

1 ANTRIM PLANNING BOARD MEETING MINUTES

2 December 6, 2012

3 Major Site Plan Review - Mainline Graphics

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7 **Members & Staff Present:** Diane Chauncey (Secretary) David Dubois (Chair)
8 Jesse Lazar (Vice-Chair) Steve MacDonald (Member) Janet McEwen (Alternate)
9 Martha Pinello (Member) Sarah VanderWende (Member)
10 Carol Ogilvie (Consultant Planner)

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12 **Members Absent:** Charles Levesque (Member) Mike Genest (Ex-officio)

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14 **Public Attendees:**

15 Nick Reid (Ledger/Transcript) Ray Shea (Sandford Engineering)
16 Mr. Jobe (Manager, Mainline Graphics) Ron Haggett (CIP) Ben Pratt (CIP)

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18 **7:00PM Public Meeting**

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20 Chair Dubois opened the meeting at 7:04PM, appointed Ms. McEwen to sit for the absent Mr.
21 Levesque, and asked Staff and Board Members to introduce themselves.

22
23 **Major Site Plan Review for Mainline Graphics (Case #2012-05PB) Map 232 Lot 35**
24 **Highway Business District**

25
26 The Public Notice, which had been advertised in The Villager on 11/28/12, was read. All
27 abutters had been notified via certified mail and receipts for all but one abutter had been
28 returned.

29
30 Chair Dubois asked Ms. Ogilvie if she felt that in her review the application was sufficiently
31 complete. She stated that it was sufficiently complete.

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33 The 82 Checklist items for the Major Site Plan Review were reviewed item by item. Items that
34 were not satisfied, waived or evoked discussion are listed below:

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36 **Item #3.** *Written statement describing the purpose of the proposed project*

37 Some members thought that the note on the plans should have more information. Mr.
38 Shea stated that he could expand on the statement. The Board made a note of this and proceeded.

39
40 **Item # 12.** Waiver requested – Location of wetlands – note that it does not fall within the
41 100-year flood plain

42 Mr. Shea explained that the waiver was a reasonable request because there were no
43 wetlands except adjacent to the well. Further information could be provided but it was
44 determined that there was so little disturbance within the proposed project area that the location
45 was not necessary.

47 **Item #13.** The Board determined that further information was needed and did not vote on
48 the waiver.

49
50 **Item #14.** *Location of all easements* Mr. Shea stated that an Easement plan is recorded.

51
52 **Item #16.** *Existing grades, drainage systems & topo contours....* Waiver requested for
53 outside the developed area.

54
55 Vice Chair Lazar moved that the waiver was reasonable and should be accepted.

56
57 Chair Dubois questioned the suitability of the parking lot material and that a better material was
58 needed.

59 Mr. Shea stated that he was not aware of a problem with the parking lot but a skim coat would be
60 put down, if necessary.

61
62 **Item #47.** *Storm water drainage plan* Mr. Shea explained that it was not a separate
63 drainage plan so that no calculations were needed.

64
65 **Item #48.** *A plan of the disposal of waste generated on the site* The Board determined
66 that a condition would be necessary.

67
68 **Item #52.** *Location of common lands...* Condition that noted the common lands

69
70 **Item #60.** *Copies of deed restrictions...* Condition to note restrictions

71
72 **Public Hearing:**

73
74 Chair Dubois opened the Public Hearing and asked if there were any abutter in favor or not in
75 favor of the proposal who would like to speak. There were none. He asked if there was anyone
76 who would like to speak. There were none.

77
78 Chair Dubois asked Mr. Shea or Mr. Jobe to present their proposal.

79
80 Mr. Shea explained that the current Mainline Graphics had outgrown their Deering facility. He
81 stated that the business was mostly light manufacturing of signs and graphics and that most of
82 the finished product were shipped out of NH. He said that the business did some retail work in
83 signs on vehicles.

84
85 He stated that they proposed to place an addition on the existing structure. The gravel road would
86 be pushed out 30', although the current disturbed area would be maintained.

87
88 Mr. Shea referred the Board to page 3 of the revised plans to show that the business vehicles
89 would be undercover; the new roofline would mimic the existing roofline. He said that the
90 building size was larger than the original plans in order to include an elevator.

91

92 A question concerning drainage was asked. Mr. Shea explained that the impervious area would
93 be increased by a small percentage (from 5 ½ % to 6 ½%) and will not alter the drainage.

94
95 There was a short discussion concerning the debris, the route of the trucks, the sign ordinance.

96
97 The letter from the Conservation Commission had two concerns:

- 98 1. Request for a statement or mapping that would indicate wetland mapping that has or
99 will occur within 100 feet of the proposed project. Requested so that the proposed
100 project does not negatively impact adjacent wetlands. **A note will placed on the**
101 **plan.**
- 102 2. Snow storage should be removed from the proposed site plan within the 75 foot well
103 radius of the well adjacent to the existing building. **Will be a note on plan**

104
105 The Board summarized the list of requirements that would be required and added as conditions.
106 All waivers were voted on and accepted unanimously.

107
108 Mr. Lazar moved the following; seconded by Mr. MacDonald.

109
110 Move to approve (disapprove) the application of Cochran Mills (Mainline Graphics) for a
111 Major Site Plan Review for modification to facilitate access and truck turn to a proposed 3192 sf
112 addition to be attached to the existing structure (formerly known as *Place in the Woods*). The
113 proposed project is located at 128 Concord Street (Map 232 Lot 35) in the Highway Business
114 District.

115
116
117 The following conditions apply to this approval:

- 118 1. Planning Board requirements, commitments and agreements made by the applicant and/or his
119 agent as recorded in the meeting minutes dated December 6, 2012 and subsequent meetings
120 as they pertain to this application are a conditional part of this approval.
- 121 2. The applicant is to obtain a building permit for any construction or alteration and adhere to
122 all building, health and fire codes.
- 123 3. From Checklist #3. A written statement giving sufficient detail to determine compliance with
124 the provisions of Site Plan Review Regulations and the Town Ordinances and regulations in
125 effect.
- 126 4. #40. Location and size of the buried propane tank.
- 127 5. #48. A plan for disposal of waste generated on the site during development.
- 128 6. #52. The location of any common lands and/or dedication of land for public or common
129 ownership if applicable or a note if there are none.
- 130 7. #60. Copies of deed restrictions or protective covenants.....or a note if there are none.
- 131 8. Delineation of wetlands within 100' of the disturbed area including associated
132 topography or a statement if there are none.

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ROLL CALL VOTE:

Name	Approve	Disapprove
DUBOIS	X	
GENEST		
LAZAR	X	
LEVESQUE		
MACDONALD	X	
PINELLO	X	
VANDERWENDE	X	
MCEWEN (IF APPOINTED)	X	

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The application was approved unanimously with conditions. The Notice of Decision will be completed within 5 days but will not be sent to the Registry of Deeds until the conditions have been satisfied.

7:00PM Public Meeting

CIP Committee Recommendations

Mr. Pratt and Mr. Haggett, assisted by Planning Board Members (Vice-Chair Lazar and Mr. MacDonald who had served on the CIP) presented their 2013 recommendations. The Committee used a spreadsheet which outlined the department requests for the next six years.

Both Mr. Pratt and Mr. Haggett emphasized three major items that should be addressed:

1. Gregg Lake Dam Gatehouse
2. Water line from the Town Well to the pump house on Depot Street
3. Replacement of water lines on Pleasant St and Highland Avenue

The three major items were discussed at length. The immediacy of the engineering was emphasized by all the CIP members. Better to develop a plan than to deal with a problem that might be crisis initiated. The CIP members have brought the 3 items to the attention of the Planning Board and the Selectmen since 2011.

The CIP members discussed each department and the requests (the CIP spreadsheet is available by contacting the Planning Department). The CIP agreed that energy audits should be done on all Town buildings (Town Hall has been completed).

A motion was made by Ms. VanderWende to accept the recommendations – with the removal of #65 (Fire Dept. boiler until after an energy audit is completed), #76, and # 108. Seconded by Vice Chair Lazar. The Board voted and all were in favor except Ms. McEwen who abstained.

Mr. Pratt and Mr. Haggett were thanked for their efforts.

174 Ms. Pinello moved to waive the 10:30 rule (to end the meeting); Ms. VanderWende seconded.
175 All were in favor of continuing the meeting.

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177 Review of Gap Mt. Development property – Map 245 Lot 17 – Jack Belletete

178 Mr. Belletete could not attend. Ms. Chauncey was asked to inform Mr. Belletete that he
179 needed to inform the Board of his intentions and the status of the bonds.

180

181 SEC Update

182 Ms. Pinello informed the Board. She said that there had been 12 days of testimony. Once all the
183 transcripts are available and by January 14, a brief (from the Planning Board) should be
184 submitted to the SEC. Atty Iacopino has given a sample brief. Ms. Pinello noted that it was
185 unfortunate that neither the Office of Energy and Planning or the Regional Commissions had
186 assisted.

187

188 2013 Planning Department Budget

189 The budget was discussed line by line and some changes were made. The overall budget had the
190 same bottom line as 2012. Ms. Chauncey said that she would be willing to represent the Board at
191 the next Selectmen's meeting.

192

193 Vice Chair Lazar moved to approve the amendments to the budget and submit it to the Board of
194 Selectmen; it was seconded by Ms. VanderWende. The Board voted and all were in favor of the
195 amended budget.

196

197 Due to the late hour, approval of the minutes (11/15/12 and 11/29/12) was postponed until the
198 December 20 meeting.

199

200 **Correspondence:**

201 PSNH Public Hearing – PSNH has requested a Planning Board Public Hearing for the trimming
202 and removal of trees on two scenic roads.

203

204 The Board agreed to the Public Hearing to occur on January 3, 2012.

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206 At 11pm, Vice Chair Lazar moved to adjourn; Ms. VanderWende seconded. All approved.

207

208 Respectfully submitted, Diane Chauncey, Secretary of the Planning Board

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