

DRAFT UNAPPROVED

Note: Please find the following **DRAFT** minutes of the Planning Board. These **DRAFT** minutes are subject to being amended, extended and approved by the Planning Board during it's next meeting.

Town of Enfield
Planning Board
Tim Taylor, Chairman
August 22, 2012 – 7:00 PM

Present: Tim Taylor- Chairman, Suzanne Laliberte, Paul Withrow, Dan Kiley, Kurt Gotthardt, John Kluge, and Nate Miller- Acting Town Planner.

Guests: Steve Schneider- Town Manager, John Downing, George Merrill, Ian Smith, Jeff Harrington, Lloyd Hackeman, Erin Darrow, Jim Proctor, Ken Brazas, and approximately five members of the public.

Chairman Tim Taylor called the meeting to order at 7:00 PM.

Approval of Minutes:

Suzanne Laliberte moved to approve the minutes of July 11, 2012. Paul Withrow seconded and the motion passed unanimously. Kurt Gotthardt and John Kluge abstained.

Selectmen's Report:

John Kluge reported that the water/sewer work on U.S. Route 4 is progressing well. The Shaker Bridge project is nearly complete, and final work on NH Route 4A is ongoing. On September 15th, there will be a celebration for the opening of the new bridge.

John Kluge noted that the entry sign has been damaged at Huse Park. The town is planning a reconstruction project for the entry. When complete, the new entry will be very attractive.

Public Hearings:

R&L Auto and Towing –Site Plan Amendment

Chairman Tim Taylor re-opened the public hearing. Nate Miller advised that the applicant (R&L Auto and Towing) has requested a continuation to the

Board's September 12, 2012 meeting. The applicant will appear in front of the Zoning Board of Adjustment on September 11, 2012 and will not be ready to resume site plan review until the Zoning Board of Adjustment process is complete.

Dan Kiley moved that the R&L Auto and Towing site plan hearing be continued to September 12, 2012. Paul Withrow seconded and the motion passed unanimously.

NH FastRoads, LLC –Scenic Road Tree Trimming/Utility Pole Installation

Kurt Gotthardt announced that he is an abutter to this project and recused himself from the Planning Board for this hearing.

Chairman Taylor opened the public hearing.

Ian Smith of Waveguide, Inc. presented the proposal, noting that New Hampshire FastRoads, LLC is trying to enhance broadband access across New Hampshire with an emphasis in rural areas of the state. New Hampshire FastRoads, LLC has contracted with Waveguide, Inc. to identify gaps in the existing broadband utility infrastructure network and develop projects to improve the infrastructure.

Ian Smith advised that New Hampshire FastRoads has identified a gap in the broadband infrastructure network on Ibey Road, and has proposed to install five utility poles to fill this gap. The proposed pole locations are marked with pink tape in the field and are shown on plan #TID-FR-19, which was submitted to the Planning Board for review.

Ian Smith advised that New Hampshire FastRoads is requesting Planning Board permission to trim trees as necessary to install the five utility poles on Ibey Road, which is a designated Scenic Road in the Town of Enfield. No tree removals will take place as part of this work.

Chairman Taylor opened the hearing to questions from the public.

Kurt Gotthardt asked who would own the new utility poles. Jeff Harrington of Waveguide, Inc. advised that New Hampshire FastRoads would own the poles.

Kurt Gotthardt asked if other utilities (e.g. electric) would be able to use the new poles. Jeff Harrington advised that the proposed poles are sized for telecommunications only. The project has been carefully planned to minimize

impacts on the scenic road. To accommodate additional utilities, the poles would need to be upsized resulting in more substantial impacts.

Kurt Gotthardt asked how many other utility poles NH FastRoads is proposing in Enfield. Jeff Harrington advised, in addition to Ibey Road, three new poles are proposed on Choate Road.

Kurt Gotthardt asked why an identified gap in the utility infrastructure network would be filled with “undersized” poles. Steve Schneider advised that Ibey and Choate Road already have electric power service. The purpose of this project is to fill the gap in broadband infrastructure.

Ken Brazas expressed support for the project and asked when construction will begin. Ian Smith advised that construction would begin in late summer/early fall.

David Saladino asked if all poles and guyed wires would be located in the right-of-way. Jeff Harrington affirmed that all work and new infrastructure would be contained within the existing right-of-way.

Suzanne Laliberte moved that the Planning Board grant permission for NH FastRoads, LLC to trim trees on Ibey Road as necessary to install five utility poles. Paul Withrow seconded and the motion passed unanimously.

Artech Ski Company –Site Plan Phase III

Dan Kiley moved that the application is substantially complete enough for the Planning Board to accept jurisdiction. David Saladino seconded and the motion passed unanimously.

Chairman Taylor opened the Public Hearing.

Erin Darrow of Right Angle Engineering, LLC provided an overview of Artech Ski Company’s application.

Ms. Darrow explained that Artech is a mail order ski supply company. The company has outgrown its existing space and is proposing to construct a new office building at 1088 NH Route 4A in Enfield Center. The building would total approximately 6,300 SF and would be constructed by Amish craftsmen via The Carriage Shed in White River Junction, Vermont.

Ms. Darrow continued, explaining that Artech has received variances from the Enfield Zoning Board of Adjustment for: 1) A non-residential use in the

Residential One (R1) district; 2) A reduction in the number of required parking spaces; and 3) A reduction in the size of the parking spaces.

Nate Miller advised that the applicant has completed a boundary survey of the property. The boundary survey has revealed a zoning issue with the front setback. Erin Darrow noted that Artech Ski Company will be requesting a special exception from the Enfield Zoning Board of Adjustment on September 11, 2012 to allow a reduced setback per Section 401.1.L of the Enfield Zoning Ordinance.

Erin Darrow noted that the site plan would still need to be modified to conform to the reduced front setback requirement. The proposed building will need to be shifted a few feet to the south.

Nate Miller distributed correspondence from Enfield Zoning Administrator Phil Neily related to questions that the Planning Board raised during the June 27th conceptual discussion with Artech Ski Company. Mr. Neily's letter details that the much of the proposed parking area is already disturbed and has been used for parking and loading. As such, it is considered grandfathered.

Kurt Gotthardt and John Kluge requested that Zoning Administrator Phil Neily clarify two items in his correspondence: 1) The status of proposed parking spaces #12, 13, and 14; and 2) The subsection of 401.1 that the Zoning Board of Adjustment has granted a variance from. Nate Miller advised that he would follow-up with the Zoning Administrator to clarify these items.

Through continued discussion, Planning Board members reviewed the proposed site plan and raised the following site design topics:

- The site plan needs to be revised as necessary to conform with the setback requirements in the Enfield Zoning Ordinance, or a special exception will need to be granted by the Enfield Zoning Board of Adjustment;
- The Septic Plan needs to be reconciled with the Site Plan (the Septic Plan is currently overlaid on top of a previous version of the Site Plan);
- The NHDOT Driveway Permit for the project needs to be submitted to the Enfield Planning/Zoning Office upon receipt;
- The drainage plan needs to clarify that all proposed swales would be infiltration swales. A rain garden needs to be shown at the end of the primary infiltration swale to ensure maximum stormwater infiltration before entering the Knox River. An additional catch basin needs to be shown in the proposed parking area;
- A detail needs to be provided for the proposed retaining wall;
- The lighting plan needs to be presented in more detail, including type of

fixtures, fixture height, and specification sheets for the proposed fixtures;

- The landscaping plan needs to be presented in more detail, including type and height of proposed plants/landscaped buffers;
- A snow removal plan needs to be provided;
- The plan needs to note that the proposed propane tank would be buried;
- The plan legend needs to include missing symbols, including the granite block wall along the Knox River;
- The plan needs to document that the proposed walking path would be ADA accessible.
- A typographical error in Note #4 needs to be corrected;

Nate Miller noted that Section 5.5.12 of the Enfield Site Plan Regulations requires that “all commercial driveway entrances, regardless of the presence of curbing on the highway, shall be curbed from the edge of the highway to at least the end of the radii at the driveway throat.” Erin Darrow requested a waiver for this requirement.

John Kluge moved to waive the driveway curbing requirement of Section 5.5.12 of the Site Plan Regulations for this application. Paul Withrow seconded and the motion passed unanimously.

Chairman Taylor opened the hearing to public comments. Nate Miller advised that an abutter to the project, Annette Tietz of 1096 NH Route 4A, has submitted a letter to the Planning Board about the Artech Ski Company Site Plan. Ms. Tietz has requested that the letter be read into the record.

Chairman Taylor read the letter from Annette Tietz into the record. A copy of the letter shall be included in the application file at the Enfield Planning/Zoning Office.

Jim Proctor spoke in favor of the Artech Ski Company proposal. Mr. Proctor believes that the business will be a good addition to Enfield Center.

Lloyd Hackeman, abutter, spoke in favor of the Artech Ski Company proposal. Mr. Hackeman believes that Artech Ski Company’s mail order business will help the Enfield Center Post Office stay in business. George Merrill advised that Artech Ski Company spends between \$200 and \$2,000 per day on postage.

Kurt Gotthardt asked if there would be a deeded easement for the proposed dumpsters. George Merrill and Jim Proctor advised that there would be a deeded easement.

Dave Saladino asked if Artech Ski Company actually needs all of the 14 proposed parking spaces. George Merrill advised that Artech has eight employees, receives deliveries, and occasionally has visitors to his business. Mr. Merrill believes that Artech will need all 14 spaces.

Erin Darrow advised that Artech Ski Company would revise the site plan as necessary to address these issues prior to the next Planning Board meeting on September 12th.

Dan Kiley moved that the hearing be continued to September 12, 2012. Paul Withrow seconded and the motion passed unanimously.

Business:

Discussion with Enfield Energy Committee Members

Charlie DePuy and Kim Quirk from the Enfield Energy Committee introduced themselves to the board. The Energy Committee has developed a white paper entitled, "Report to the Enfield Planning Board Regarding Energy Implications of Enfield's Transportation and Facilities Plans."

Charlie DePuy advised that the report is a set of ideas to be considered for inclusion in the Enfield Master Plan. An analysis by the Energy Committee has shown that the Town of Enfield's municipal and private transportation energy use is inordinately high, with approximately 50% of the town's annual direct energy expenditures going to the town fleet.

The Energy Committee's recommendations are as follows:

Short-Term Recommendations

- Begin a consolidated program of vehicle energy efficiency upgrades, while reducing numbers of vehicles, in all municipal fleets - DPW, police, fire, ambulance.
- Negotiate contracts or exchanges with adjacent towns to reduce the extension of Enfield services to remote areas. For example, make standing agreements with Lebanon, Plainfield and Grantham for service coverage (roads, fire, ambulance, police) in that portion of Enfield south and west of the ridge of Shaker Mountain.
- Establish defined park-and-ride sites in Enfield Village and Lower Shaker Village (at the athletic fields), with shelters, regional rideshare and related information programs.
- Establish bicycle lanes and pedestrian pathways along roadways in the northwest quadrant of Town with connections to the rail trail and other paths

(see map).

- Prepare the transportation infrastructure for future extreme weather events, which otherwise will require large amounts of energy, materiel and labor for emergency recovery.

Medium Term Recommendations

- After a thorough study of financing costs, payback time and tax base increase, expand the DPW site into a municipal facilities “campus” with relocated, energy efficient facilities for fire, ambulance and police departments, with a nearby state-of the art solid waste transfer station. Improve access to the site with a second entrance from Shaker Hill or Kluge Roads, so that emergency vehicles have quick access to all parts of town. This will both reduce fleet miles and free up valuable Town real estate.

- Sell or commercially develop excess Town real estate by forming a public/private development corporation to accomplish this at minimal expense to the taxpayers and Town management resources. Use this corporation to acquire other properties for the development of sustainable local energy production, such as hydroelectric power at the Baltic Mill, or, for example, to provide a commercial service at the former Dana Robes furniture factory on Route 4A. These would create local jobs and services, reducing private vehicle miles. Lebanon is doing this with methane at its landfill.

- Enhance north-south vehicle circulation and distribute traffic more evenly by making improvements to Jones Hill and Kluge Roads and by constructing a vehicle bridge over the Mascoma River between Wescott and McConnell Roads, thus giving alternative access to Enfield’s commercial district by town fleets, pedestrians and private vehicles. Monitor the new traffic patterns continuously.

Long-Term Recommendations

- Establish an Advance Transit extension loop, connecting Rte 4-A to Rte 4 in Enfield (see map).

- Extend water and sewer services the short distance to the planned Village District at Shaker Village on Route 4A, and build a major community facility as a development magnet. For example, a new middle school or other learning campus.

- Create a town-wide data service for mobile devices (3G/4G).

Tim Taylor noted that the Town of Enfield does have agreements in place with neighboring municipalities related to winter road maintenance and fire response.

Dave Saladino and Tim Taylor noted that the town’s population center is located in Enfield Village. If a municipal facilities campus is located near

Lockeaven Road, what would be the lost energy consumption to dispatch services two miles back to Enfield Village?

John Kluge noted that town officials recently participated in a focus group discussion with Advance Transit staff. While the need for public transportation continues to grow, Advance Transit is in a position where maintaining existing services will be challenging. Charlie DePuy noted that the recommendations related to public transit were long-term (ten years).

The Board thanked Charlie DePuy and Kim Quirk for their work on the report, and will take these ideas into consideration when developing the town's Master Plan.

Voluntary Merger- Peter and Susan Weaver

Nate Miller advised that, per RSA 674:39, Peter C. & Susan W. Weaver have applied to voluntarily merge lands identified as Tax Map #22, Lot #13 and Tax Map #22, Lot #13-1, located on Bassy Lane in the Residential One (R1) District.

John Kluge moved to approve the voluntary merger. Dan Kiley seconded and the motion passed unanimously.

Notice of Regional Impact- Mascoma Lake Farm, LLC

Nate Miller reported that the Planning Board has received correspondence from the City of Lebanon about a development application with the potential for regional impact. The development is a 7-lot cluster subdivision known as Mascoma Lake Farm, LLC. The proposed Mascoma Lake Farm subdivision would be located at 571 Dartmouth College Highway (U.S. Route 4) across the street from the Mascoma Village Store. The Enfield Planning Board has been afforded the status of abutter for this application.

The Planning Board did not wish to offer comments on the Mascoma Lake Farm application at this time.

The Board directed Nate Miller to draft correspondence to the City of Lebanon Planning Board thanking them for the opportunity to comment.

Timber Cuts:

- John Brown and Sons (I-89 Exit 17, State ROW)
- o Four-acre cut at I-89 Exit 17 as necessary to complete NHDOT interstate

rehabilitation work.

Next Meeting:

The Planning Board's next meeting will be held on September 12, 2012.

Adjournment:

Dave Saladino moved to adjourn the meeting at 9:25 PM. Suzanne Laliberte seconded and the motion passed unanimously.