

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, July 17, 2012
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, Charles Doke, David Kestner, Glen Demers

Selectmen's Representative: Charlie King

Board Members Absent: Cindy Snowdon

Town Staff Present: Director of Planning and Community Development Kathy Menici,
Department Secretary Bette Anne Gallagher

Public Present: Neil Johnson

At 6:39 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**
- **Site Walk Richards Way**

Chairman Parker said the start of the meeting was delayed due to a scheduled site walk at Richards Way. It was not an official meeting due to the lack of a quorum with only three Board members present. The Chairman said Planner Menici would make her notes available to the Board later.

The Planner said since it was not an official meeting there would be no minutes and although she had started to record the members comments, the recording device failed after 10 minutes. However, the Planner said the group did not observe anything different from what FST had reported but it was beneficial to see the physical condition thus making the reports clearer. She asked that if the Board members not at the walk tonight wanted to go individually to see the conditions to please call her first so she could advise the contractor and developer that someone would be on site on a particular day. Since this is an active site it is important provide notification.

Charlie King asked who had furnished the construction schedules provided to the Board. The Planner said these come from the contractor and the two pages given to members tonight were both received the same day, July 16th. Planner Menici said she is concerned because these reports are not what she expected, for example there are many missing completion dates. She said there are issues on site and the contractor says he is waiting for information from Norway Plains, the project engineer.

Mr. King stated that the schedule dated July 16th was unacceptable because the projected completion dates of July 31st were not realistic.

The Planner said the contractor needed to revise both the beginning and end dates, add TBD to areas that were not definite and include reasons for delays. She explained she had contacted FST today about these issues.

Chairman Parker commented that there was apparently a problem getting some information from their engineer and a piece of the contractor's equipment had been stolen.

Charlie King asked that Richards Way be put on the Planning Board's next agenda. David Kestner stated that the Board needed realistic dates. He also commented that some of the work would need to be redone such as replacing the dead vegetation.

Planner Menici said the Board may not have a quorum for the next meeting on August 7th and suggested this discussion be continued to the end of the meeting.

Paul Parker motioned to table the Richards Way discussion until the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

- **Review and approve Meeting Minutes of June 19, 2012**

David Kestner motioned to approve the minutes of June 19, 2012 as written; 2nd Charles Doke. Motion carried with four in favor and one abstaining.

- **Voluntary Lot Line Merger**

Planner Menici said that the property owners have submitted a Notice of Voluntary Merger of Pre-Existing Lots and in accordance with State Statute, the submission is a formality requiring signature of the Planning Board Chairman.

Paul Parker motioned to approve the voluntary lot line merger of R13-010-1 and R13-004; 2nd Charles Doke. Motion carried with four in favor and one abstaining.

- **Community Planning Grant award**

Planner Menici reviewed for the Board that in May they discussed applying for a Community Planning Grant. New Hampshire Housing and Finance Authority had received a \$1,000,000 grant from the US Department of Housing and Urban Development from which grants would be awarded to municipalities to provide funding for very specific planning activities. The Board of Selectmen, at their May 14th meeting, authorized the Planner to proceed with the application for regulatory review. The Planner said this is a project she was already working on however utilizing a consultant would allow completion more expeditiously than if only staff was working on the review.

By receiving funds in Round 1 the Town will have Round 2 priority status in January 2013. Planner Menici said she had been contacted by both SRPC staff and private consultants telling her that the Grant was much more competitive than expected and the award to Farmington was a very positive outcome. The next step is to hire a consultant.

NHHFA had requested as a time saving measure that HUD allow municipalities to contract with local planning commissions instead of using competitive bidding. The request was granted allowing the Town to either choose SRPC or use the competitive bidding process and this decision will be made by the Board of Selectmen. The Planner said she thought the Board's input would be welcomed. Charlie King said he would take the Board's recommendation to the next Selectmen's meeting.

The Board discussed the two alternatives and had some concern whether staffing at Strafford Regional Planning Commission would be adequate if other towns contracted for the same services. Planner Menici said she had spoken with SRPC but did not have that information. The Planner had also spoken with two private consultants - Jeffrey Taylor who had previously worked on the Town's Master Plan, and Jack Mettee who had previous experience in Farmington.

Planner Menici said she envisions the consultant looking at the Master Plan adding that Farmington has a good Master Plan but the statistical data needs to be updated from 2000 to 2010 and updating will be needed for businesses in Town as well. As an example, she said there are references to business that either no longer exist or have had a transfer of ownership with refocusing/reorganizing. These are areas the Planner is already working on. The next step would be a complete review of the Zoning Ordinances, Subdivision Regulations and Site Plan Regulations. The outcome will be to identify conflicts and inconsistencies and make recommendations.

David Kestner said the Board is currently involved in the long process of reviewing the subdivision regulations and wondered how the consultant's review would affect the PB review. He suggested that the Board leave the review to the consultant.

Planner Menici said she had planned on addressing that subject. She said that since late last year the Board had been planning on reviewing the regulations and had started after the work on the zoning amendments for the Town warrant had been completed. This grant was announced after their review had started. At this point, the Planner suggested the Board hold off and let recommendations come as a result of the regulatory review. The consultant will look at the current regulations and any recommendations would be null and void if the Board continues to work independently.

In answer to Charlie King's question, Planner Menici said the consultant could review the revisions and suggested that if the competitive bidding process is used, the respondent could be asked to comment as to whether the Board should continue and have the revisions included as part of the review. Charlie King suggested that it be broken out in the bid as an additional line item.

The Planner said the grant amount for a regulatory review is up to \$10,000 and she suspected that amount was established after speaking to consultants regarding cost.

The consensus of the Board was to conduct an outside competitive bidding process to hire the consultant. Several Board members wondered whether the bidding could be accomplished in a timely fashion. Planner Menici said she received a model RFQ from Ben Frost at NHHFA and will include that and the model contract in the Selectmen's packets. She asked whether Town Counsel should review them, but Mr. King suggested that Town Administrator Trefethen look at them. Chairman Parker asked the Planner to email the RFQ to the Board.

David Kestner motioned that a recommendation be made to the Board of Selectmen that a competitive bidding process be conducted to hire a consultant for the Community Planning Grant; 2nd Glen Demers. Motion carried with all in favor.

- **Low Impact Development handout**

Planner Menici said that a few months ago she attended a workshop at Strafford Regional Planning Commission at which one of the presenters was Dave Sharples, Planning Director for the City of Somersworth. He discussed

a specific project that had been approved in Somersworth for a commercial site that incorporated Low Impact Development techniques. The project was very successful both from the developers viewpoint in that he was able to increase the developable area and from the City's viewpoint for the additional taxes on the larger area developed. The Planner said she had spoken to the Board about a presentation but had not yet been able to arrange this due to scheduling conflicts and had obtained this handout so the Board would keep the subject in mind. She asked the Board to suggest new dates for the presentation so she could forward those to Mr. Sharples.

The Board decided to suggest August 21st, September 4th or September 18th and to schedule up to one hour during the first half of the meeting. Chairman Parker suggested inviting neighboring planning boards.

- **Fluvial Erosion grant program with Strafford Regional Planning Commission**

Planner Menici reminded the Board that at the June 19th meeting she had discussed with them the Fluvial Erosion Hazard grant that was awarded to Strafford Regional Planning Commission to work with communities in their service area on fluvial erosion hazards. SRPC has asked if the Town would be interested in participating with them in the grant activities. They had originally worked with Dover however there were no hazards found in that City but significant hazards were identified in Farmington.

The Planner said SRPC has provided the Town with a map that identified those areas along the rivers in Farmington where fluvial erosion has been identified. SRPC will organize a number of education programs in which the Town will participate as the "in kind" match. Attendees can include members from the Planning Board, Conservation Commission, Board of Selectmen and professional surveyors as examples and a dollar value will be assigned to establish the no cash match.

At 7:35 pm power was lost due to a severe thunderstorm. The Board chose to continue the meeting to the next available date which would be August 21st due to two members' unavailability for the August 7th meeting which was cancelled.

- **Fluvial Erosion grant program with Strafford Regional Planning Commission**
- **Continued review of proposed revision of the Subdivision Regulations**
- **Request for two members to join CIP Committee**
- **Richards Way continued**

Paul Parker motioned to continue all remaining agenda items to the August 21, 2012 meeting and determine at that time if an additional meeting will be necessary; 2nd Charlie King. Motion carried with all in favor.

At 7:38 pm David Kestner motioned to adjourn the meeting due to the weather emergency and lack of power; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker