr. Hardy
169 remarked he doesn't know how you could require mandatory snow removed on property where
170 there is enough property to store it. Mr. Lampron said, really the option is to require that the snow
171 storage space to be expanded to the back of the property. Mrs. Hardy asked if they do this by the
172 number of square feet? Mr. Hardy added you could use a reference to increase the space by half
173 or by doubling it in the back. Mrs. Hardy asked if there is space to increase it by doubling it? Mr.
174 Hardy answered yes, and recognize from the earlier conversations that the slope starts to go up so
175 if you double the space then there may have to be excavation of that area as well as removal of
176 trees. Mrs. Hardy asked, but if we feel that it is necessary to have adequate space than that's what
177 needs to happen, correct? Mr. Hardy answered yes. Mr. Scrivens asked if the removal of the trees
178 will affect the site line of the people abutting behind it? Mr. Hardy replied yes. Mr. Reardon asked
179 if we know if the trees need to be removed? Mr. Lampron added that he thinks they are jumping
180 ahead, that this needs to be determined, how much cubic yards of storage they have and a number
181 of how much they will need and then they can make an educated expansion. Mr. Hardy asked Mr.
182 Lampron what the regulations require so they need a measured storage area? Mr. Lampron replied
183 he didn't know and asked Mr. Hardy if he could answer that question. Mr. Hardy replied they
184 don't. Mr. Lampron stated that makes it even more difficult and Mr. Hardy agreed that's the
185 difficulty and that didn't finish. Mrs. Hardy said her motion hasn't been seconded and asked if he
186 had a better suggestion? Mr. Lampron stated he did have one but it was turned down because Mr.
187 Hardy said we don't have to do calculations. Mr. Hardy added it's not what he said, it's what the
188 ordinance said. He read from the regulation, snow management must be included that provides
189 adequate areas for onsite snow storage and/or offsite snow removal which is acceptable to the
190 planning board. As a general rule, a minimum area equal to 25% of the parking, travel and
191 driveway will be needed for snow storage. Mr. Lampron asked if there is an amount on the site
192 plan. Mr. Hardy replied no, it is a percentage.

193
194 Mrs. Easler approached Vice Chair Witham with corrections on the conditions that were submitted
195 earlier to the board. Mr. Andy Newcomb stated, "You need to speak into the microphone so we
196 can hear what was being said." Mr. Hardy said he didn't think there was anyone talking. Mr.
197 Newomb said "there is side conversation going on and they would like it on record and that it's
198 happening way too often."

199
200 Mr. Lampron asked if the current snow storage to parking ratio is 25% on the site plan now? Mr.
201 Hardy replied, that's the requirement of the regulation in the site plan. The 25% is what he is
202 referencing. Mr. Lampron asked what is the current ratio? Mrs. Easler answered 26%. Mr. Hardy
203 explained the way it's in here it is a requirement that currently exists in the site plan that there be
204 25%. In the development of the site, we have our town engineers in there watching the construction
205 and that's one of the things that can be verified. Mrs. Hardy asked Mr. Hardy if he thinks what is
206 on the site plan is adequate at this point and he answered yes, the requirement is on the site plan
207 so the requirement of 25% is met.

208

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209 Mr. Hardy asked if there were further issues that need to be addressed. No one made a response.
210 Mr. Hardy continued, there are some references on the site plan that were from early in the
211 discussion and recommends the Board look them over.

212 As an example, the board proposed an 8-foot high privacy fence and it is shown on the site plan.
213 You asked staff to coordinate with the abutters to find a final fence, finish and material; you are
214 no longer doing that. Mrs. Hardy responded by asking if this is still on the site plan and Mr. Hardy
215 said yes it is. Mrs. Hardy asked if this will be replaced with what we said about the vinyl fence.
216 Mr. Hardy answered, if you make it a motion. Mr. Hardy added that the board needs to replace the
217 reference on the site plan. Mrs. Hardy asked if all of the motions that were made needed to be on
218 the site plan? Mr. Hardy replied, that they don't, but there shouldn't be conflicting information,
219 one in the notice of decision and the other on the site plan. Mr. Lampron asked if we could make
220 a single motion, to have all our conditions placed on the plan and if any existing conditions that
221 are on the plan be amended to comply with our conditions? Mr. Hardy stated if these are in the
222 form you want shown, the one amendment he's heard today is the reference to the fence and you
223 want it to match the motion. Mrs. Easler explained to Mr. Lampron that this motion needed to be
224 added in and Mrs. Hardy added, and maintained in good order. Mrs. Easler stated the list that was
225 passed out has them numbers out of order and #2 is #5, and #5 is really #2. And they should reflect
226 the minutes exactly except for that one about the fence. Mr. Hardy and Mr. Lampron both read
227 how the motion will read.

228
229 **MOTION: Mr. Lampron made a motion to amend all notations on the site plan to comply**
230 **with the conditions as documented in our October 3rd meeting minutes. Mrs. Hardy**
231 **seconded. All in favor, none opposed.**
232

233 Mr. Hardy asked the Board if there were any other conditions they would like to add or topics that
234 need to be discussed.

235
236 Mr. Davis said he has a question on the boundaries and can they go along with what the plans are
237 saying before they get it squared away? Mr. Hardy replied that this is something they had already
238 discussed and the boundary discussion are between parties. Mr. Davis asked if they approve this,
239 can they go ahead and start building without verifying and then find out the boundaries aren't
240 right? Mr. Hardy reassured him by saying you have a stamped plan done by the surveyor who is
241 responsible for that plan. If someone wants to challenge that plan the court system is where they
242 would do that.

243
244 Vice Chair Witham asked if anyone else had questions.

245
246 Mr. Lampron stated there was a lot of talk about traffic in studies and thinks they should at least
247 discuss it and whether or not we are going to agree with their method of coming up with trips. We
248 have a recommendation from our engineer. Mr. Hardy stated if you go back to the record both
249 Underwood Engineers and the CNHRPC acknowledged the procedure they used was correct. Mr.
250 Lampron replied he wants this added for the record, and to make sure they are all good with this.

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251 He read the Institute of Transportation of Engineers Trip Generation Manual coded it as a variety
252 store and based on the square footage it yields 44 trips which is 22 cars in and 22 cars out, in the
253 am hours, 42 cars in the pm hours. The threshold for traffic study is 100 in the peak hours. Mr.
254 Lampron asked Mr. Hardy if the advice that came back from that methodology for determining
255 trips was adequate? Mr. Hardy replied, that is correct, they agreed with the process that was used.
256 It was below 100, that was the reference and below the threshold. Mr. Lampron asked so they can
257 double the ITE and still be under the requirement for traffic study? Mr. Hardy agreed, and
258 explained that it's based upon the numbers, methodology. Both Underwood Engineers and
259 CNHRPC confirmed that the process used was correct.

260

261 Mr. Hardy asked the board if there was anything else to discuss.

262

263 Mr. Scrivens asked if the trip generation estimate for Bohler Engineering did that concur with the
264 applicants numbers and were they similar? Mr. Hardy replied Bohler Engineering is the applicants
265 engineering firm. Underwood Engineers and CNHRPC reviewed the work and verified if against
266 the same standard.

267

268 Vice-Chair Witham asked the board if anyone had any questions.

269

270 Mr. Lampron asked if the snow removal hours were on the plan. Mrs. Easler replied yes, snow
271 removal from an onsite location to an offsite location and loading associated with the same shall
272 occur between 7am and 10pm. Mr. Lampron stated he was just making sure that there will be no
273 dump trucks, loading and back up alarms during the night.

274

275 Vice-Chair Roberta asked the board if anyone else had any questions and asked for a motion to
276 approve the site plan application with conditions.

277

278 **MOTION: Mr. Davis made the motion to accept the site plan application with conditions.**
279 **Mr. Scrivens seconded. All in favor, none opposed.**

280

281 Vice-Chair Witham asked if there was any future business to review.

282 **MOTION: Mr. Davis made the motion adjourn the meeting at 7:55pm. Mr. Scrivens**
283 **seconded. All in favor, none opposed.**

284

285 **The meeting adjourned at 7:55pm.**

286

287 *Minutes respectfully submitted by Linda Chandonnet.*