

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
AUGUST 15, 2017**

APPROVED

Members Present:

Roger Sample, Vice-Chairman
Russ Wilder, Clerk
Dave Collier, Member
Virgil MacDonald, Selectmen's Rep.

Others Present:

Nic Strong, Town Planner
Jessica A. Call, Recording Secretary

CALL TO ORDER

Roger Sample called the meeting to order at 5:57 p.m.

APPROVAL OF AGENDA

Roger Sample asked if there had been any changes in the agenda. Nic Strong stated, there were none.

CONTINUED FROM THE JULY 18, 2017 MEETING

Case # P17-15 Donald R. & Darlene E. Demers	Map 65 Lot 49, Lot 52, and a portion of Alpine Way	Voluntary Lot Merger Lakeshore/Residential (L/R) 36 Elm Street
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Present were Donald R. & Darlene E. Demers.

Nic Strong stated that at the last meeting, the Board had an issue with the potential concern from the Fire Department, and there were questions about the right-of-way no longer being a right-of-way in one segment. She stated that there was an email from the Deputy Chief, who had no concerns to access to the area. She also provided the Board with copies of the deeds that released the right-of-way from the other property owners to the Demers. Roger Sample stated that it appeared that the concerns from the last meeting had been resolved and met, Nic Strong stated yes.

Roger Sample opened up public input. No public input. Roger Sample closed public input.

**Russ Wilder moved to approve Case #P17-15, Voluntary Lot Merger application for Donald R. and Darlene E. Demers, to merge Map 65 Lots 49 & 52 and a portion of Alpine Way, for municipal regulation and taxation purposes. No such merged parcel shall hereafter be separately transferred without subdivision approval.
Dave Collier seconded the motion, and it PASSED unanimously.**

Completeness Review of Applications and Public Hearing if Application is Accepted as Complete

Case # P17-16 Thomas W. Varney, P.E., Agent for Tracy True	Map 26 Lot 8	Final Major Site Plan Residential-Commercial (RC) 6 Suncook Valley Road
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Present were Thomas W. Varney, P.E., Agent, Tracy True, Owner, and her business partner, Nick Collemacine.

Russ Wilder stated that Tracy True and Nick Collemacine were before the Board back in May of this year for a Conceptual Consultation.

Dave Collier asked Thomas W. Varney, P.E., what the rationale was for requesting the waiver for Design Review. Thomas W. Varney, P.E., stated that this was a fairly simple project and did not think it required a Design Review. Roger Sample asked if they had to apply for a Design Review. Nic Strong stated that what Thomas W. Varney, P.E., did was submit a Final Major Site Plan Review application with a waiver requesting not to do the Design Review, and that it was up to the Board to decide if that application was acceptable.

Russ Wilder read a letter dated August 10, 2017, submitted by Ms. Alice Ziegra Calvert, an abutter, who was in opposition to the application:

“Concerning the proposal for a retail store almost on the traffic circle at the junction of Rtes. 28 and 11. There is a heavy volume of traffic constantly entering the traffic circle – especially weekends – summer and winter. Cars and trucks slowing and accelerating invites accidents creating injuries or sadly – deaths. It also can result in liability and or suits for the town or state. Has there been a TRAFFIC Study? How about snow banks and vision in winter? I am not anti-business but I am anti-accident and/or injury. Thank you.”

Roger Sample stated that since this was a State road, he was going to leave it up to the DOT to decide, and since they had approved the driveway permit, they must have done a traffic study before they made their decision. Russ Wilder stated the reason why he brought up the letter before granting or denying the waiver was because part of the Design Review process was to make sure that neighbors and concerned citizens had a chance to have some input.

Virgil MacDonald moved to grant the waiver for Section 2.02 (B) of the Site Plan Review Regulations, in which a Design Review Application was required for projects requiring a Major Site Plan, unless waived by the Planning Board.

Dave Collier seconded the motion, and it PASSED unanimously.

Dave Collier moved to accept Case # 17-16, as complete.

Virgil MacDonald seconded the motion, and it PASSED unanimously.

Thomas W. Varney, P.E., read the Executive Summary:

“The existing property at 6 Suncook Valley Road is a residential house. The property consists of 4.5 acres that includes portions of the Merrymeeting River and marsh area. Actual land area is 1.9 acres. The house is served by town water, a septic system, and a single driveway. The zone is Residential-Commercial.

The proposed use is a farmers market retail store. Fruits and vegetables will be sold to the general public.

A new driveway with parking spaces is to be constructed. The building will remain in the same footprint and elevation but the interior will be converted to open retail space. New entrances will be

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constructed. A loading dock and sidewalks around the building will be placed. The driveway and parking area are to have a gravel surface as part of the farmers market motif.

The existing driveway entrance is to be widened to meet NHDOT standards. A new septic system is to be designed and installed. The existing lawn area on the river frontage is to remain as is to provide an open view of the river. Some landscape shrubs are to be planted in the green areas around the building. Stormwater run-off is to be mitigated to pre-development levels with catch basins draining to an infiltration basin.

Lighting is a street light in the traffic circle land and downward directed recess lamps on the outside of the building. Two signs are to be placed on the roof and to be lighted with soft glow lamps and/or recessed lighting on a cricket. Fire protection is the hydrant adjacent to the driveway.

Hours of operation are Monday – Saturday 8:00 am – 9:00 pm, Sunday 9:00 am – 5:00 pm. There will be six employees.”

Russ Wilder noted that there were three (3) employees indicated on the Executive Summary the Board had received. Thomas W. Varney, P.E., stated that after doing the septic design, since the sewerage load was so low, they could accommodate six (6) employees instead of just three. He also stated that the shoreland was delineated on the plan and an elevation was given as to flowage rights, and there was a deed for that. He also noted the 100-year flood line on the plan. There were eighteen (18) parking spaces marked out around the perimeter of the building. There were three (3) catch basins and drainpipes to be installed to direct the run-off into an infiltration basin. There was an area of trees that were marked to be removed and a new water line was to be installed. He stated that there would be a handicapped parking space, which would be indicated by a sign. He stated that there was a survey in the Board’s packet, a shoreland plan, a septic design, a stormwater study, and a maintenance packet, which tied the owner into maintaining the catch basins and the infiltration basin.

Russ Wilder asked when Thomas W. Varney, P.E., designed the catch basins and the drainage, did he have any test pits to determine the water table. Thomas W. Varney, P.E., stated that he dug two (2) holes, one on either side of the building. Russ Wilder stated that because the property was near the river the water level could be high, but if he tested it, it should be fine. On the right side of the building, it was sandy, and on the left side of the building there was glacial till, which made it hard to dig. Roger Sample asked if the drainage plan had to be reviewed. Nic stated that the drainage plan was being reviewed by Mike Vignale, P.E.

Russ Wilder noted that the shoreland permit was pending and should be a condition of approval. He stated that at the last Conservation Commission meeting, the Commission saw the permit and Tracy True met the requirement of the amount of impervious area, this permit too should be a condition of approval. Russ Wilder stated that another condition should be the septic system approval, which was also pending. He then noted off street parking, and indicated that signage would be required for handicapped parking, and should be shown on the plan. Thomas W. Varney, P.E., stated that there would be concrete barriers laid out diagonally so people would be aware of how to park.

Russ Wilder addressed parking lot landscaping, and questioned if Tracy True was going to do any more. Russ Wilder noted there were green areas around the building and pointed out the woodlands buffer zone. Thomas W. Varney, P.E., stated that when people drove by, they would see the greens around the river, which was attractive looking. Tracy True stated that there would be a lawn area and some low growing shrubs and/or plantings. She stated that since it was a farmers’ market, she was going to utilize the open space for seasonal displays. Roger Sample asked if there was a landscaping requirement and if grass was considered landscaping. Russ Wilder stated that the regulations required 15% of the area to be landscaped and mentioned that he thought

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grass would be considered part of the landscaping. Virgil MacDonald stated that they needed to take into consideration the wetlands and the only place they could put additional landscaping was out towards Aubuchon's Hardware. Russ Wilder was concerned about trees blocking a driver's view when they were coming around the curve out of the traffic circle. Tracy True suggested planting some blueberry bushes to tie into the farmers' market. Dave Collier noted Nic Strong's comment, that it was not a typical parking lot, and wondered if the driveway had to be a certain distance away from the property line/right-of-way. Nic Strong did not think the Board had anything to do with driveways in that regard. She stated that as far as the town driveway regulations went, there was a radius requirement and common sense would tell you to not be too close to an adjoining property line for plowing purposes and such, but she did not recall that the actual driving part of the driveway had to be a certain distance from the property line. Tracy True shared that she talked to Dave Silvia, NH DOT, about how the driveway was situated and he was aware of how the driveway was coming into the property. Dave Collier stated that if there were any plantings near the driveway, they would be low plantings to maintain visibility. Tracy True stated that for safety measures, that portion of the property would probably be a grassed area or low growing perennials. Roger Sample was concerned about whether they had enough landscaping. Tracy True mentioned that there was a setback from the DOT where the telephone poles were, which were located out front of the property, and noted that the area would be a grassed area, which she would maintain.

Dave Collier mentioned that out back of the building could be a planting area near the infiltration basin. Nick Collemacine came to the table to speak. He stated that the State had regulations that no plants could be planted near a manmade pond or some type of detention basin other than grass, due to the roots overgrowing and eroding the pond. He stated that there was a brook that ran through Tracy True's property and currently there was no retention. There was 85' from the centerline of the circle into the property, which gave them just enough room for customer parking, and a place to put snow removal. He then shared that after talking to Dave Silvia, NH DOT, they were to maintain the grass area from the sidewalk into their property.

Russ Wilder had a question about widening the driveway and the proposal to remove some of the sidewalk and then reinstall it with a handicap access. Nick Collemacine stated that when coming out of the driveway on the left hand side, there were four (4) pieces of granite curbing to be removed. Three of those pieces would be removed towards the bridge and a handicap access would be installed. Russ Wilder then made sure that the sidewalk would be repaved; Tracy True stated that they would take care of it. Russ Wilder then shared that when he looked through the driveway permit, it did not indicate anything about how they were going to handle the sidewalk. Tracy True stated that the NH DOT was aware of the situation.

Dave Collier stated that on the site plan, there was a hatched area that showed where they would be taking down trees and thought that was for sight purposes, but he saw no other limits of clearing. Thomas W. Varney, P.E., stated that the limit of clearing was indicated in the shoreland permit. Dave Collier stated that the limit of clearing should be stated on the plan. Roger Sample asked the Board if they thought there should be any additional plantings on the property. Dave Collier suggested putting in some plants around the shed after it was moved and along the propane tank, and then indicate it on the plan. Nick Collemacine stated that they would also be placing whiskey barrels with plantings in them along the angled parking spaces.

Russ Wilder noted that there was lighting to be installed under the soffit, but there was no lighting plan. Tracy True stated that there would be recessed down lit cans in the soffit, which would not be lit up 24/7. Thomas W. Varney, P.E., stated the outside lighting plan was listed on sheet #4 of the plan. Russ Wilder stated that usually commercial applications showed the lighting plan. Thomas W. Varney, P.E., stated that he did not include one

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because there were small multiple lights, but normally he would put in details of the radius lines, how many lumens, and suggested having a note on the plan that the lighting would not be more than one foot candle at the property line.

Roger Sample stated that flood protection was not an issue.

Russ Wilder noted that the allowed hours for construction were 6:30 a.m. – 9:00 p.m.

Russ Wilder mentioned snow storage and by looking at the plan, it looked sufficient.

Russ Wilder stated Tracy True needed a sign permit from the Building Department. Dave Collier asked if the sign would be on the building. Tracy True stated that there would be a sign located on a cricket and another one on the roof facing Route 28. Russ Wilder confirmed with Tracy True that there would be down lit lights on the signs, she stated there would be recessed cans on both signs, using a gooseneck fixture.

Russ Wilder confirmed with Tracy True that they were working with the existing building; she stated yes, that they were working within the existing footprint, and they were taking off the deck.

Russ Wilder pointed out that the Highway and Police Departments did not have concerns. Nick Collemacine stated that they met with the Fire Department and they had no issues with the width of the circular drive and were satisfied that there was a hydrant at the end of the driveway. Russ Wilder stated that at the Conservation Commission meeting, the shoreland permit was presented and the Commission had no issues because they were within the shoreland guidelines.

Roger Sample brought up construction observations and escrows. Nic Strong stated that the regulations showed that the Board could require construction observations for a major site plan if they thought the project warranted it, but they have not in the past, which could pose an issue because they would not know if what was proposed on the plan ever got done. Russ Wilder thought that the Board needed to look at Active and Substantial Development and Building to determine if observations were needed.

Dave Collier mentioned that if they got the driveway and the drainage in, then they would be done, because the building already existed, so it was only site work that needed to be completed. Nic Strong confirmed with Russ Wilder that their first threshold for Active and Substantial Development would be if they completed the site work within 24 months, which would get the project under a 5-year vesting. She then confirmed that the Substantial Completion of Improvements, which would vest the project forever, would be obtaining a C.O., the Board stated yes.

A question was brought up on whether Construction Observations should be performed. Dave Collier mentioned that in regards to the drainage review, he thought that someone had to make sure the infiltration basin was built right. Virgil MacDonald thought that it was up to Thomas W. Varney, P.E., to make sure it was built correctly. Roger Sample stated that the only thing Thomas W. Varney, P.E., was responsible for was the design, and it was up to the builder to make sure it was built correctly. Nic Strong suggested that an as-built be provided. Russ Wilder agreed with the as-built and mentioned that the Conservation Commission was trying to protect the Merrymeeting River. Virgil MacDonald suggested having John Dever, III, Building Inspector, go and inspect the infiltration basin. Nic Strong stated that was not up to him to inspect. She further shared that there were two approaches to this, first would be to have the town engineer go and inspect during construction

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of the infiltration basin, or second, have the design engineer, Thomas W. Varney, P.E., go back out to the property and survey the land after the infiltration basin was built and certify it was built to specifications, and then have him submit an as-built. Roger Sample suggested having Thomas W. Varney, P.E., go back and look at the infiltration basin after it was constructed.

Tracy True shared that Nick Collemacine used to be Operations Manager at Pats Peak for sixteen (16) years and that he did the expansion on the backside of the mountain three years ago. Therefore, he brought forth his knowledge in land grades and retention ponds.

Dave Collier asked if the as-built would be handled administratively, Nic Strong stated yes.

Roger Sample noted there was no need for a site walk.

Nic Strong had some questions regarding the plan. She noted that the site plan should match the plan detail sheet for the parking layout, because one did not show the diagonal stop. She had a question about the number of garage doors. She shared that the checklist had requirements for showing various things within 200' of the site, and she was not sure if all of those things were shown. She also needed the details for the drainage easement along Route 28. In addition, she had a question about the radius of the driveway around the building, and to have it verified that big trucks could go around the building, as well as cars. Russ Wilder mentioned that the Fire Department stated that they could get around the building. Nic Strong stated that she did not have anything in writing to that regard. Tracy True mentioned to the Board that there would not be any large sized delivery trucks coming into the property, and that it was them coming in during non-business hours. Thomas W. Varney, P.E., stated that the 923-s.f. drainage easement was indicated on the Boundary Survey and that when there was a slope over a property line, the State created a standard slope easement.

Nic Strong had another question regarding construction, there was a note that indicated wetlands areas were to be protected from sediment and erosion, and she wanted the note to indicate how that would happen. Tracy True stated they were using silt socks. Nic Strong also mentioned that Thomas W. Varney, P.E., received a copy of the Planner's Review so he was aware of all the minor changes.

Roger Sample opened up public input. No public input. Roger Sample closed public input.

After due hearing, Virgil MacDonald moved to approve Case #P17-16 for Tracy True for a Final Major Site Plan Review to convert the existing 1,342 s.f. residential house into a retail store, currently for the sale of fruits and vegetables, at Map 26 Lot 8, 6 Suncook Valley Road, with the following conditions:

CONDITIONS PRECEDENT:

The following conditions must be satisfied prior to the Planning Board Chair signing of plans:

- 1. Submission of revised plans in the number required by the Site Plan Review Regulations and that include all of the checklist corrections, any corrections as noted at this hearing, any corrections that arise from the Stormwater Report review by Mike Vignale, PE, a listing of the hours of operation, the limit of clearing, plantings around the shed and propane tank, a note**

that the illumination intensity at the property boundaries shall not exceed 1.0 foot candle, and the waiver granted by the Board.

2. **Addition of a note to the site plan prior to plan signing by the Planning Board Chair stating that Best Management Practices shall be utilized during any timber cutting on site.**
3. **Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan contains a total of 4 sheets: [to be listed and dated by the applicant on the site plan itself]. In combination, these plans constitute in their entirety the site plan as approved by the Town of Alton Planning Board. All sheets are on file at the Town of Alton Planning Department.**
4. **Addition of a note to the site plan prior to plan signing by the Planning Board Chair: This site plan is subject to the Conditions of Approval itemized in the August 15, 2017, Notice of Decision on file at the Town of Alton Planning Department.**
5. **Receipt of approval from Mike Vignale, P.E., of the Storm Water Report prior to plan signing by the Planning Board Chair.**
6. **Receipt of approval for construction and operation of the septic system from NH DES.**
7. **Receipt of shoreland permit from NH DES.**

SUBSEQUENT CONDITIONS:

The following conditions subsequent shall be met during construction and on an on-going basis:

1. **All site improvements are to be completed as per the approved site plans, and an as-built plan shall be submitted to the Planning Department for review prior to the issuance of any Certificate of Occupancy per this Notice of Decision and Section 1.22 of the Site Plan Review Regulations.**
2. **The hours of operation for the retail store are Monday to Saturday 8 a.m. to 9 p.m. and Sunday 9 a.m. to 5 p.m.**
3. **The applicant shall comply with all of the Town of Alton's Site Plan Review Regulations.**
4. **The approval is based upon the plans, specifications and testimony submitted to the Planning Board. Any alterations, additions or changes to the plans are not authorized and require additional Planning Board approval.**
5. **A site plan which has been approved, conditionally or otherwise, may be revoked, in whole or in part, by the Planning Board when an applicant or successor in interest to the applicant has performed work, erected a structure or structures, or established a use of land, which fails to conform to the statements, plans, or specifications upon which the approval was based, or has materially violated any requirements or conditions of such approval.**

6. **Once any and all conditions of approval have been met and the Chairman of the Planning Board or his designee signs a site plan, the applicant has twelve (12) months from the date of signing to start construction and, unless a different schedule is approved by the Board, must complete construction within twenty-four (24) months.**
7. **Site plan approvals that have not started construction within twelve (12) months shall automatically expire, at which time no building permits shall be issued, unless an extension has been formally requested and granted by the Board. Normally the Board shall not grant more than one extension per project, shall only grant an extension for reasonable cause, and shall normally not grant an extension for more than six months.**
8. **No site may be occupied or used until a Conditional or Permanent Certificate of Occupancy Permit has been issued by the Code Official in accordance with Section 1.22 of the Site Plan Review Regulations.**

ACTIVE AND SUBSTANTIAL DEVELOPMENT OR BUILDING AND SUBSTANTIAL COMPLETION OF IMPROVEMENTS:

1. **Within 24 months after the date of approval, the following items must be completed in order to constitute "active and substantial development or building" pursuant to RSA 674:39, I, relative to the 5-year exemption to regulation/ordinance changes: site work, driveway and drainage.**
2. **The following items must be completed in order to constitute "substantial completion of the improvements" pursuant to RSA 674:39, II, relative to final vesting: receipt of Certificate of Occupancy.**

Unless otherwise approved by the Board, the applicant shall have one (1) year from the date of the meeting at which the application is approved with conditions to complete any conditions that are required prior to signing the site plan. Failure to complete any conditions within the one (1) year timeframe shall invalidate the Board's approval, unless an extension is approved by the Board per Section 1.14 of the Town of Alton Site Plan Review Regulations.

Dave Collier seconded the motion, and it PASSED unanimously.

Other Business:

1. **Old Business:**
 - a. **Language from Jim Sessler, Esq., Town Counsel, to be added to application forms re: easements, rights-of-way and restrictions.**

Nic Strong shared that at the last meeting, the Board requested to have some language added to the applications that would require applicants to provide information on any easements, rights-of-way, and restrictions. She asked Jim Sessler, Esq., Town Counsel, for his assistance and this was what he had proposed:

“I/WE certify compliance with the regulations which require that all existing easements and rights of way are to be shown on the plans and where appropriate all persons holding interests in those easements and rights of way, whether abutters or not, are to be given notification of the application. I/WE certify that the existing easements and rights of way shown on the plan have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the easements or rights of way.

I/WE certify compliance with the regulations which require that all private restrictions, covenants and declarations have been identified and listed on the plans. I/WE certify that the private restrictions, covenants and declarations have been examined and that the lots, uses and improvements proposed in the plans do not violate any term, condition or covenant of the private restrictions, covenants and declarations.”

Nic Strong asked Dave Collier, as a surveyor, if there was anything that jumped out at him that might be an issue with someone signing off on it. He thought that there was nothing out of the ordinary. Nic Strong stated that these requirements were currently noted in the regulations. She also stated that Jim Sessler, Esq., would like to see the Site Plan Regulations reflect the language in the Subdivision Regulations, which would add restrictions and covenants along with easements. Russ Wilder wondered why Jim Sessler, Esq., did not add a requirement that the applicant provide the documents. Nic Strong stated that was not what the Board had initially requested, in fact, what the Board was looking for was to have the applicant certify that they had done their research, and not require them to provide the documents and then have the Town verify the validity of the documents.

Virgil MacDonald moved to approve the language provided by Jim Sessler, Esq., Town Counsel, to be added to the subdivision application and to the site plan application. Dave Collier seconded the motion, and it PASSED unanimously.

b. Discussion re: RFP for Town Consulting Engineer.

Nic Strong stated that there was a draft RFP for the Board to look at and approve. Her opinion was to have one (1) consulting engineer for the Town selected through the RFP process, who would be responsible for plan reviews, drainage calculations, stormwater report reviews, bond calculations, and performing the on-site inspections. She mentioned that what usually happened in other communities was they required the chosen consulting engineer not to perform any private development work while they were working for the Town.

Currently, Alton has three (3) consulting engineers. Nic Strong thought that three (3) was too many, and suggested that if the Board wanted more than one (1) that they choose two (2) because there was not enough work in Alton to split it up between too many firms. She was worried that the Board would not get many engineers interested in working for the Town if they had to split the work between two (2) firms, never mind three (3) firms.

Nic Strong stated that the process of choosing what engineer worked on what project would be on a rotating basis as determined by the Planning Department, by keeping track of who worked on the last project. She suggested that the engineer that was picked to do the review of the plans or studies

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would be the same engineer to perform inspections, if they were required, because they would be familiar with the project from start to finish.

Nic Strong stated that the proposed RFP gave some background about the Town, the number of developments that had been taking place, and lists of the scope of services suggested for what the Town consulting engineer would be responsible for. It also had some general requirements and requirements for what they would have to submit. She noted that the proposals would be addressed to the Selectmen’s office, then it would be up to the Planning Board to review them and interview the various firms, then present to the Selectmen which one or ones the Board was in favor of using. Russ Wilder asked about contracts. Nic Strong stated that it could be an open contract for however many years the Board determined appropriate. She suggested starting off with a one-year contract to make sure that things worked out, and if the Board was ok with them, then usually there would be a three-year contract.

Nic Strong mentioned that if the Board decided to have more than one engineer that they take on engineers that have similar rates. Russ Wilder mentioned that if an applicant had a conflict with the chosen engineer, then the Board could choose to hire an outside engineer. For example, if the chosen engineer was an outside consultant for the company that the Town hired, and the applicant had a project in the same town the consultant was working in, that could be a conflict.

Dave Collier had a concern and asked if the RFP process was how it had been done in the past, Nic Strong stated that she was not aware of how it was done before. He asked if the Board had to submit a RFQ before the Board received any proposals, Nic Strong stated that for the amount of work that the Town would provide, that a two-step process was necessary, and thought that the engineer’s qualifications would be listed in their RFP proposal.

Roger Sample asked about the volume of work that the Town of Alton had to provide. Russ Wilder referred to the table that Nic Strong provided to the Board:

Year	Site Plan Review		Subdivision		
	Minor	Major	Minor	Major	Lot Line Adjustment
2016	5	8	0	1	6
2015	3	6	5	0	5
2014	2	3	2	1	5
2013	2	1	1	2	1
2012	0	5	3	0	4

Nic Strong stated that in the last five (5) years, the Board had not had a subdivision that had a road construction project involved. Roger Sample mentioned that within the last five (5) years, the people building those projects had come in for continuances on those projects. Nic Strong mentioned that the consulting engineer/engineers that the Board wanted to take on would have to review those projects to get up to speed.

Russ Wilder understood that there was not a ton of work, but in order to attract some good engineer firms, the Board would need to make sure they had as much work as they could give them. He then

asked how they would solicit bids. Nic Strong stated the RFP would be published in local papers, posted on the NHMA website, and the Office of Strategic Initiatives (formerly OEP) had an RFP website. Russ Wilder suggested sending it to the New Hampshire Society of Professional Engineers. Nic Strong asked whether the Board wanted to take on one or two consulting engineers. The Board agreed on having two (2) consulting engineers. Nic Strong informed the Board that she would coordinate with Stacy Bailey, Secretary for Administration, to get the RFP to the Selectmen for their review.

- c. Email correspondence re: update on Right Field Development, LLC, and the Legion.

Richard D'Angelo came to the table. He stated that he was the owner of the lot behind the Carwash and the Legion and the right-of-way was partly designated for passage to that back lot. Currently, he did not need passage to that back lot, so he figured he would utilize his 25' of the right-of-way for parking and the Legion could use their 25' of the right-of-way for parking. Therefore, both sides could utilize their property all the way to the property line. Roger Sample asked if these issues had been resolved, Richard D'Angelo stated that he heard that the Legion was going to utilize their half of the right-of-way for their benefit. Richard D'Angelo mentioned that maybe the Legion had outgrown their use. He would like the Legion to obtain a site plan, a drainage plan, and a lighting plan like every business in town had to provide. Richard D'Angelo mentioned that the Legion was currently doing work out in the parking lot. Virgil MacDonald asked Nic Strong if they had all of their permits, she stated that they had a wetlands permit. Russ Wilder stated that the Legion was finishing some drainage out back that was never completed, and they did obtain a wetlands permit. Virgil MacDonald thought they were putting in parking. Richard D'Angelo stated that the Legion had cut back on the septic area, they added into the wetlands area, and they were adding drainage and hoped they were doing it in a proper manner. Roger Sample stated that all of those issues are the reason why there should be a site plan in place. He stated when the Legion finally does come in with a site plan when they propose their new parking lot, the Board was going to have to review all of the changes that have happened over time, plus the parking lot.

2. **New Business:**

- a. Discussion re: Community Profile with UNH Cooperative Extension for community engagement and visioning in 2018 for Master Plan update.

Nic Strong stated that the Town's Master Plan was last updated in 2007 and that the Office of Strategic Initiatives suggested that a 5-10 year update cycle was optimal, and by the time the Master Plan was updated, it would be more like 15 years. She stated the main part of starting an update was to get as much input from the townspeople as possible, and one good way of getting this information was a community profile. She stated that the Extension had a system that they had used for many years, which consisted of an event that started on a Friday night, which included a dinner, and ended around mid-afternoon on a Saturday. This system was structured so there are facilitated sessions, but everyone had a chance to give their input on the future of the town.

Nic Strong shared that the process had been revised to provide a lot of front loading as far as community engagement was concerned. This process was not just one event, there were a lot of aspects that included different types of outreach like, submitting your favorite photographs of your

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favorite places in Alton, putting up posters where people could vote for things, and getting out into the community in different ways. As a Planning Board, they should not be updating chapters and putting together goals and recommendations for the community without finding out what the community wanted.

Virgil MacDonald mentioned that the Board had previously sent out surveys. Nic Strong stated that surveys did not usually have a good return rate. Virgil MacDonald suggested having a block party. Roger Sample thought that the previous survey was not very conducive, and it appeared to be pointed in one direction.

Nic Strong pointed out that she provided the Board a document that showed several options for getting the townspeople involved, like surveys, focus groups, forums, storytelling at the library, and many more. Virgil MacDonald stated that when they updated the Master Plan the last time, townspeople suggested having a Commercial zone off Route 28, but nothing ever happened, and he was concerned that the townspeople would not be interested in giving any input again. Nic Strong acknowledged that and thought that was a problem in many communities. She noted that this time around, if the Board wanted to utilize the system proposed by the Coop Extension, they would stay involved for 6-12 months after the two-day event to help the action groups that came out of the profile, they provide help to the Planning Board to make sure every step was followed through to implementation.

Nic Strong then informed the Board that if they wanted to use this system, they needed \$2,500 in the budget, and approximately \$2,000 for mailings. She also mentioned that if the Board wanted to, she could invite Suzanne Cagle, M.Ed., who works at the Coop Extension, to come in and discuss the system in further detail. Nic Strong informed the Board that she would have a better figure once she got together all the details. The Board agreed that the Master Plan needed to be updated and wanted Nic Strong to go ahead and put it into the budget for next year.

Russ Wilder thought that Master Plans were documents that most towns did not use. He suggested having an abbreviated version of the Master Plan, which included some photographs and was easy to read, but also to have some type of back up documents that included all of the language. Nic Strong noted that the Town of Alton only had the two (2) mandatory sections, which were Land Use and Vision, but there were many other chapters that had been started, but ended up being abandoned.

Russ Wilder thought that they needed some guidance because it was a difficult process without a lot of help, and to make it easy to use. Dave Collier asked what the \$2,500 covered, Nic Strong stated it covered the Cooperative Extension's work, which included their materials and helping with the outreach. She stated that when they held the community profile, usually towns would ask the local shops to help donate items, the Board could get sponsors, or there could be a potluck. The Board agreed to have the UNH Cooperative Extension's help with the implementation of the Master Plan.

3. Approval of Minutes: July 18, 2017, Planning Board Meeting

Dave Collier pointed out that there should be an addition to page 8 of 9, middle of the paragraph where it stated, "Dave Collier noted that Right Field Development, LLC, stated that he owned the back lot, which was what the right-of-way was built for, and he can still access it." He wanted it to

**TOWN OF ALTON PLANNING BOARD
MINUTES 2017
AUGUST 15, 2017**

APPROVED

include that the right-of-way was built to have access to the back lot because it had no frontage, so it was changed to: “Dave Collier noted that Right Field Development, LLC, stated that he owned the back lot, and the reason for the creation of the right-of-way was to have access to that back lot because there was no frontage, but he could still access it.”

**Virgil MacDonald moved to approve the minutes of July 18, 2017, as amended.
Dave Collier seconded the motion, and it PASSED unanimously.**

4. **Correspondence for the Board's review/discussion/action:**
5. **Correspondence for the Board's information:**
6. **Any Other Business that may come before the Board:**

Nic Strong mentioned to the Board that Karen Kimball, who was approved last month for a Minor Site Plan for her home counseling business, had run into some potential issues with her septic system. There was some permitting over the years with her apartment that did not match with what the State had on file for septic. She mentioned that Karen Kimball was going to have to figure out if she needed a new system before she could proceed.

Public Input on Non-Case Specific Local Planning Issues

Roger Sample opened public input. No public input. Roger Sample closed public input.

ADJOURNMENT

**At 8:00 p.m., Russ Wilder moved to adjourn.
Dave Collier seconded the motion, and it PASSED unanimously.**

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Jessica A. Call
Recording Secretary

Minutes approved as amended: September 19, 2017