

Approved on December 20, 2011 - GMJ



**BARRINGTON PLANNING BOARD MEETING
BARRINGTON ELEMENTARY SCHOOL
570 CALEF HIGHWAY
BARRINGTON, NH**

**THURSDAY DECEMBER 15, 2011
7:00 p.m.**

DRAFT MEETING MINUTES

Items #1-#4 & #6 to be heard after Item #10

PRESENT:

John Huckins, Chair
Alan Kelley, Vice-Chair
Anthony Gaudiello
Edward Lemos, VMD
Michael Clark, Ex-officio
George Calef
Stephen Jeffery-Alternate
Jacqueline Kessler, Alternate

ABSENT:

Dave Vincent – Resigned 11/17/2011
Steven Oles, Alternate

STAFF

Constance Brawders, Town Planner
Gregory Jones, Transcriptionist

GUESTS:

Jason Pohopek; Barrington
Sara Pollock; Barrington
Todd Calitri; Barrington
Bela Sueda; 4 Spruce Wood Drive; Rochester, NH 03867
Karta Owens; Barrington
Robert Casella; Barrington

NOTE: THESE ARE SUMMARY ACTION MINUTES ONLY. A COMPLETE COPY OF THE MEETING AUDIO IS AVAILABLE THROUGH THE LAND USE DEPARTMENT.

ROLL CALL

Chair John Huckins called the December 15, 2011 meeting of the Barrington Planning Board to order at 7:00pm.

Chair J. Huckins delegated alternate member J. Kessler for D. Vincent.

MINUTES REVIEW AND APPROVAL

Vice-Chair A. Kelley motioned to table approval of all minutes until after the present applicants have had their agenda items addressed. G. Calef seconded with passed unanimously with a vote of seven (7), to zero (0) in favor.

The Board agreed to address the review and approval of all minutes at the Board meeting on December 20, 2011.

1. **Approval of November 17, 2011 Public Hearing Minutes.**
2. **Approval of November 17, 2011 Legal Counsel Minutes.**
3. **Approval of December 1, 2011 Meeting Minutes**
4. **Approval of December 8, 2011 Meeting Minutes**

ACTION ITEMS

5. Second Public Outreach Meeting on the proposed Fluvial Hazard Overlay District Warrant Article

Conservation Commission member A. Melvin approached the Board to inform of the Conservation Commission's future withdrawal of the proposed Fluvial Erosion Hazard (FEH) Overlay District from consideration for inclusion in the Town's upcoming warrant article scheduled for January 3, 2012. The decision was made due to the public concern which was expressed at the Board's December 8, 2011 public outreach meeting.

Melvin stated that alternative approaches exist which the Commission will investigate during the upcoming year while pursuing public outreach and education initiatives relative to the dangers of fluvial erosion and the need for protective legislation.

The FEH Overlay District will be formally addressed by the Board on Tuesday, December 20, 2011 at 7:00 p.m. in the Early Childhood Learning Center.

6. Proposed Text Amendments for 2012 Warrant Articles

J. Kessler motioned to table Item #6 to later in the meeting. G. Calef seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

The Board returned to the review of item #6.

Planner Brawders directed the Board to the 12/15/2011 Draft Warrant Article (available at the Land Use Office) for review in preparation for the January 3, 2011 Public Hearing. The Board agreed that the substance of the document is correct with the exception of a minor correction within Table 2 of Zoning Ordinance Article 4 – Dimensional Requirements.

Vice-Chair A. Kelley motioned to approve the December 15, 2011 Draft Legal Notice of Public Hearing as amended. E. Lemos seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

PRELIMINARY CONCEPTUAL REVIEW

7. **SR11/405 (Stepping Stone Farm Partnership-AKA Associated Buyers)** Request by applicant to present a conceptual site plan amendment for the installation of a Three-Phase utility connection to service an existing business on a 4.36 acre site located at 54 Commerce Way (Map 250/Lot 79) - Applicant: Karta Owens; P.O. Box 339-50; Commerce Way; Barrington, NH 03885

Applicant Karta Owens approached the Board to request guidance for a conceptual site plan amendment for the installation of two utility poles needed to enable Public Service of New Hampshire to bring Three-Phase power to his building at 54 Commerce Way. Karta stated that the existing utility lines on-site are above ground and that one of the utility poles will support a transformer.

Chair J. Huckins advised the applicant to submit a formal application and site-plan. The Site-Plan must show the proposed location of new utility poles. The Board advised Mr. Owens to submit a waiver request for Section 4.4.3 of the Barrington Site Plan Review Regulations by January 1, 2011 in order to avoid underground utility requirements which may be granted waiver for this site.

REVIEW OF PLANS

8. **SR11/396 (Barrington Village Enrichment Center)** Request by applicant to present a proposal to construct a 2,700 sf +/- building on a 1.05 acre site located at Commerce Way (Map 250/Lot 88) in the Regional Commercial (RC) and Stratified Drift Aquifer (SDA) Zoning Districts - Applicant: Haight Engineering, LLC, Stephen J. Haight; P.O. Box 1166, 181 Watson Road, Dover NH 03820).

A. Gaudiello motioned to table Item # 8 until later in the meeting. E. Lemos seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

The Board returned to item #8.

Planner Brawdors directed the Board to the Project Application for Minor Site Plan to construct a 2,700 sf +/- accessory building at a property on Commerce Way and increase the number of farm animals that the facility uses as part of its education program.

Ex-officio M. Clark motioned to expedite the review of this application by allowing the Planner to review the checklist at a later time and include the Board's recommendations with the technical review to be sent to the applicant. The Planner will informed the Board of any issues. E. Lemos seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

The following comments were made:

- E. Lemos advised against housing chickens with turkeys as disease issues can arise
- J. Kessler asked that the Health Inspector be informed of the proposal
- The Board agreed that the New Hampshire State Veterinarian should be contacted

9. **SR11/404 (CSMI/QFI)** Request by applicant for Change of Use and Minor Site Plan amendment, and Sign Permit application for Light Manufacturing on a 3.01 acre site located at 246 Calef Hwy (Map 223, Lot 07) in the Regional Commercial (RC) and Stratified Drift Aquifer Overlay (SDA) Zoning Districts - Applicant: Berry Surveying & Engineering, Chris Berry; 335 Second Crown Point Road; Barrington, NH 03825.

Planner Brawders and the Board reviewed the applicants Minor Site Plan application for a Change of Use (to convert 10,000 sf of designated warehouse space to light manufacturing at 246 Calef Highway), application checklist and three Requests for Waiver for parking space and lot aisle width requirements as well as requirements for drainage analysis.

Brawders informed the Board that correspondence relative to timing conflicts between NHDOT and the Planning Board for material submission pertaining to driveway permitting are on-going. A resolution is expected expeditiously.

E. Lemos motioned to empower the Planner to work with NHDOT to resolve the driveway permitting issue as it relates to this application. J. Kessler seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

Brawders informed the Board that the application calls for bringing Three-Phase power to the building. Public Service of New Hampshire is to provide a pole-plan for the January 3, 2012 public hearing. Brawders informed the Board that the applicant has obtained State septic system approval.

The Board agreed that the following outstanding items are required prior to the January 3, 2012 meeting of the Board:

- Statement from applicant's engineer certifying that the increase in impervious on-site impervious surface can be accommodated by existing on-site drainage infrastructure.
- Statement from the Barrington Fire Department regarding Request for Waiver of required parking lot/space aisle width
- Submission of Request for Waiver of Site Review Regulations Section 4.4.3 for underground utilities requirement

NON ACTION ITEMS

A. COMMUNICATIONS RECEIVED

10. **LL11/236 & 11/614 (Lot Line Adjustment and Subdivision for Todd Calitri & Jason Pohopek)** Request by applicants for consideration by Planning Board to reduce the cost of Third Party reimbursement expense to the Town of Barrington for legal review of Private Road Agreement.

Todd Calitri approached the Board to request reimbursement of a portion of legal fees for the review of a Private Road Agreement with Mr. Jason Pohopek. Calitri opined that the review fees were excessive.

The Board agreed that an investigation into the matter is warranted. A legal interpretation of the application and events which provoked the reviews in question will be needed before a decision on the reimbursement request can be made by the Board.

A. Gaudiello motioned to delegate ex-officio M. Clark to contact the Town Administrator to inform him of the need for review of the matter with legal counsel with the goal of determining the scope of services delivered and from the direction of whom. G. Caelf seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

A. Gaudiello motioned to return to item #6, Proposed Text Amendments for 2012 Warrant Articles. E. Lemos seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

B. REPORTS OF OFFICERS OR OTHER COMMITTEES

E. Lemos motioned to appoint Ex-officio M. Clark to full member of the Committee on Rules of Procedure. A. Gaudiello seconded the motion which passed unanimously with a vote os even (7), to zero (0) in favor.

11. December 22 meeting cancellation

The decision to cancel the December22, 2011 meeting is to be tabled until December 20, 2011.

12. Town Report Due Wednesday January 11, 2012 - clarification of responsibility for drafting

The Board discussed items to be mentioned in the Town Report. Chair J. Huckins is to draft the Planning Board section and include the following items:

- Include list of approvals granted by the Board in 2011
- Extend gratitude to Edward Lemos and David Vincent for their tenure on the Board
- Acknowledge the formulation of the Committee on Rules of Procedure
- Acknowledge the Board's work relative to Subdivision and Site Plan Review Regulation Text-Amendments
- Acknowledge the staff and Board members attendance of the new Hampshire Local Government Center Law Lecture series
- Acknowledge hire of Planning Intern Dan Howard from the University of New Hampshire
- Acknowledge the hire of Transcriptionist Greg Jones

13. December 6, 2011 letter from SRPC regarding GACIT project Differed List for the Draft - 2013- 2022 Ten Year Plan.

Planner Brawdors directed the Board to the December 6, 2011 letter from the Strafford Regional Planning Commission (SRPC) regarding the Governor's Advisory Council on Intermodal Transportation wrap-up for the Draft 2013-2022 Ten-Year Plan and projects in Barrington set to be added to the Deferred Project's List. The SRPC requested that letters of support for this request be sent to Governor Lynch prior to January 1, 2012.

14. Board of Selectmen acceptance of resignations of Planning Board members Edward Lemos, VMD and David Vincent.

Vice-Chair A. Kelley motioned to recommend the appointment of J. Kessler in place of D. Vincent and S. Jeffery for E. Lemos as full voting members of the Board conforming to the associated term lengths. A. Gaudiello seconded the motion which passed unanimously with a vote of seven (7) to zero (0) in favor.

15. Power Point Presentations to reduce cost of paper & printing.

Planner Brawders presented the Board with an idea to present application materials electronically utilizing the Microsoft Power Point program to reduce costs for stationary and ink at the Land Use Office. The Idea would be to use portable Key Drives to transfer data. The Board was in support of discussing the idea further.

C. REPORT FROM PLANNER

Nothing more to report

UNFINISHED BUSINESS

No unfinished business

OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

Ex-officio M. Clark informed the Board that pursuant to the New Hampshire Revised Statutes Annotated Section 675:6, Method of Adoption. Forms have been created and a process has been implemented to acquire signature of Board members to be submitted to the Town Clerk to verify regulative changes. Members signed the certification page and submitted them to the Planner for submission to the Town Clerk.

SETTING OF DATE, TIME AND PLACE OF NEXT MEETING AND ADJOURNMENT

The next meeting of the Board will be held on Tuesday, December 20, 2011 at 7:00 in the Early Childhood Learning Center.

E. Lemos motioned to adjourn the December 15, 2011 meeting of the Barrington Planning Board at 10:02 p.m. Vice-Chair A. Kelley seconded the motion which passed unanimously with a vote of seven (7), to zero (0) in favor.

Respectfully submitted,

Gregory M. Jones
Transcriptionist