

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, July 16, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, David Kestner, Charles Doke, Glen Demers, Joshua Carlsen, Martin Laferte

Selectmen's Representative: Charlie King

Board Members Absent/Excused: None

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

Public Present: Neil Johnson, Jack Mettee, Ashley Iber, Dwain Perillo, Tom Varney, Larry Gordon

At 6:01 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**
- **Review and approve Meeting Minutes of June 11, 2013 and June 18, 2013**

Glen Demers motioned to approve the minutes of June 11, 2013 as written; 2nd Charles Doke. Motion carried with 5 in favor and 2 abstaining.

Charlie King motioned to approve the minutes of June 18, 2013 as written; 2nd Martin Laferte. Motion carried with 5 in favor and 2 abstaining.

- **Mettee Planning Consultants to discuss Community Planning Grant community engagement plan**

Jack Mettee introduced Ashley Iber, the new consultant for community engagement, to the Board. He said they had prepared a spreadsheet with contact information for the Community Engagement Plan and a brief community survey. Copies were distributed to the members.

Ms. Iber spoke about the plan explaining that they had done some initial research on the organizations to reach out to and the ways to do so and the spreadsheet included community groups, schools, churches and companies. These were developed from their meeting and tour of part of Farmington with Planner Menici and their own research. Tonight they were looking for additional suggestions from the Board for individuals and/or groups for one on one discussions.

Charles Doke suggested that a good place to make contact with residents would be at the transfer station on a Saturday. Mr. Doke said he had volunteered to be on the subcommittee to help and had some ideas. He said that when the subcommittee is formed the members can take the survey back to their groups to help expedite the process. Mr. Doke said he was anxious to get started and that working with the groups could save some legwork.

Chairman Parker said they should use local publications such as the Rochester Times adding that John Nolan of that publication has always been cooperative in featuring Farmington and Fosters may also pick up the article. Charles Doke said it is important to get the word out that the Town is trying to help residents and at the same time

keep the small town ambiance. He said it should be emphasized that it will not cost residents money to start this process. A suggestion was also made to broadcast a segment on television explaining the process so residents will understand what is taking place when the subcommittee starts talking to groups.

Planner Menici said her preference would be to go out to groups first rather than make a television presentation. She said by identifying groups within the community such as social, political or activity related groups and meeting with them one on one would be a better place to start.

Ashley Iber said that her preference is to get out to the small groups and answer questions and get opinions so it establishes that this is what the Town would like to see. She said that by going out on television it would come across as this is something that is going to happen.

Planner Menici reminded the Board that she had emailed the list to them for input about groups or individuals that should be approached.

Jack Mettee said that the Board could choose to approach this either with a public splash or on a one to one basis. However, if first approached through television the Board should realize that this is a big topic, time will limit what can be explained and there is no way to answer questions. He felt that it would be best to meet with small groups to discuss the process, what the Town is trying to achieve and how it is going to get there. He has found that this is the best way in a small community because it is a lot less intimidating and does not come across as the Town trying to force this on residents.

David Kestner suggested adding the Meaderboro Church. He said that the pastor is John Scruton, a former Town Administrator and Selectman, and currently Town Administrator in Barrington. Mr. Kestner said that about 15 years ago when a survey had been used in Town Mr. Scruton had held outreach at the Church and for this project he would understand what is necessary and possibly help.

Charlie King said there could be distribution points for handouts such as the Post Office and TD Bank on specific days and conversations could be held with residents. Chairman Parker said he thought there were restrictions about doing that at the Post Office and it should be checked first.

Planner Menici said there may be a way that the survey can be distributed through the mail that would cost the town little to nothing and would eliminate the need to stand outside to hand out material.

Jack Mettee said a decision was needed about whether to put the survey on line or to hand it out. He said he would be a hesitant to do both because people could submit several times and the data could be skewed.

Planner Menici said she was not sure that posting on the Town's website for an electronic response was the best way to go for Farmington. Mr. Mettee agreed that some communities have great electronic response but others are not so successful. The Chairman said that a survey done a few years ago through the mail for rezoning and the master plan was very successful and suggested speaking with Paula Proulx about it.

Ms. Iber said she originally thought about being present at events and at specific locations in order to answer in person the questions that residents will have. The Planner suggested a combination of activities. She will contact the Post Office about getting the survey out to every mailing address in Town and then they can have a booth at Hay Day and ask people if they received the survey and would like to ask questions. The survey should be sent out in 2 or 2 ½ weeks so it is received well before Hay Day starts on August 23rd.

Planner Menici said that Ms. Iber had suggested at their meeting to work with downtown business owners to offer an incentive such as a gift card to residents for completing and returning the survey. The Planner said that businesses could be approached for a \$10.00 gift card as a donation. Ms. Iber said that if a resident wanted to participate they could put their first name and phone number on the survey to be entered into a drawing.

Both downtown and Route 11 businesses could be approached and the Planner said it might be possible to get gift cards from as many as 10 businesses since this would be a way to bring in business. David Kestner said it might also be possible to leave surveys at some of those locations. Chairman Parker said this gets businesses involved and learning more about this process.

Charles Doke said the gift cards would be well received. Charlie King suggested that with the Planner's idea of multiple cards it would be possible to offer a choice of what business to pick to each recipient as his/her name was drawn.

Jack Mettee asked if the members had any specific names or contacts there were not on the spreadsheet to let the Planner know so the information could be added. In addition to Meaderboro Church the Planner suggested adding Irving because of the investment the corporation made in Farmington and how the staff is connected with their customers. Chairman Parker said Seneca Machine should be added as well as Gerald McCarthy, a former Selectman and a member of the Farmington Country Club.

Jack Mettee asked the Board for feedback on the survey that was passed out. He said they kept it at 2 sides/one page because people like to complete a survey as quickly as possible. He said the information gathering begins at question 5 and the survey could be rearranged to move the demographics in questions 1 through 4 to the end of the survey. He asked for the survey to be approved as soon as possible so there would be enough time to do the mailing before Hay Day.

The members discussed rearranging the data and demographics as well as if the personal data should be optional and adding a line for first name and phone number to participate in the drawing.

It was agreed to move the critical content questions now numbered 5 through 8 to the beginning of the survey and the demographics to the end. Since it would be a benefit to know who is responding to the survey and who is being missed the Board decided not to make the demographics optional and to add that for the drawing the participant's first name and phone number must be provided.

If there are any other suggestions, members can provide them to Planner Menici and she will forward to Mr. Mettee. The Chairman asked how the Board will approve the survey since waiting until the next meeting will be too late. Charlie King said the Board should have the Planner approve it. The Planner said she will send out the final survey to the Board and that was acceptable to all.

Paul Parker motioned to continue the rest of Board Business to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

NEW CASES:

Application for Major Site Plan Approval By: Dwain Perillo through Thomas W. Varney, PE, Agent (Tax Map R59 Lot 4): To allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business. The parcel is located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District.

Dwain Perillo and Tom Varney came forward to present the application. Mr. Varney said this application picks up from the 2007 site plan approval for Steve Edwards. Under that approval the site was developed to the point of foundation and driveway. He said that Mr. Perillo would like to build on the foundation and include a 24 foot by 24 foot addition. The Board clarified for Mr. Varney that this is a new application not a continuation of the prior approval.

Mr. Varney reviewed parking, the drainage plan, landscaping, dumpster location and lighting. He said the driveway had been narrowed to 10 feet to cut down on surface run off, which is the modern approach, but at the Fire Department's request it was widened to 13.5 feet. He explained the low impact development aspect of handling water run off from the roof.

Planner Menici said the general consensus of staff at TRC was that this is a good plan and a good use for this particular site. The Planner said that although the driveway had previously been approved at 10 feet, the Fire Chief asked for 13.5 feet and Mr. Perillo agreed. She said that Superintendent Dale Sprague is the acting DPW Director and after inspecting the site and reviewing the plan in the field he felt that what is proposed as drainage will work.

The Planner reminded Mr. Varney that because the area involved is over one acre he will have to file the Stormwater Protection Plan with the EPA. Mr. Varney said he would take care of that. She explained to the Board that this is simply a filing process. Mr. Varney will send the drainage report and associated plan to the EPA and once it is filed the EPA considers the plan accepted. If they have any questions, they will address them with the engineer.

She said the applicant is asking for a partial waiver for paving to allow the paving to be done over a phased period of time due to financial limitations and a waiver for the driveway width.

Chairman Parker addressed the waivers.

The first waiver request is to allow the proposed pavement to be completed in stages. The first stage would be the area in front of the shop to be completed with the construction of the building and the remainder of the parking areas and driveway to be completed within 5 years of approval.

Charlie King asked the applicant to show him on the plan where the line of demarcation for the phasing would be. Mr. Perillo explained that the area at the front of the building must be done in order to operate a forklift to load and unload trucks. He might be able to pave more depending upon his cash flow for the rest of the year but he did not want to commit and find that the paving companies had shut down for the season. Charlie King said the 2007 approval for the prior owner required a handicap spot and he would not consider this waiver unless there is a handicap spot on the paved area to insure safe access.

Mr. Perillo sketched on the plan the first phase of the paving that would be done this year. The Board discussed with him that the phases must be determined and shown on the plan in order to establish criteria for compliance. It was decided that there would be 2 phases for the paving. The sketched area with a handicap space in front of the building was acceptable for the first phase and then before the end of year 5 the remainder of the paving must be completed. Mr. Perillo clarified that he can complete the 2nd phase of the paving earlier if he chooses. The Code Enforcement Officer will monitor progress of the paving.

Charlie King motioned to grant the requested waiver for phased paving with the revised first phase to include a handicapped space and the remainder of the paving to be completed within 5 years; 2nd Martin Laferte. Motion carried with all in favor.

The second waiver request is to allow a 13.5 foot driveway. Chairman Parker said the width of a commercial driveway in the Town's Road and Driveway Standards is from 22 feet to 30 feet. The prior approval on this site was for a 10 foot driveway but at TRC the Fire Chief said he needed 13.5 feet for emergency equipment.

Charlie King said that in the long term the driveway needed to be wider and he suggested the wording should be at a 13.5 foot minimum so if Mr. Perillo choose to make the driveway wider he would not have to come back before the Board to amend the approval. He felt that at some point there would be a need for two vehicles to pass.

Planner Menici said her concern would be that the drainage study was predicated upon the driveway being 13.5 feet wide and if it was wider the drainage could be impacted due to the slope there. She said the width should be approved as presented and if Mr. Perillo needed it to be wider at some point he could come back to the Board for an amended approval and the drainage study could be updated at that time.

David Kestner pointed out that the plans needed to be updated in two spots to show the driveway width as 13.5 feet to agree with the waiver request. Mr. Varney agreed to do that.

Chairman Parker asked Mr. Perillo to answer the Board's concerns about one vehicle coming out and one vehicle coming in at the same time. Mr. Perillo said he has only three employees and the shop is not open to the public. All customers are seen by appointment only. He said that they are in the shop maybe twice a week.

Planner Menici said that Chief Fowler had concerns about the width of the driveway until Mr. Perillo explained the business is not a retail outlet but only a workshop. There are days when the staff is in the shop to meet with clients by appointment only and she understood that three out of five days they are out in the field doing installations. Mr. Perillo said his records confirm that 80 percent of their time is spent on site and 20 percent of their time is spent in the shop.

David Kestner said that the applicant might not want to remove the gravel alongside the driveway so it can be used for passing vehicles. The Planner said that when you pull in there is a wider area of pavement laid than what was approved. She said the plan note states that outside of the 10-foot driveway the gravel needs to be removed but it should say beyond 13.5 feet it needs to be removed.

Charlie King motioned to grant the waiver as written; 2nd Joshua Carlsen. Motion carried with all in favor.

Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

Chairman Parker asked if the retention pond was inspected when it was constructed. Planner Menici said she discussed this with CEO Roseberry and he was not certain. Mr. Varney said he did a complete inspection and the pond is well constructed and in fine condition.

David Kestner pointed out that there was no cross section for the 13.5 foot driveway. The Planner said that should be added to the plan in accordance with the Road and Driveway Standards.

Chairman Parker opened the hearing to public comment.

Larry Gordon said he has lived on an abutting property to this site for 35 years and that he was concerned about the hours of operation because of trucks coming and going and the forklift being used. He said his house faces this site and is about 77 feet away.

Chairman Parker said the shop is not retail so the hours are not stated or standard. Mr. Gordon asked if there would be activity at midnight or 5:00 am. Mr. Perillo said the only delivery trucks are slab trucks and they don't arrive until about 8:30 am. He added that Waste Management pickups are made at about 7:00 am but he has no control over that. The forklift is propane and fairly quiet and is mostly used inside the building. He said that the crew may meet at the shop early, sometimes at 5:00 am, to park their individual vehicles and leave in one truck but the noise is minimal.

Chairman Parker asked the other members if they wanted the drainage study reviewed by the Town engineer. Charlie King said if the plan was done by a licensed engineer he was okay with it. He said this was the second time one had been done for the site and most of the infrastructure was in place. There appeared to be no issues with failure and this is a reasonably well-drained area. The Chairman said they were not sure that the previous installation had been inspected.

Planner Menici said that this is a small site and the materials the applicant is working with are not hazardous in any way and it would be a shame to burden a small business owner with additional inspections. The drainage had been reviewed before and only slight modifications were being proposed.

Chairman Parker asked if there were records of the prior inspections. The Planner said they were not required previously. She said the Superintendent Sprague had been out to visit the site and she had a lot of confidence in him. He is knowledgeable in his primary position and in his additional responsibilities as acting Highway Director. However, she said if the Board feels that peer review is necessary that would be their choice.

Further discussion of the drainage took place.

Planner Menici said that the previous study kept the disturbed area below the level required for filing. This study goes just above the level so it must be filed with the EPA and that will provide another level of review. She did not think a third set of eyes was needed for a parcel this size. David Kestner pointed out that low impact development is introduced in this project and that was a positive addition not previously included.

Mr. Kestner asked Mr. Gordon if he has had any problems with “high tide” through his property. Mr. Gordon said there have been no problems with current drainage.

The Board decided no review would be necessary from FST, the Town’s engineer.

The Planner read CEO Roseberry’s comments from the TRC minutes. He said he would accept the foundation as constructed but from the foundation up it will have to comply with construction codes and will require that a commercial engineer sign off that it meets the commercial codes.

The hours of operation were discussed and although Mr. Perillo and his crew will only be in the shop part of the week hours were established as a guideline but not a requirement: Monday to Friday from 7:00 am to 5:00 pm.

As required by the Police Chief at TRC, providing key holder information will be a condition of approval.

Chairman Parker asked if any hazardous materials would be stored or used. Mr. Perillo said only “stone friendly” household cleaners are used. The Chairman said if that changed then Mr. Perillo must notify the fire department. The Planner said at TRC the Fire Department had no concerns in this respect.

Chairman Parker closed the hearing to public comment.

Charlie King motioned to approve the major site plan application for Tax Map R59 Lot 4 located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District to allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business with following conditions:

- 1. Key holder information to be provided to the Farmington Police Department and Strafford County Dispatch;***
- 2. Plan to be revised to show the driveway as 13.5 feet and to include a cross section of the driveway on sheet 2;***
- 3. Stormwater Protection Plan to be sent to the EPA;***
- 4. Phase 1 paving line to be changed on the plans per discussion and to include a handicapped space;***
- 5. Note on plan that Phase 2 paving to be completed no later than July 2018; and***
- 6. All necessary local, state and federal permits to be noted on the plan.***

2nd Glen Demers. Motion carried with all in favor.

At 7:44 pm David Kestner motioned for a five minute recess; 2nd Glen Demers. Motion carried with all in favor. Meeting reconvened at 7:57 pm.

CONTINUED PUBLIC HEARING:

A proposed revision to the Town of Farmington Site Plan Review Regulations regarding a Change of Business Use in the Village Center (VC) District. Continued from June 18, 2013.

Chairman Parker read the language that was added for Draft 3 and opened the hearing to public comment. Mr. Johnson said it looked good. The Chairman closed the public comment portion of the hearing.

David Kestner motioned to adopt the Change of Business Use in the Village Center District Draft 3 as written; 2nd Glen Demers. Motion carried with all in favor.

Planner Menici said she would incorporate this document into the existing Site Plan Review Regulations as written and will have the revised copy of them for the Board at the next meeting.

BUSINESS BEFORE THE BOARD CONTINUED:

- **Voluntary Merger of R28 Lot 4 and R28 Lot 5 owned by Richard and Carol Fay Ballou and located at 558 Meaderboro Road**

Planner Menici said this merger request was reviewed by the Code Enforcement Officer and the Assessing Clerk. She said when a voluntary lot merger is requested the Town needs to verify before approval that there are no zoning violations and there are none. There are also no assessing concerns. So the Board can approve this merger.

Charlie King asked if this property was owned by John Huckins. Chairman Parker said Mr. King was thinking of a parcel that was on the other side of the road. Planner Menici said the copy of the tax card provided to each Board member showed the chain of title and there was no Huckins listed.

Glen Demers motioned to approve the voluntary lot merger of R28 Lot 4 and R28 Lot 5 to be known as R28 Lot 4; 2nd Martin Laferte. Motion carried with all in favor.

- **Continued discussion of amendments to Road and Driveway Standards**

Chairman Parker said he was pleased with the inserts but needed more time to better understand them.

Planner Menici said these are not something the Board needs to completely understand but are provided for information. She said the former DPW Director recommended that the Board simply reference the AASHTO standards because they are widely accepted. Emails with Glen Demers and Kevin Gagne from FST confirmed that. Mr. Gagne is in the process of collecting the templates that go with WB-40 and WB-50. The purpose of the information is to provide a comfort level to the Board.

The Planner explained that she did a lot of research as well. WB-40 refers to the turning radius of a semi truck that measures 43.5 feet in total length from cab to end of trailer and WB-50 is a semi truck that measures 53 feet in total length. Scott Hazelton had recommended this as a reference for engineers designing roads and the Planner confirmed this and that there are multiples that fall within each and it is the design engineer's responsibility to design the roads for a subdivision whether residential or commercial to comply with the requirements and FST's responsibility to insure that the requirements are satisfied.

The Planner said that Scott Hazelton came into this discussion at the end of his tenure with the Town and although he could have explained this a little more thoroughly he had been on a short time frame. She said that

based upon her emails with Glen Demers she was in a position to ask the right questions. She recommended using the 2 exhibits redone by Charlie King that would now be numbered 1 and 2 and eliminating the rest.

The current exhibits had come from the Nashua Planning Commission and when the Planner contacted them for more information she was told they had been photocopies from somewhere but they did not know where. Planner Menici said without the source information the use of those exhibits was not a good idea for the Town and it made more sense to refer to the currently accepted standards. Chairman Parker agreed. Glen Demers said to reference AASHTO and let the engineers work out the details.

Planner Menici said that all the changes in the text that were recommended by Scott Hazelton had been reviewed by FST and no other changes were recommended.

The Planner asked the Board if they recalled that at the last meeting the recommendations from FST's pavement engineer had been discussed. Based upon the recommendations and discussion the Planner said she included the depth of binder and the wear course in the table. The Planner read the email from FST and the Board discussed the recommendations at some length.

Charlie King said in his opinion the recommended specifications would be over built for Farmington and no municipality or developer was building a road with 6.5 inches of pavement. Also considered was the length of time between binder and wear course and that it should be based upon time and not the number of units built. The Planner pointed out that these are the things that must be included in the Road and Driveway Standards.

Planner Menici said that the chart and table were in conflict and there was no clear standard for the binder course even if that was not the intent. She said there were standards for the sub base and wearing surface but not for the binder course.

The Board discussed the two extremes: from 3 inches total to 6.5 inches total. The general feeling was that the binder course could be a little thicker but the recommendation for 3.5 inches for the wear course was too much.

The final numbers were:

Binder course –

- Residential drive – NA
- Commercial/Industrial drive – 2 inches
- Minor local street up to 6 dwellings – 2 inches
- Minor local street 7 to 40 dwellings – 3 inches
- Major local street 41 to 150 dwellings – 3 inches
- Collector Street 151 to 500 dwellings – 3 inches
- Arterial Street - varies

Wear Course –

- Residential drive – NA
- Commercial/Industrial drive – 1 inch
- Minor local street up to 6 dwellings – 1 inch
- Minor local street 7 to 40 dwellings – 1.5 inches
- Major local street 41 to 150 dwellings – 1.5 inches
- Collector Street 151 to 500 dwellings – 2 inches
- Arterial Street - varies

Chairman Parker asked what remained to be done on the Road and Driveway Standards. The Planner said Mr. King's exhibits would be used and the others removed. She will go through the text to make sure both AASHTO and NH DOT are referenced.

The Chairman said the Board could accept the changes made tonight and schedule for a public hearing or wait for a clean copy. The Board decided to wait for a clean copy before scheduling.

Paul Parker motioned to continue the discussion on Road and Driveway Standards to August 6th; 2nd Glen Demers. Motion carried with all in favor.

- **Amendments to Rules of Procedure**

The Board agreed that the Rules should be revised to strengthen the language on attendance and discussed some of the material provided by the Chairman.

All members are to attend all planning board meetings but if a member knows he/she will be absent from a meeting he/she should notify the chairman or staff at the earliest possible time.

In the event any Planning Board member has unexcused absences from three or more meetings in one calendar year, the Planning Board may recommend removal of that member per RSA 673:13. If a member has requested and received specific authorized leave from the chair, then his/her absences are considered excused absences.

If a member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board under the terms of RSA 673:13.

Planner Menici suggested that an easier approach would be for the Board to discuss an acceptable level of absences when a member does not have a chance to call. It was agreed that a standard was needed to proceed with the RSA.

David Kestner said that a member could have interest but not the ability to attend. Martin Laferte suggested that the standard could be “x” number of unexcused absences in a row. The Chairman said someone could miss that number, come back for one and repeat the pattern. Planner Menici suggested a percentage of meetings in a calendar year.

David Kestner asked how excused and unexcused would be counted. The Planner said the type of absence does not make that much of a difference because there comes a point in time when someone must recognize that a commitment was made that cannot be met and this would be the challenge.

Planner Menici said there is State Statute that governs this issue and the Board has had difficult situations in the past. She said that sometimes a person has the best of intentions but life gets the better of them and personal issues overtake the commitment. She suggested the language in the Rules remind people of the seriousness of this responsibility when taking the appointment rather than tying the commitment to a number.

Charlie King asked how the Board would administer this without a number. Chairman Parker suggested 75 percent. Charlie King said there are typically 24 meetings a year so 75 percent would mean missing 6 meetings. Attendance at a majority of the meetings would be 51 percent attendance. Mr. King asked how this can be administered impartially and consistently. The Planner suggested that the Board as a whole has to have a discussion and that has not happened in the past. She said the Board should decide the tipping point and when allowances would be made.

Charlie King said his concern would be that without a way to measure attendance a standard cannot be applied consistently.

Glen Demers motioned to extend the meeting 15 minutes to 9:15 pm; 2nd Paul Parker. Motion failed with no votes in favor.

The Chairman said Planner Menici could put together a draft for the Board to consider but David Kestner suggested that all members submit their ideas to the Planner so she could do so.

Charlie King recommended a total of 8 absences – 4 excused and 4 unexcused or about 67 percent.

Paul Parker motioned to continue the discussion of the Rules of Procedure to August 6th; 2nd David Kestner. Motion carried with all in favor.

At 9:08 pm Martin Laferte motioned to adjourn the meeting; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker

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Ms. Iber said she originally thought about being present at events and at specific locations in order to answer in person the questions that residents will have. The Planner suggested a combination of activities. She will contact the Post Office about getting the survey out to every mailing address in Town and then they can have a booth at Hay Day and ask people if they received the survey and would like to ask questions. The survey should be sent out in 2 or 2 ½ weeks so it is received well before Hay Day starts on August 23rd.

Planner Menici said that Ms. Iber had suggested at their meeting to work with downtown business owners to offer an incentive such as a gift card to residents for completing and returning the survey. The Planner said that businesses could be approached for a \$10.00 gift card as a donation. Ms. Iber said that if a resident wanted to participate they could put their first name and phone number on the survey to be entered into a drawing.

Both downtown and Route 11 businesses could be approached and the Planner said it might be possible to get gift cards from as many as 10 businesses since this would be a way to bring in business. David Kestner said it might also be possible to leave surveys at some of those locations. Chairman Parker said this gets businesses involved and learning more about this process.

Charles Doke said the gift cards would be well received. Charlie King suggested that with the Planner's idea of multiple cards it would be possible to offer a choice of what business to pick to each recipient as his/her name was drawn.

Jack Mettee asked if the members had any specific names or contacts there were not on the spreadsheet to let the Planner know so the information could be added. In addition to Meaderboro Church the Planner suggested adding Irving because of the investment the corporation made in Farmington and how the staff is connected with their customers. Chairman Parker said Seneca Machine should be added as well as Gerald McCarthy, a former Selectman and a member of the Farmington Country Club.

Jack Mettee asked the Board for feedback on the survey that was passed out. He said they kept it at 2 sides/one page because people like to complete a survey as quickly as possible. He said the information gathering begins at question 5 and the survey could be rearranged to move the demographics in questions 1 through 4 to the end of the survey. He asked for the survey to be approved as soon as possible so there would be enough time to do the mailing before Hay Day.

The members discussed rearranging the data and demographics as well as if the personal data should be optional and adding a line for first name and phone number to participate in the drawing.

It was agreed to move the critical content questions now numbered 5 through 8 to the beginning of the survey and the demographics to the end. Since it would be a benefit to know who is responding to the survey and who is being missed the Board decided not to make the demographics optional and to add that for the drawing the participant's first name and phone number must be provided.

If there are any other suggestions, members can provide them to Planner Menici and she will forward to Mr. Mettee. The Chairman asked how the Board will approve the survey since waiting until the next meeting will be too late. Charlie King said the Board should have the Planner approve it. The Planner said she will send out the final survey to the Board and that was acceptable to all.

Paul Parker motioned to continue the rest of Board Business to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

NEW CASES:

Application for Major Site Plan Approval By: Dwain Perillo through Thomas W. Varney, PE, Agent (Tax Map R59 Lot 4): To allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business. The parcel is located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District.

Dwain Perillo and Tom Varney came forward to present the application. Mr. Varney said this application picks up from the 2007 site plan approval for Steve Edwards. Under that approval the site was developed to the point of foundation and driveway. He said that Mr. Perillo would like to build on the foundation and include a 24 foot by 24 foot addition. The Board clarified for Mr. Varney that this is a new application not a continuation of the prior approval.

Mr. Varney reviewed parking, the drainage plan, landscaping, dumpster location and lighting. He said the driveway had been narrowed to 10 feet to cut down on surface run off, which is the modern approach, but at the Fire Department's request it was widened to 13.5 feet. He explained the low impact development aspect of handling water run off from the roof.

Planner Menici said the general consensus of staff at TRC was that this is a good plan and a good use for this particular site. The Planner said that although the driveway had previously been approved at 10 feet, the Fire Chief asked for 13.5 feet and Mr. Perillo agreed. She said that Superintendent Dale Sprague is the acting DPW Director and after inspecting the site and reviewing the plan in the field he felt that what is proposed as drainage will work.

The Planner reminded Mr. Varney that because the area involved is over one acre he will have to file the Stormwater Protection Plan with the EPA. Mr. Varney said he would take care of that. She explained to the Board that this is simply a filing process. Mr. Varney will send the drainage report and associated plan to the EPA and once it is filed the EPA considers the plan accepted. If they have any questions, they will address them with the engineer.

She said the applicant is asking for a partial waiver for paving to allow the paving to be done over a phased period of time due to financial limitations and a waiver for the driveway width.

Chairman Parker addressed the waivers.

The first waiver request is to allow the proposed pavement to be completed in stages. The first stage would be the area in front of the shop to be completed with the construction of the building and the remainder of the parking areas and driveway to be completed within 5 years of approval.

Charlie King asked the applicant to show him on the plan where the line of demarcation for the phasing would be. Mr. Perillo explained that the area at the front of the building must be done in order to operate a forklift to load and unload trucks. He might be able to pave more depending upon his cash flow for the rest of the year but he did not want to commit and find that the paving companies had shut down for the season. Charlie King said the 2007 approval for the prior owner required a handicap spot and he would not consider this waiver unless there is a handicap spot on the paved area to insure safe access.

Mr. Perillo sketched on the plan the first phase of the paving that would be done this year. The Board discussed with him that the phases must be determined and shown on the plan in order to establish criteria for compliance. It was decided that there would be 2 phases for the paving. The sketched area with a handicap space in front of the building was acceptable for the first phase and then before the end of year 5 the remainder of the paving must be completed. Mr. Perillo clarified that he can complete the 2nd phase of the paving earlier if he chooses. The Code Enforcement Officer will monitor progress of the paving.

Charlie King motioned to grant the requested waiver for phased paving with the revised first phase to include a handicapped space and the remainder of the paving to be completed within 5 years; 2nd Martin Laferte. Motion carried with all in favor.

The second waiver request is to allow a 13.5 foot driveway. Chairman Parker said the width of a commercial driveway in the Town's Road and Driveway Standards is from 22 feet to 30 feet. The prior approval on this site was for a 10 foot driveway but at TRC the Fire Chief said he needed 13.5 feet for emergency equipment.

Charlie King said that in the long term the driveway needed to be wider and he suggested the wording should be at a 13.5 foot minimum so if Mr. Perillo choose to make the driveway wider he would not have to come back before the Board to amend the approval. He felt that at some point there would be a need for two vehicles to pass.

Planner Menici said her concern would be that the drainage study was predicated upon the driveway being 13.5 feet wide and if it was wider the drainage could be impacted due to the slope there. She said the width should be approved as presented and if Mr. Perillo needed it to be wider at some point he could come back to the Board for an amended approval and the drainage study could be updated at that time.

David Kestner pointed out that the plans needed to be updated in two spots to show the driveway width as 13.5 feet to agree with the waiver request. Mr. Varney agreed to do that.

Chairman Parker asked Mr. Perillo to answer the Board's concerns about one vehicle coming out and one vehicle coming in at the same time. Mr. Perillo said he has only three employees and the shop is not open to the public. All customers are seen by appointment only. He said that they are in the shop maybe twice a week.

Planner Menici said that Chief Fowler had concerns about the width of the driveway until Mr. Perillo explained the business is not a retail outlet but only a workshop. There are days when the staff is in the shop to meet with clients by appointment only and she understood that three out of five days they are out in the field doing installations. Mr. Perillo said his records confirm that 80 percent of their time is spent on site and 20 percent of their time is spent in the shop.

David Kestner said that the applicant might not want to remove the gravel alongside the driveway so it can be used for passing vehicles. The Planner said that when you pull in there is a wider area of pavement laid than what was approved. She said the plan note states that outside of the 10-foot driveway the gravel needs to be removed but it should say beyond 13.5 feet it needs to be removed.

Charlie King motioned to grant the waiver as written; 2nd Joshua Carlsen. Motion carried with all in favor.

Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

Chairman Parker asked if the retention pond was inspected when it was constructed. Planner Menici said she discussed this with CEO Roseberry and he was not certain. Mr. Varney said he did a complete inspection and the pond is well constructed and in fine condition.

David Kestner pointed out that there was no cross section for the 13.5 foot driveway. The Planner said that should be added to the plan in accordance with the Road and Driveway Standards.

Chairman Parker opened the hearing to public comment.

Larry Gordon said he has lived on an abutting property to this site for 35 years and that he was concerned about the hours of operation because of trucks coming and going and the forklift being used. He said his house faces this site and is about 77 feet away.

Chairman Parker said the shop is not retail so the hours are not stated or standard. Mr. Gordon asked if there would be activity at midnight or 5:00 am. Mr. Perillo said the only delivery trucks are slab trucks and they don't arrive until about 8:30 am. He added that Waste Management pickups are made at about 7:00 am but he has no control over that. The forklift is propane and fairly quiet and is mostly used inside the building. He said that the crew may meet at the shop early, sometimes at 5:00 am, to park their individual vehicles and leave in one truck but the noise is minimal.

Chairman Parker asked the other members if they wanted the drainage study reviewed by the Town engineer. Charlie King said if the plan was done by a licensed engineer he was okay with it. He said this was the second time one had been done for the site and most of the infrastructure was in place. There appeared to be no issues with failure and this is a reasonably well-drained area. The Chairman said they were not sure that the previous installation had been inspected.

Planner Menici said that this is a small site and the materials the applicant is working with are not hazardous in any way and it would be a shame to burden a small business owner with additional inspections. The drainage had been reviewed before and only slight modifications were being proposed.

Chairman Parker asked if there were records of the prior inspections. The Planner said they were not required previously. She said the Superintendent Sprague had been out to visit the site and she had a lot of confidence in him. He is knowledgeable in his primary position and in his additional responsibilities as acting Highway Director. However, she said if the Board feels that peer review is necessary that would be their choice.

Further discussion of the drainage took place.

Planner Menici said that the previous study kept the disturbed area below the level required for filing. This study goes just above the level so it must be filed with the EPA and that will provide another level of review. She did not think a third set of eyes was needed for a parcel this size. David Kestner pointed out that low impact development is introduced in this project and that was a positive addition not previously included.

Mr. Kestner asked Mr. Gordon if he has had any problems with “high tide” through his property. Mr. Gordon said there have been no problems with current drainage.

The Board decided no review would be necessary from FST, the Town’s engineer.

The Planner read CEO Roseberry’s comments from the TRC minutes. He said he would accept the foundation as constructed but from the foundation up it will have to comply with construction codes and will require that a commercial engineer sign off that it meets the commercial codes.

The hours of operation were discussed and although Mr. Perillo and his crew will only be in the shop part of the week hours were established as a guideline but not a requirement: Monday to Friday from 7:00 am to 5:00 pm.

As required by the Police Chief at TRC, providing key holder information will be a condition of approval.

Chairman Parker asked if any hazardous materials would be stored or used. Mr. Perillo said only “stone friendly” household cleaners are used. The Chairman said if that changed then Mr. Perillo must notify the fire department. The Planner said at TRC the Fire Department had no concerns in this respect.

Chairman Parker closed the hearing to public comment.

Charlie King motioned to approve the major site plan application for Tax Map R59 Lot 4 located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District to allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business with following conditions:

- 1. Key holder information to be provided to the Farmington Police Department and Strafford County Dispatch;***
- 2. Plan to be revised to show the driveway as 13.5 feet and to include a cross section of the driveway on sheet 2;***
- 3. Stormwater Protection Plan to be sent to the EPA;***
- 4. Phase 1 paving line to be changed on the plans per discussion and to include a handicapped space;***
- 5. Note on plan that Phase 2 paving to be completed no later than July 2018; and***
- 6. All necessary local, state and federal permits to be noted on the plan.***

2nd Glen Demers. Motion carried with all in favor.

At 7:44 pm David Kestner motioned for a five minute recess; 2nd Glen Demers. Motion carried with all in favor. Meeting reconvened at 7:57 pm.

CONTINUED PUBLIC HEARING:

A proposed revision to the Town of Farmington Site Plan Review Regulations regarding a Change of Business Use in the Village Center (VC) District. Continued from June 18, 2013.

Chairman Parker read the language that was added for Draft 3 and opened the hearing to public comment. Mr. Johnson said it looked good. The Chairman closed the public comment portion of the hearing.

David Kestner motioned to adopt the Change of Business Use in the Village Center District Draft 3 as written; 2nd Glen Demers. Motion carried with all in favor.

Planner Menici said she would incorporate this document into the existing Site Plan Review Regulations as written and will have the revised copy of them for the Board at the next meeting.

BUSINESS BEFORE THE BOARD CONTINUED:

- **Voluntary Merger of R28 Lot 4 and R28 Lot 5 owned by Richard and Carol Fay Ballou and located at 558 Meaderboro Road**

Planner Menici said this merger request was reviewed by the Code Enforcement Officer and the Assessing Clerk. She said when a voluntary lot merger is requested the Town needs to verify before approval that there are no zoning violations and there are none. There are also no assessing concerns. So the Board can approve this merger.

Charlie King asked if this property was owned by John Huckins. Chairman Parker said Mr. King was thinking of a parcel that was on the other side of the road. Planner Menici said the copy of the tax card provided to each Board member showed the chain of title and there was no Huckins listed.

Glen Demers motioned to approve the voluntary lot merger of R28 Lot 4 and R28 Lot 5 to be known as R28 Lot 4; 2nd Martin Laferte. Motion carried with all in favor.

- **Continued discussion of amendments to Road and Driveway Standards**

Chairman Parker said he was pleased with the inserts but needed more time to better understand them.

Planner Menici said these are not something the Board needs to completely understand but are provided for information. She said the former DPW Director recommended that the Board simply reference the AASHTO standards because they are widely accepted. Emails with Glen Demers and Kevin Gagne from FST confirmed that. Mr. Gagne is in the process of collecting the templates that go with WB-40 and WB-50. The purpose of the information is to provide a comfort level to the Board.

The Planner explained that she did a lot of research as well. WB-40 refers to the turning radius of a semi truck that measures 43.5 feet in total length from cab to end of trailer and WB-50 is a semi truck that measures 53 feet in total length. Scott Hazelton had recommended this as a reference for engineers designing roads and the Planner confirmed this and that there are multiples that fall within each and it is the design engineer's responsibility to design the roads for a subdivision whether residential or commercial to comply with the requirements and FST's responsibility to insure that the requirements are satisfied.

The Planner said that Scott Hazelton came into this discussion at the end of his tenure with the Town and although he could have explained this a little more thoroughly he had been on a short time frame. She said that

based upon her emails with Glen Demers she was in a position to ask the right questions. She recommended using the 2 exhibits redone by Charlie King that would now be numbered 1 and 2 and eliminating the rest.

The current exhibits had come from the Nashua Planning Commission and when the Planner contacted them for more information she was told they had been photocopies from somewhere but they did not know where. Planner Menici said without the source information the use of those exhibits was not a good idea for the Town and it made more sense to refer to the currently accepted standards. Chairman Parker agreed. Glen Demers said to reference AASHTO and let the engineers work out the details.

Planner Menici said that all the changes in the text that were recommended by Scott Hazelton had been reviewed by FST and no other changes were recommended.

The Planner asked the Board if they recalled that at the last meeting the recommendations from FST's pavement engineer had been discussed. Based upon the recommendations and discussion the Planner said she included the depth of binder and the wear course in the table. The Planner read the email from FST and the Board discussed the recommendations at some length.

Charlie King said in his opinion the recommended specifications would be over built for Farmington and no municipality or developer was building a road with 6.5 inches of pavement. Also considered was the length of time between binder and wear course and that it should be based upon time and not the number of units built. The Planner pointed out that these are the things that must be included in the Road and Driveway Standards.

Planner Menici said that the chart and table were in conflict and there was no clear standard for the binder course even if that was not the intent. She said there were standards for the sub base and wearing surface but not for the binder course.

The Board discussed the two extremes: from 3 inches total to 6.5 inches total. The general feeling was that the binder course could be a little thicker but the recommendation for 3.5 inches for the wear course was too much.

The final numbers were:

Binder course –

- Residential drive – NA
- Commercial/Industrial drive – 2 inches
- Minor local street up to 6 dwellings – 2 inches
- Minor local street 7 to 40 dwellings – 3 inches
- Major local street 41 to 150 dwellings – 3 inches
- Collector Street 151 to 500 dwellings – 3 inches
- Arterial Street - varies

Wear Course –

- Residential drive – NA
- Commercial/Industrial drive – 1 inch
- Minor local street up to 6 dwellings – 1 inch
- Minor local street 7 to 40 dwellings – 1.5 inches
- Major local street 41 to 150 dwellings – 1.5 inches
- Collector Street 151 to 500 dwellings – 2 inches
- Arterial Street - varies

Chairman Parker asked what remained to be done on the Road and Driveway Standards. The Planner said Mr. King's exhibits would be used and the others removed. She will go through the text to make sure both AASHTO and NH DOT are referenced.

The Chairman said the Board could accept the changes made tonight and schedule for a public hearing or wait for a clean copy. The Board decided to wait for a clean copy before scheduling.

Paul Parker motioned to continue the discussion on Road and Driveway Standards to August 6th; 2nd Glen Demers. Motion carried with all in favor.

- **Amendments to Rules of Procedure**

The Board agreed that the Rules should be revised to strengthen the language on attendance and discussed some of the material provided by the Chairman.

All members are to attend all planning board meetings but if a member knows he/she will be absent from a meeting he/she should notify the chairman or staff at the earliest possible time.

In the event any Planning Board member has unexcused absences from three or more meetings in one calendar year, the Planning Board may recommend removal of that member per RSA 673:13. If a member has requested and received specific authorized leave from the chair, then his/her absences are considered excused absences.

If a member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board under the terms of RSA 673:13.

Planner Menici suggested that an easier approach would be for the Board to discuss an acceptable level of absences when a member does not have a chance to call. It was agreed that a standard was needed to proceed with the RSA.

David Kestner said that a member could have interest but not the ability to attend. Martin Laferte suggested that the standard could be “x” number of unexcused absences in a row. The Chairman said someone could miss that number, come back for one and repeat the pattern. Planner Menici suggested a percentage of meetings in a calendar year.

David Kestner asked how excused and unexcused would be counted. The Planner said the type of absence does not make that much of a difference because there comes a point in time when someone must recognize that a commitment was made that cannot be met and this would be the challenge.

Planner Menici said there is State Statute that governs this issue and the Board has had difficult situations in the past. She said that sometimes a person has the best of intentions but life gets the better of them and personal issues overtake the commitment. She suggested the language in the Rules remind people of the seriousness of this responsibility when taking the appointment rather than tying the commitment to a number.

Charlie King asked how the Board would administer this without a number. Chairman Parker suggested 75 percent. Charlie King said there are typically 24 meetings a year so 75 percent would mean missing 6 meetings. Attendance at a majority of the meetings would be 51 percent attendance. Mr. King asked how this can be administered impartially and consistently. The Planner suggested that the Board as a whole has to have a discussion and that has not happened in the past. She said the Board should decide the tipping point and when allowances would be made.

Charlie King said his concern would be that without a way to measure attendance a standard cannot be applied consistently.

Glen Demers motioned to extend the meeting 15 minutes to 9:15 pm; 2nd Paul Parker. Motion failed with no votes in favor.

The Chairman said Planner Menici could put together a draft for the Board to consider but David Kestner suggested that all members submit their ideas to the Planner so she could do so.

Charlie King recommended a total of 8 absences – 4 excused and 4 unexcused or about 67 percent.

Paul Parker motioned to continue the discussion of the Rules of Procedure to August 6th; 2nd David Kestner. Motion carried with all in favor.

At 9:08 pm Martin Laferte motioned to adjourn the meeting; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, July 16, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, David Kestner, Charles Doke, Glen Demers, Joshua Carlsen, Martin Laferte

Selectmen's Representative: Charlie King

Board Members Absent/Excused: None

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

Public Present: Neil Johnson, Jack Mettee, Ashley Iber, Dwain Perillo, Tom Varney, Larry Gordon

At 6:01 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**
- **Review and approve Meeting Minutes of June 11, 2013 and June 18, 2013**

Glen Demers motioned to approve the minutes of June 11, 2013 as written; 2nd Charles Doke. Motion carried with 5 in favor and 2 abstaining.

Charlie King motioned to approve the minutes of June 18, 2013 as written; 2nd Martin Laferte. Motion carried with 5 in favor and 2 abstaining.

- **Mettee Planning Consultants to discuss Community Planning Grant community engagement plan**

Jack Mettee introduced Ashley Iber, the new consultant for community engagement, to the Board. He said they had prepared a spreadsheet with contact information for the Community Engagement Plan and a brief community survey. Copies were distributed to the members.

Ms. Iber spoke about the plan explaining that they had done some initial research on the organizations to reach out to and the ways to do so and the spreadsheet included community groups, schools, churches and companies. These were developed from their meeting and tour of part of Farmington with Planner Menici and their own research. Tonight they were looking for additional suggestions from the Board for individuals and/or groups for one on one discussions.

Charles Doke suggested that a good place to make contact with residents would be at the transfer station on a Saturday. Mr. Doke said he had volunteered to be on the subcommittee to help and had some ideas. He said that when the subcommittee is formed the members can take the survey back to their groups to help expedite the process. Mr. Doke said he was anxious to get started and that working with the groups could save some legwork.

Chairman Parker said they should use local publications such as the Rochester Times adding that John Nolan of that publication has always been cooperative in featuring Farmington and Fosters may also pick up the article. Charles Doke said it is important to get the word out that the Town is trying to help residents and at the same time

keep the small town ambiance. He said it should be emphasized that it will not cost residents money to start this process. A suggestion was also made to broadcast a segment on television explaining the process so residents will understand what is taking place when the subcommittee starts talking to groups.

Planner Menici said her preference would be to go out to groups first rather than make a television presentation. She said by identifying groups within the community such as social, political or activity related groups and meeting with them one on one would be a better place to start.

Ashley Iber said that her preference is to get out to the small groups and answer questions and get opinions so it establishes that this is what the Town would like to see. She said that by going out on television it would come across as this is something that is going to happen.

Planner Menici reminded the Board that she had emailed the list to them for input about groups or individuals that should be approached.

Jack Mettee said that the Board could choose to approach this either with a public splash or on a one to one basis. However, if first approached through television the Board should realize that this is a big topic, time will limit what can be explained and there is no way to answer questions. He felt that it would be best to meet with small groups to discuss the process, what the Town is trying to achieve and how it is going to get there. He has found that this is the best way in a small community because it is a lot less intimidating and does not come across as the Town trying to force this on residents.

David Kestner suggested adding the Meaderboro Church. He said that the pastor is John Scruton, a former Town Administrator and Selectman, and currently Town Administrator in Barrington. Mr. Kestner said that about 15 years ago when a survey had been used in Town Mr. Scruton had held outreach at the Church and for this project he would understand what is necessary and possibly help.

Charlie King said there could be distribution points for handouts such as the Post Office and TD Bank on specific days and conversations could be held with residents. Chairman Parker said he thought there were restrictions about doing that at the Post Office and it should be checked first.

Planner Menici said there may be a way that the survey can be distributed through the mail that would cost the town little to nothing and would eliminate the need to stand outside to hand out material.

Jack Mettee said a decision was needed about whether to put the survey on line or to hand it out. He said he would be a hesitant to do both because people could submit several times and the data could be skewed.

Planner Menici said she was not sure that posting on the Town's website for an electronic response was the best way to go for Farmington. Mr. Mettee agreed that some communities have great electronic response but others are not so successful. The Chairman said that a survey done a few years ago through the mail for rezoning and the master plan was very successful and suggested speaking with Paula Proulx about it.

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Paul Parker motioned to continue the rest of Board Business to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

NEW CASES:

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Dwain Perillo and Tom Varney came forward to present the application. Mr. Varney said this application picks up from the 2007 site plan approval for Steve Edwards. Under that approval the site was developed to the point of foundation and driveway. He said that Mr. Perillo would like to build on the foundation and include a 24 foot by 24 foot addition. The Board clarified for Mr. Varney that this is a new application not a continuation of the prior approval.

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Planner Menici said the general consensus of staff at TRC was that this is a good plan and a good use for this particular site. The Planner said that although the driveway had previously been approved at 10 feet, the Fire Chief asked for 13.5 feet and Mr. Perillo agreed. She said that Superintendent Dale Sprague is the acting DPW Director and after inspecting the site and reviewing the plan in the field he felt that what is proposed as drainage will work.

The Planner reminded Mr. Varney that because the area involved is over one acre he will have to file the Stormwater Protection Plan with the EPA. Mr. Varney said he would take care of that. She explained to the Board that this is simply a filing process. Mr. Varney will send the drainage report and associated plan to the EPA and once it is filed the EPA considers the plan accepted. If they have any questions, they will address them with the engineer.

She said the applicant is asking for a partial waiver for paving to allow the paving to be done over a phased period of time due to financial limitations and a waiver for the driveway width.

Chairman Parker addressed the waivers.

The first waiver request is to allow the proposed pavement to be completed in stages. The first stage would be the area in front of the shop to be completed with the construction of the building and the remainder of the parking areas and driveway to be completed within 5 years of approval.

Charlie King asked the applicant to show him on the plan where the line of demarcation for the phasing would be. Mr. Perillo explained that the area at the front of the building must be done in order to operate a forklift to load and unload trucks. He might be able to pave more depending upon his cash flow for the rest of the year but he did not want to commit and find that the paving companies had shut down for the season. Charlie King said the 2007 approval for the prior owner required a handicap spot and he would not consider this waiver unless there is a handicap spot on the paved area to insure safe access.

Mr. Perillo sketched on the plan the first phase of the paving that would be done this year. The Board discussed with him that the phases must be determined and shown on the plan in order to establish criteria for compliance. It was decided that there would be 2 phases for the paving. The sketched area with a handicap space in front of the building was acceptable for the first phase and then before the end of year 5 the remainder of the paving must be completed. Mr. Perillo clarified that he can complete the 2nd phase of the paving earlier if he chooses. The Code Enforcement Officer will monitor progress of the paving.

Charlie King motioned to grant the requested waiver for phased paving with the revised first phase to include a handicapped space and the remainder of the paving to be completed within 5 years; 2nd Martin Laferte. Motion carried with all in favor.

The second waiver request is to allow a 13.5 foot driveway. Chairman Parker said the width of a commercial driveway in the Town's Road and Driveway Standards is from 22 feet to 30 feet. The prior approval on this site was for a 10 foot driveway but at TRC the Fire Chief said he needed 13.5 feet for emergency equipment.

Charlie King said that in the long term the driveway needed to be wider and he suggested the wording should be at a 13.5 foot minimum so if Mr. Perillo choose to make the driveway wider he would not have to come back before the Board to amend the approval. He felt that at some point there would be a need for two vehicles to pass.

Planner Menici said her concern would be that the drainage study was predicated upon the driveway being 13.5 feet wide and if it was wider the drainage could be impacted due to the slope there. She said the width should be approved as presented and if Mr. Perillo needed it to be wider at some point he could come back to the Board for an amended approval and the drainage study could be updated at that time.

David Kestner pointed out that the plans needed to be updated in two spots to show the driveway width as 13.5 feet to agree with the waiver request. Mr. Varney agreed to do that.

Chairman Parker asked Mr. Perillo to answer the Board's concerns about one vehicle coming out and one vehicle coming in at the same time. Mr. Perillo said he has only three employees and the shop is not open to the public. All customers are seen by appointment only. He said that they are in the shop maybe twice a week.

Planner Menici said that Chief Fowler had concerns about the width of the driveway until Mr. Perillo explained the business is not a retail outlet but only a workshop. There are days when the staff is in the shop to meet with clients by appointment only and she understood that three out of five days they are out in the field doing installations. Mr. Perillo said his records confirm that 80 percent of their time is spent on site and 20 percent of their time is spent in the shop.

David Kestner said that the applicant might not want to remove the gravel alongside the driveway so it can be used for passing vehicles. The Planner said that when you pull in there is a wider area of pavement laid than what was approved. She said the plan note states that outside of the 10-foot driveway the gravel needs to be removed but it should say beyond 13.5 feet it needs to be removed.

Charlie King motioned to grant the waiver as written; 2nd Joshua Carlsen. Motion carried with all in favor.

Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

Chairman Parker asked if the retention pond was inspected when it was constructed. Planner Menici said she discussed this with CEO Roseberry and he was not certain. Mr. Varney said he did a complete inspection and the pond is well constructed and in fine condition.

David Kestner pointed out that there was no cross section for the 13.5 foot driveway. The Planner said that should be added to the plan in accordance with the Road and Driveway Standards.

Chairman Parker opened the hearing to public comment.

Larry Gordon said he has lived on an abutting property to this site for 35 years and that he was concerned about the hours of operation because of trucks coming and going and the forklift being used. He said his house faces this site and is about 77 feet away.

Chairman Parker said the shop is not retail so the hours are not stated or standard. Mr. Gordon asked if there would be activity at midnight or 5:00 am. Mr. Perillo said the only delivery trucks are slab trucks and they don't arrive until about 8:30 am. He added that Waste Management pickups are made at about 7:00 am but he has no control over that. The forklift is propane and fairly quiet and is mostly used inside the building. He said that the crew may meet at the shop early, sometimes at 5:00 am, to park their individual vehicles and leave in one truck but the noise is minimal.

Chairman Parker asked the other members if they wanted the drainage study reviewed by the Town engineer. Charlie King said if the plan was done by a licensed engineer he was okay with it. He said this was the second time one had been done for the site and most of the infrastructure was in place. There appeared to be no issues with failure and this is a reasonably well-drained area. The Chairman said they were not sure that the previous installation had been inspected.

Planner Menici said that this is a small site and the materials the applicant is working with are not hazardous in any way and it would be a shame to burden a small business owner with additional inspections. The drainage had been reviewed before and only slight modifications were being proposed.

Chairman Parker asked if there were records of the prior inspections. The Planner said they were not required previously. She said the Superintendent Sprague had been out to visit the site and she had a lot of confidence in him. He is knowledgeable in his primary position and in his additional responsibilities as acting Highway Director. However, she said if the Board feels that peer review is necessary that would be their choice.

Further discussion of the drainage took place.

Planner Menici said that the previous study kept the disturbed area below the level required for filing. This study goes just above the level so it must be filed with the EPA and that will provide another level of review. She did not think a third set of eyes was needed for a parcel this size. David Kestner pointed out that low impact development is introduced in this project and that was a positive addition not previously included.

Mr. Kestner asked Mr. Gordon if he has had any problems with “high tide” through his property. Mr. Gordon said there have been no problems with current drainage.

The Board decided no review would be necessary from FST, the Town’s engineer.

The Planner read CEO Roseberry’s comments from the TRC minutes. He said he would accept the foundation as constructed but from the foundation up it will have to comply with construction codes and will require that a commercial engineer sign off that it meets the commercial codes.

The hours of operation were discussed and although Mr. Perillo and his crew will only be in the shop part of the week hours were established as a guideline but not a requirement: Monday to Friday from 7:00 am to 5:00 pm.

As required by the Police Chief at TRC, providing key holder information will be a condition of approval.

Chairman Parker asked if any hazardous materials would be stored or used. Mr. Perillo said only “stone friendly” household cleaners are used. The Chairman said if that changed then Mr. Perillo must notify the fire department. The Planner said at TRC the Fire Department had no concerns in this respect.

Chairman Parker closed the hearing to public comment.

Charlie King motioned to approve the major site plan application for Tax Map R59 Lot 4 located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District to allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business with following conditions:

- 1. Key holder information to be provided to the Farmington Police Department and Strafford County Dispatch;***
- 2. Plan to be revised to show the driveway as 13.5 feet and to include a cross section of the driveway on sheet 2;***
- 3. Stormwater Protection Plan to be sent to the EPA;***
- 4. Phase 1 paving line to be changed on the plans per discussion and to include a handicapped space;***
- 5. Note on plan that Phase 2 paving to be completed no later than July 2018; and***
- 6. All necessary local, state and federal permits to be noted on the plan.***

2nd Glen Demers. Motion carried with all in favor.

At 7:44 pm David Kestner motioned for a five minute recess; 2nd Glen Demers. Motion carried with all in favor. Meeting reconvened at 7:57 pm.

CONTINUED PUBLIC HEARING:

A proposed revision to the Town of Farmington Site Plan Review Regulations regarding a Change of Business Use in the Village Center (VC) District. Continued from June 18, 2013.

Chairman Parker read the language that was added for Draft 3 and opened the hearing to public comment. Mr. Johnson said it looked good. The Chairman closed the public comment portion of the hearing.

David Kestner motioned to adopt the Change of Business Use in the Village Center District Draft 3 as written; 2nd Glen Demers. Motion carried with all in favor.

Planner Menici said she would incorporate this document into the existing Site Plan Review Regulations as written and will have the revised copy of them for the Board at the next meeting.

BUSINESS BEFORE THE BOARD CONTINUED:

- **Voluntary Merger of R28 Lot 4 and R28 Lot 5 owned by Richard and Carol Fay Ballou and located at 558 Meaderboro Road**

Planner Menici said this merger request was reviewed by the Code Enforcement Officer and the Assessing Clerk. She said when a voluntary lot merger is requested the Town needs to verify before approval that there are no zoning violations and there are none. There are also no assessing concerns. So the Board can approve this merger.

Charlie King asked if this property was owned by John Huckins. Chairman Parker said Mr. King was thinking of a parcel that was on the other side of the road. Planner Menici said the copy of the tax card provided to each Board member showed the chain of title and there was no Huckins listed.

Glen Demers motioned to approve the voluntary lot merger of R28 Lot 4 and R28 Lot 5 to be known as R28 Lot 4; 2nd Martin Laferte. Motion carried with all in favor.

- **Continued discussion of amendments to Road and Driveway Standards**

Chairman Parker said he was pleased with the inserts but needed more time to better understand them.

Planner Menici said these are not something the Board needs to completely understand but are provided for information. She said the former DPW Director recommended that the Board simply reference the AASHTO standards because they are widely accepted. Emails with Glen Demers and Kevin Gagne from FST confirmed that. Mr. Gagne is in the process of collecting the templates that go with WB-40 and WB-50. The purpose of the information is to provide a comfort level to the Board.

The Planner explained that she did a lot of research as well. WB-40 refers to the turning radius of a semi truck that measures 43.5 feet in total length from cab to end of trailer and WB-50 is a semi truck that measures 53 feet in total length. Scott Hazelton had recommended this as a reference for engineers designing roads and the Planner confirmed this and that there are multiples that fall within each and it is the design engineer's responsibility to design the roads for a subdivision whether residential or commercial to comply with the requirements and FST's responsibility to insure that the requirements are satisfied.

The Planner said that Scott Hazelton came into this discussion at the end of his tenure with the Town and although he could have explained this a little more thoroughly he had been on a short time frame. She said that

based upon her emails with Glen Demers she was in a position to ask the right questions. She recommended using the 2 exhibits redone by Charlie King that would now be numbered 1 and 2 and eliminating the rest.

The current exhibits had come from the Nashua Planning Commission and when the Planner contacted them for more information she was told they had been photocopies from somewhere but they did not know where. Planner Menici said without the source information the use of those exhibits was not a good idea for the Town and it made more sense to refer to the currently accepted standards. Chairman Parker agreed. Glen Demers said to reference AASHTO and let the engineers work out the details.

Planner Menici said that all the changes in the text that were recommended by Scott Hazelton had been reviewed by FST and no other changes were recommended.

The Planner asked the Board if they recalled that at the last meeting the recommendations from FST's pavement engineer had been discussed. Based upon the recommendations and discussion the Planner said she included the depth of binder and the wear course in the table. The Planner read the email from FST and the Board discussed the recommendations at some length.

Charlie King said in his opinion the recommended specifications would be over built for Farmington and no municipality or developer was building a road with 6.5 inches of pavement. Also considered was the length of time between binder and wear course and that it should be based upon time and not the number of units built. The Planner pointed out that these are the things that must be included in the Road and Driveway Standards.

Planner Menici said that the chart and table were in conflict and there was no clear standard for the binder course even if that was not the intent. She said there were standards for the sub base and wearing surface but not for the binder course.

The Board discussed the two extremes: from 3 inches total to 6.5 inches total. The general feeling was that the binder course could be a little thicker but the recommendation for 3.5 inches for the wear course was too much.

The final numbers were:

Binder course –

- Residential drive – NA
- Commercial/Industrial drive – 2 inches
- Minor local street up to 6 dwellings – 2 inches
- Minor local street 7 to 40 dwellings – 3 inches
- Major local street 41 to 150 dwellings – 3 inches
- Collector Street 151 to 500 dwellings – 3 inches
- Arterial Street - varies

Wear Course –

- Residential drive – NA
- Commercial/Industrial drive – 1 inch
- Minor local street up to 6 dwellings – 1 inch
- Minor local street 7 to 40 dwellings – 1.5 inches
- Major local street 41 to 150 dwellings – 1.5 inches
- Collector Street 151 to 500 dwellings – 2 inches
- Arterial Street - varies

Chairman Parker asked what remained to be done on the Road and Driveway Standards. The Planner said Mr. King's exhibits would be used and the others removed. She will go through the text to make sure both AASHTO and NH DOT are referenced.

The Chairman said the Board could accept the changes made tonight and schedule for a public hearing or wait for a clean copy. The Board decided to wait for a clean copy before scheduling.

Paul Parker motioned to continue the discussion on Road and Driveway Standards to August 6th; 2nd Glen Demers. Motion carried with all in favor.

- **Amendments to Rules of Procedure**

The Board agreed that the Rules should be revised to strengthen the language on attendance and discussed some of the material provided by the Chairman.

All members are to attend all planning board meetings but if a member knows he/she will be absent from a meeting he/she should notify the chairman or staff at the earliest possible time.

In the event any Planning Board member has unexcused absences from three or more meetings in one calendar year, the Planning Board may recommend removal of that member per RSA 673:13. If a member has requested and received specific authorized leave from the chair, then his/her absences are considered excused absences.

If a member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board under the terms of RSA 673:13.

Planner Menici suggested that an easier approach would be for the Board to discuss an acceptable level of absences when a member does not have a chance to call. It was agreed that a standard was needed to proceed with the RSA.

David Kestner said that a member could have interest but not the ability to attend. Martin Laferte suggested that the standard could be “x” number of unexcused absences in a row. The Chairman said someone could miss that number, come back for one and repeat the pattern. Planner Menici suggested a percentage of meetings in a calendar year.

David Kestner asked how excused and unexcused would be counted. The Planner said the type of absence does not make that much of a difference because there comes a point in time when someone must recognize that a commitment was made that cannot be met and this would be the challenge.

Planner Menici said there is State Statute that governs this issue and the Board has had difficult situations in the past. She said that sometimes a person has the best of intentions but life gets the better of them and personal issues overtake the commitment. She suggested the language in the Rules remind people of the seriousness of this responsibility when taking the appointment rather than tying the commitment to a number.

Charlie King asked how the Board would administer this without a number. Chairman Parker suggested 75 percent. Charlie King said there are typically 24 meetings a year so 75 percent would mean missing 6 meetings. Attendance at a majority of the meetings would be 51 percent attendance. Mr. King asked how this can be administered impartially and consistently. The Planner suggested that the Board as a whole has to have a discussion and that has not happened in the past. She said the Board should decide the tipping point and when allowances would be made.

Charlie King said his concern would be that without a way to measure attendance a standard cannot be applied consistently.

Glen Demers motioned to extend the meeting 15 minutes to 9:15 pm; 2nd Paul Parker. Motion failed with no votes in favor.

The Chairman said Planner Menici could put together a draft for the Board to consider but David Kestner suggested that all members submit their ideas to the Planner so she could do so.

Charlie King recommended a total of 8 absences – 4 excused and 4 unexcused or about 67 percent.

Paul Parker motioned to continue the discussion of the Rules of Procedure to August 6th; 2nd David Kestner. Motion carried with all in favor.

At 9:08 pm Martin Laferte motioned to adjourn the meeting; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, July 16, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, David Kestner, Charles Doke, Glen Demers, Joshua Carlsen, Martin Laferte

Selectmen's Representative: Charlie King

Board Members Absent/Excused: None

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

Public Present: Neil Johnson, Jack Mettee, Ashley Iber, Dwain Perillo, Tom Varney, Larry Gordon

At 6:01 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**
- **Review and approve Meeting Minutes of June 11, 2013 and June 18, 2013**

Glen Demers motioned to approve the minutes of June 11, 2013 as written; 2nd Charles Doke. Motion carried with 5 in favor and 2 abstaining.

Charlie King motioned to approve the minutes of June 18, 2013 as written; 2nd Martin Laferte. Motion carried with 5 in favor and 2 abstaining.

- **Mettee Planning Consultants to discuss Community Planning Grant community engagement plan**

Jack Mettee introduced Ashley Iber, the new consultant for community engagement, to the Board. He said they had prepared a spreadsheet with contact information for the Community Engagement Plan and a brief community survey. Copies were distributed to the members.

Ms. Iber spoke about the plan explaining that they had done some initial research on the organizations to reach out to and the ways to do so and the spreadsheet included community groups, schools, churches and companies. These were developed from their meeting and tour of part of Farmington with Planner Menici and their own research. Tonight they were looking for additional suggestions from the Board for individuals and/or groups for one on one discussions.

Charles Doke suggested that a good place to make contact with residents would be at the transfer station on a Saturday. Mr. Doke said he had volunteered to be on the subcommittee to help and had some ideas. He said that when the subcommittee is formed the members can take the survey back to their groups to help expedite the process. Mr. Doke said he was anxious to get started and that working with the groups could save some legwork.

Chairman Parker said they should use local publications such as the Rochester Times adding that John Nolan of that publication has always been cooperative in featuring Farmington and Fosters may also pick up the article. Charles Doke said it is important to get the word out that the Town is trying to help residents and at the same time

keep the small town ambiance. He said it should be emphasized that it will not cost residents money to start this process. A suggestion was also made to broadcast a segment on television explaining the process so residents will understand what is taking place when the subcommittee starts talking to groups.

Planner Menici said her preference would be to go out to groups first rather than make a television presentation. She said by identifying groups within the community such as social, political or activity related groups and meeting with them one on one would be a better place to start.

Ashley Iber said that her preference is to get out to the small groups and answer questions and get opinions so it establishes that this is what the Town would like to see. She said that by going out on television it would come across as this is something that is going to happen.

Planner Menici reminded the Board that she had emailed the list to them for input about groups or individuals that should be approached.

Jack Mettee said that the Board could choose to approach this either with a public splash or on a one to one basis. However, if first approached through television the Board should realize that this is a big topic, time will limit what can be explained and there is no way to answer questions. He felt that it would be best to meet with small groups to discuss the process, what the Town is trying to achieve and how it is going to get there. He has found that this is the best way in a small community because it is a lot less intimidating and does not come across as the Town trying to force this on residents.

David Kestner suggested adding the Meaderboro Church. He said that the pastor is John Scruton, a former Town Administrator and Selectman, and currently Town Administrator in Barrington. Mr. Kestner said that about 15 years ago when a survey had been used in Town Mr. Scruton had held outreach at the Church and for this project he would understand what is necessary and possibly help.

Charlie King said there could be distribution points for handouts such as the Post Office and TD Bank on specific days and conversations could be held with residents. Chairman Parker said he thought there were restrictions about doing that at the Post Office and it should be checked first.

Planner Menici said there may be a way that the survey can be distributed through the mail that would cost the town little to nothing and would eliminate the need to stand outside to hand out material.

Jack Mettee said a decision was needed about whether to put the survey on line or to hand it out. He said he would be a hesitant to do both because people could submit several times and the data could be skewed.

Planner Menici said she was not sure that posting on the Town's website for an electronic response was the best way to go for Farmington. Mr. Mettee agreed that some communities have great electronic response but others are not so successful. The Chairman said that a survey done a few years ago through the mail for rezoning and the master plan was very successful and suggested speaking with Paula Proulx about it.

Ms. Iber said she originally thought about being present at events and at specific locations in order to answer in person the questions that residents will have. The Planner suggested a combination of activities. She will contact the Post Office about getting the survey out to every mailing address in Town and then they can have a booth at Hay Day and ask people if they received the survey and would like to ask questions. The survey should be sent out in 2 or 2 ½ weeks so it is received well before Hay Day starts on August 23rd.

Planner Menici said that Ms. Iber had suggested at their meeting to work with downtown business owners to offer an incentive such as a gift card to residents for completing and returning the survey. The Planner said that businesses could be approached for a \$10.00 gift card as a donation. Ms. Iber said that if a resident wanted to participate they could put their first name and phone number on the survey to be entered into a drawing.

Both downtown and Route 11 businesses could be approached and the Planner said it might be possible to get gift cards from as many as 10 businesses since this would be a way to bring in business. David Kestner said it might also be possible to leave surveys at some of those locations. Chairman Parker said this gets businesses involved and learning more about this process.

Charles Doke said the gift cards would be well received. Charlie King suggested that with the Planner's idea of multiple cards it would be possible to offer a choice of what business to pick to each recipient as his/her name was drawn.

Jack Mettee asked if the members had any specific names or contacts there were not on the spreadsheet to let the Planner know so the information could be added. In addition to Meaderboro Church the Planner suggested adding Irving because of the investment the corporation made in Farmington and how the staff is connected with their customers. Chairman Parker said Seneca Machine should be added as well as Gerald McCarthy, a former Selectman and a member of the Farmington Country Club.

Jack Mettee asked the Board for feedback on the survey that was passed out. He said they kept it at 2 sides/one page because people like to complete a survey as quickly as possible. He said the information gathering begins at question 5 and the survey could be rearranged to move the demographics in questions 1 through 4 to the end of the survey. He asked for the survey to be approved as soon as possible so there would be enough time to do the mailing before Hay Day.

The members discussed rearranging the data and demographics as well as if the personal data should be optional and adding a line for first name and phone number to participate in the drawing.

It was agreed to move the critical content questions now numbered 5 through 8 to the beginning of the survey and the demographics to the end. Since it would be a benefit to know who is responding to the survey and who is being missed the Board decided not to make the demographics optional and to add that for the drawing the participant's first name and phone number must be provided.

If there are any other suggestions, members can provide them to Planner Menici and she will forward to Mr. Mettee. The Chairman asked how the Board will approve the survey since waiting until the next meeting will be too late. Charlie King said the Board should have the Planner approve it. The Planner said she will send out the final survey to the Board and that was acceptable to all.

Paul Parker motioned to continue the rest of Board Business to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

NEW CASES:

Application for Major Site Plan Approval By: Dwain Perillo through Thomas W. Varney, PE, Agent (Tax Map R59 Lot 4): To allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business. The parcel is located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District.

Dwain Perillo and Tom Varney came forward to present the application. Mr. Varney said this application picks up from the 2007 site plan approval for Steve Edwards. Under that approval the site was developed to the point of foundation and driveway. He said that Mr. Perillo would like to build on the foundation and include a 24 foot by 24 foot addition. The Board clarified for Mr. Varney that this is a new application not a continuation of the prior approval.

Mr. Varney reviewed parking, the drainage plan, landscaping, dumpster location and lighting. He said the driveway had been narrowed to 10 feet to cut down on surface run off, which is the modern approach, but at the Fire Department's request it was widened to 13.5 feet. He explained the low impact development aspect of handling water run off from the roof.

Planner Menici said the general consensus of staff at TRC was that this is a good plan and a good use for this particular site. The Planner said that although the driveway had previously been approved at 10 feet, the Fire Chief asked for 13.5 feet and Mr. Perillo agreed. She said that Superintendent Dale Sprague is the acting DPW Director and after inspecting the site and reviewing the plan in the field he felt that what is proposed as drainage will work.

The Planner reminded Mr. Varney that because the area involved is over one acre he will have to file the Stormwater Protection Plan with the EPA. Mr. Varney said he would take care of that. She explained to the Board that this is simply a filing process. Mr. Varney will send the drainage report and associated plan to the EPA and once it is filed the EPA considers the plan accepted. If they have any questions, they will address them with the engineer.

She said the applicant is asking for a partial waiver for paving to allow the paving to be done over a phased period of time due to financial limitations and a waiver for the driveway width.

Chairman Parker addressed the waivers.

The first waiver request is to allow the proposed pavement to be completed in stages. The first stage would be the area in front of the shop to be completed with the construction of the building and the remainder of the parking areas and driveway to be completed within 5 years of approval.

Charlie King asked the applicant to show him on the plan where the line of demarcation for the phasing would be. Mr. Perillo explained that the area at the front of the building must be done in order to operate a forklift to load and unload trucks. He might be able to pave more depending upon his cash flow for the rest of the year but he did not want to commit and find that the paving companies had shut down for the season. Charlie King said the 2007 approval for the prior owner required a handicap spot and he would not consider this waiver unless there is a handicap spot on the paved area to insure safe access.

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Charlie King motioned to grant the requested waiver for phased paving with the revised first phase to include a handicapped space and the remainder of the paving to be completed within 5 years; 2nd Martin Laferte. Motion carried with all in favor.

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Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

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Chairman Parker opened the hearing to public comment.

Larry Gordon said he has lived on an abutting property to this site for 35 years and that he was concerned about the hours of operation because of trucks coming and going and the forklift being used. He said his house faces this site and is about 77 feet away.

Chairman Parker said the shop is not retail so the hours are not stated or standard. Mr. Gordon asked if there would be activity at midnight or 5:00 am. Mr. Perillo said the only delivery trucks are slab trucks and they don't arrive until about 8:30 am. He added that Waste Management pickups are made at about 7:00 am but he has no control over that. The forklift is propane and fairly quiet and is mostly used inside the building. He said that the crew may meet at the shop early, sometimes at 5:00 am, to park their individual vehicles and leave in one truck but the noise is minimal.

Chairman Parker asked the other members if they wanted the drainage study reviewed by the Town engineer. Charlie King said if the plan was done by a licensed engineer he was okay with it. He said this was the second time one had been done for the site and most of the infrastructure was in place. There appeared to be no issues with failure and this is a reasonably well-drained area. The Chairman said they were not sure that the previous installation had been inspected.

Planner Menici said that this is a small site and the materials the applicant is working with are not hazardous in any way and it would be a shame to burden a small business owner with additional inspections. The drainage had been reviewed before and only slight modifications were being proposed.

Chairman Parker asked if there were records of the prior inspections. The Planner said they were not required previously. She said the Superintendent Sprague had been out to visit the site and she had a lot of confidence in him. He is knowledgeable in his primary position and in his additional responsibilities as acting Highway Director. However, she said if the Board feels that peer review is necessary that would be their choice.

Further discussion of the drainage took place.

Planner Menici said that the previous study kept the disturbed area below the level required for filing. This study goes just above the level so it must be filed with the EPA and that will provide another level of review. She did not think a third set of eyes was needed for a parcel this size. David Kestner pointed out that low impact development is introduced in this project and that was a positive addition not previously included.

Mr. Kestner asked Mr. Gordon if he has had any problems with “high tide” through his property. Mr. Gordon said there have been no problems with current drainage.

The Board decided no review would be necessary from FST, the Town’s engineer.

The Planner read CEO Roseberry’s comments from the TRC minutes. He said he would accept the foundation as constructed but from the foundation up it will have to comply with construction codes and will require that a commercial engineer sign off that it meets the commercial codes.

The hours of operation were discussed and although Mr. Perillo and his crew will only be in the shop part of the week hours were established as a guideline but not a requirement: Monday to Friday from 7:00 am to 5:00 pm.

As required by the Police Chief at TRC, providing key holder information will be a condition of approval.

Chairman Parker asked if any hazardous materials would be stored or used. Mr. Perillo said only “stone friendly” household cleaners are used. The Chairman said if that changed then Mr. Perillo must notify the fire department. The Planner said at TRC the Fire Department had no concerns in this respect.

Chairman Parker closed the hearing to public comment.

Charlie King motioned to approve the major site plan application for Tax Map R59 Lot 4 located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District to allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business with following conditions:

- 1. Key holder information to be provided to the Farmington Police Department and Strafford County Dispatch;***
- 2. Plan to be revised to show the driveway as 13.5 feet and to include a cross section of the driveway on sheet 2;***
- 3. Stormwater Protection Plan to be sent to the EPA;***
- 4. Phase 1 paving line to be changed on the plans per discussion and to include a handicapped space;***
- 5. Note on plan that Phase 2 paving to be completed no later than July 2018; and***
- 6. All necessary local, state and federal permits to be noted on the plan.***

2nd Glen Demers. Motion carried with all in favor.

At 7:44 pm David Kestner motioned for a five minute recess; 2nd Glen Demers. Motion carried with all in favor. Meeting reconvened at 7:57 pm.

CONTINUED PUBLIC HEARING:

A proposed revision to the Town of Farmington Site Plan Review Regulations regarding a Change of Business Use in the Village Center (VC) District. Continued from June 18, 2013.

Chairman Parker read the language that was added for Draft 3 and opened the hearing to public comment. Mr. Johnson said it looked good. The Chairman closed the public comment portion of the hearing.

David Kestner motioned to adopt the Change of Business Use in the Village Center District Draft 3 as written; 2nd Glen Demers. Motion carried with all in favor.

Planner Menici said she would incorporate this document into the existing Site Plan Review Regulations as written and will have the revised copy of them for the Board at the next meeting.

BUSINESS BEFORE THE BOARD CONTINUED:

- **Voluntary Merger of R28 Lot 4 and R28 Lot 5 owned by Richard and Carol Fay Ballou and located at 558 Meaderboro Road**

Planner Menici said this merger request was reviewed by the Code Enforcement Officer and the Assessing Clerk. She said when a voluntary lot merger is requested the Town needs to verify before approval that there are no zoning violations and there are none. There are also no assessing concerns. So the Board can approve this merger.

Charlie King asked if this property was owned by John Huckins. Chairman Parker said Mr. King was thinking of a parcel that was on the other side of the road. Planner Menici said the copy of the tax card provided to each Board member showed the chain of title and there was no Huckins listed.

Glen Demers motioned to approve the voluntary lot merger of R28 Lot 4 and R28 Lot 5 to be known as R28 Lot 4; 2nd Martin Laferte. Motion carried with all in favor.

- **Continued discussion of amendments to Road and Driveway Standards**

Chairman Parker said he was pleased with the inserts but needed more time to better understand them.

Planner Menici said these are not something the Board needs to completely understand but are provided for information. She said the former DPW Director recommended that the Board simply reference the AASHTO standards because they are widely accepted. Emails with Glen Demers and Kevin Gagne from FST confirmed that. Mr. Gagne is in the process of collecting the templates that go with WB-40 and WB-50. The purpose of the information is to provide a comfort level to the Board.

The Planner explained that she did a lot of research as well. WB-40 refers to the turning radius of a semi truck that measures 43.5 feet in total length from cab to end of trailer and WB-50 is a semi truck that measures 53 feet in total length. Scott Hazelton had recommended this as a reference for engineers designing roads and the Planner confirmed this and that there are multiples that fall within each and it is the design engineer's responsibility to design the roads for a subdivision whether residential or commercial to comply with the requirements and FST's responsibility to insure that the requirements are satisfied.

The Planner said that Scott Hazelton came into this discussion at the end of his tenure with the Town and although he could have explained this a little more thoroughly he had been on a short time frame. She said that

based upon her emails with Glen Demers she was in a position to ask the right questions. She recommended using the 2 exhibits redone by Charlie King that would now be numbered 1 and 2 and eliminating the rest.

The current exhibits had come from the Nashua Planning Commission and when the Planner contacted them for more information she was told they had been photocopies from somewhere but they did not know where. Planner Menici said without the source information the use of those exhibits was not a good idea for the Town and it made more sense to refer to the currently accepted standards. Chairman Parker agreed. Glen Demers said to reference AASHTO and let the engineers work out the details.

Planner Menici said that all the changes in the text that were recommended by Scott Hazelton had been reviewed by FST and no other changes were recommended.

The Planner asked the Board if they recalled that at the last meeting the recommendations from FST's pavement engineer had been discussed. Based upon the recommendations and discussion the Planner said she included the depth of binder and the wear course in the table. The Planner read the email from FST and the Board discussed the recommendations at some length.

Charlie King said in his opinion the recommended specifications would be over built for Farmington and no municipality or developer was building a road with 6.5 inches of pavement. Also considered was the length of time between binder and wear course and that it should be based upon time and not the number of units built. The Planner pointed out that these are the things that must be included in the Road and Driveway Standards.

Planner Menici said that the chart and table were in conflict and there was no clear standard for the binder course even if that was not the intent. She said there were standards for the sub base and wearing surface but not for the binder course.

The Board discussed the two extremes: from 3 inches total to 6.5 inches total. The general feeling was that the binder course could be a little thicker but the recommendation for 3.5 inches for the wear course was too much.

The final numbers were:

Binder course –

- Residential drive – NA
- Commercial/Industrial drive – 2 inches
- Minor local street up to 6 dwellings – 2 inches
- Minor local street 7 to 40 dwellings – 3 inches
- Major local street 41 to 150 dwellings – 3 inches
- Collector Street 151 to 500 dwellings – 3 inches
- Arterial Street - varies

Wear Course –

- Residential drive – NA
- Commercial/Industrial drive – 1 inch
- Minor local street up to 6 dwellings – 1 inch
- Minor local street 7 to 40 dwellings – 1.5 inches
- Major local street 41 to 150 dwellings – 1.5 inches
- Collector Street 151 to 500 dwellings – 2 inches
- Arterial Street - varies

Chairman Parker asked what remained to be done on the Road and Driveway Standards. The Planner said Mr. King's exhibits would be used and the others removed. She will go through the text to make sure both AASHTO and NH DOT are referenced.

The Chairman said the Board could accept the changes made tonight and schedule for a public hearing or wait for a clean copy. The Board decided to wait for a clean copy before scheduling.

Paul Parker motioned to continue the discussion on Road and Driveway Standards to August 6th; 2nd Glen Demers. Motion carried with all in favor.

- **Amendments to Rules of Procedure**

The Board agreed that the Rules should be revised to strengthen the language on attendance and discussed some of the material provided by the Chairman.

All members are to attend all planning board meetings but if a member knows he/she will be absent from a meeting he/she should notify the chairman or staff at the earliest possible time.

In the event any Planning Board member has unexcused absences from three or more meetings in one calendar year, the Planning Board may recommend removal of that member per RSA 673:13. If a member has requested and received specific authorized leave from the chair, then his/her absences are considered excused absences.

If a member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board under the terms of RSA 673:13.

Planner Menici suggested that an easier approach would be for the Board to discuss an acceptable level of absences when a member does not have a chance to call. It was agreed that a standard was needed to proceed with the RSA.

David Kestner said that a member could have interest but not the ability to attend. Martin Laferte suggested that the standard could be “x” number of unexcused absences in a row. The Chairman said someone could miss that number, come back for one and repeat the pattern. Planner Menici suggested a percentage of meetings in a calendar year.

David Kestner asked how excused and unexcused would be counted. The Planner said the type of absence does not make that much of a difference because there comes a point in time when someone must recognize that a commitment was made that cannot be met and this would be the challenge.

Planner Menici said there is State Statute that governs this issue and the Board has had difficult situations in the past. She said that sometimes a person has the best of intentions but life gets the better of them and personal issues overtake the commitment. She suggested the language in the Rules remind people of the seriousness of this responsibility when taking the appointment rather than tying the commitment to a number.

Charlie King asked how the Board would administer this without a number. Chairman Parker suggested 75 percent. Charlie King said there are typically 24 meetings a year so 75 percent would mean missing 6 meetings. Attendance at a majority of the meetings would be 51 percent attendance. Mr. King asked how this can be administered impartially and consistently. The Planner suggested that the Board as a whole has to have a discussion and that has not happened in the past. She said the Board should decide the tipping point and when allowances would be made.

Charlie King said his concern would be that without a way to measure attendance a standard cannot be applied consistently.

Glen Demers motioned to extend the meeting 15 minutes to 9:15 pm; 2nd Paul Parker. Motion failed with no votes in favor.

The Chairman said Planner Menici could put together a draft for the Board to consider but David Kestner suggested that all members submit their ideas to the Planner so she could do so.

Charlie King recommended a total of 8 absences – 4 excused and 4 unexcused or about 67 percent.

Paul Parker motioned to continue the discussion of the Rules of Procedure to August 6th; 2nd David Kestner. Motion carried with all in favor.

At 9:08 pm Martin Laferte motioned to adjourn the meeting; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, July 16, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, David Kestner, Charles Doke, Glen Demers, Joshua Carlsen, Martin Laferte

Selectmen's Representative: Charlie King

Board Members Absent/Excused: None

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

Public Present: Neil Johnson, Jack Mettee, Ashley Iber, Dwain Perillo, Tom Varney, Larry Gordon

At 6:01 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**
- **Review and approve Meeting Minutes of June 11, 2013 and June 18, 2013**

Glen Demers motioned to approve the minutes of June 11, 2013 as written; 2nd Charles Doke. Motion carried with 5 in favor and 2 abstaining.

Charlie King motioned to approve the minutes of June 18, 2013 as written; 2nd Martin Laferte. Motion carried with 5 in favor and 2 abstaining.

- **Mettee Planning Consultants to discuss Community Planning Grant community engagement plan**

Jack Mettee introduced Ashley Iber, the new consultant for community engagement, to the Board. He said they had prepared a spreadsheet with contact information for the Community Engagement Plan and a brief community survey. Copies were distributed to the members.

Ms. Iber spoke about the plan explaining that they had done some initial research on the organizations to reach out to and the ways to do so and the spreadsheet included community groups, schools, churches and companies. These were developed from their meeting and tour of part of Farmington with Planner Menici and their own research. Tonight they were looking for additional suggestions from the Board for individuals and/or groups for one on one discussions.

Charles Doke suggested that a good place to make contact with residents would be at the transfer station on a Saturday. Mr. Doke said he had volunteered to be on the subcommittee to help and had some ideas. He said that when the subcommittee is formed the members can take the survey back to their groups to help expedite the process. Mr. Doke said he was anxious to get started and that working with the groups could save some legwork.

Chairman Parker said they should use local publications such as the Rochester Times adding that John Nolan of that publication has always been cooperative in featuring Farmington and Fosters may also pick up the article. Charles Doke said it is important to get the word out that the Town is trying to help residents and at the same time

keep the small town ambiance. He said it should be emphasized that it will not cost residents money to start this process. A suggestion was also made to broadcast a segment on television explaining the process so residents will understand what is taking place when the subcommittee starts talking to groups.

Planner Menici said her preference would be to go out to groups first rather than make a television presentation. She said by identifying groups within the community such as social, political or activity related groups and meeting with them one on one would be a better place to start.

Ashley Iber said that her preference is to get out to the small groups and answer questions and get opinions so it establishes that this is what the Town would like to see. She said that by going out on television it would come across as this is something that is going to happen.

Planner Menici reminded the Board that she had emailed the list to them for input about groups or individuals that should be approached.

Jack Mettee said that the Board could choose to approach this either with a public splash or on a one to one basis. However, if first approached through television the Board should realize that this is a big topic, time will limit what can be explained and there is no way to answer questions. He felt that it would be best to meet with small groups to discuss the process, what the Town is trying to achieve and how it is going to get there. He has found that this is the best way in a small community because it is a lot less intimidating and does not come across as the Town trying to force this on residents.

David Kestner suggested adding the Meaderboro Church. He said that the pastor is John Scruton, a former Town Administrator and Selectman, and currently Town Administrator in Barrington. Mr. Kestner said that about 15 years ago when a survey had been used in Town Mr. Scruton had held outreach at the Church and for this project he would understand what is necessary and possibly help.

Charlie King said there could be distribution points for handouts such as the Post Office and TD Bank on specific days and conversations could be held with residents. Chairman Parker said he thought there were restrictions about doing that at the Post Office and it should be checked first.

Planner Menici said there may be a way that the survey can be distributed through the mail that would cost the town little to nothing and would eliminate the need to stand outside to hand out material.

Jack Mettee said a decision was needed about whether to put the survey on line or to hand it out. He said he would be a hesitant to do both because people could submit several times and the data could be skewed.

Planner Menici said she was not sure that posting on the Town's website for an electronic response was the best way to go for Farmington. Mr. Mettee agreed that some communities have great electronic response but others are not so successful. The Chairman said that a survey done a few years ago through the mail for rezoning and the master plan was very successful and suggested speaking with Paula Proulx about it.

Ms. Iber said she originally thought about being present at events and at specific locations in order to answer in person the questions that residents will have. The Planner suggested a combination of activities. She will contact the Post Office about getting the survey out to every mailing address in Town and then they can have a booth at Hay Day and ask people if they received the survey and would like to ask questions. The survey should be sent out in 2 or 2 ½ weeks so it is received well before Hay Day starts on August 23rd.

Planner Menici said that Ms. Iber had suggested at their meeting to work with downtown business owners to offer an incentive such as a gift card to residents for completing and returning the survey. The Planner said that businesses could be approached for a \$10.00 gift card as a donation. Ms. Iber said that if a resident wanted to participate they could put their first name and phone number on the survey to be entered into a drawing.

Both downtown and Route 11 businesses could be approached and the Planner said it might be possible to get gift cards from as many as 10 businesses since this would be a way to bring in business. David Kestner said it might also be possible to leave surveys at some of those locations. Chairman Parker said this gets businesses involved and learning more about this process.

Charles Doke said the gift cards would be well received. Charlie King suggested that with the Planner's idea of multiple cards it would be possible to offer a choice of what business to pick to each recipient as his/her name was drawn.

Jack Mettee asked if the members had any specific names or contacts there were not on the spreadsheet to let the Planner know so the information could be added. In addition to Meaderboro Church the Planner suggested adding Irving because of the investment the corporation made in Farmington and how the staff is connected with their customers. Chairman Parker said Seneca Machine should be added as well as Gerald McCarthy, a former Selectman and a member of the Farmington Country Club.

Jack Mettee asked the Board for feedback on the survey that was passed out. He said they kept it at 2 sides/one page because people like to complete a survey as quickly as possible. He said the information gathering begins at question 5 and the survey could be rearranged to move the demographics in questions 1 through 4 to the end of the survey. He asked for the survey to be approved as soon as possible so there would be enough time to do the mailing before Hay Day.

The members discussed rearranging the data and demographics as well as if the personal data should be optional and adding a line for first name and phone number to participate in the drawing.

It was agreed to move the critical content questions now numbered 5 through 8 to the beginning of the survey and the demographics to the end. Since it would be a benefit to know who is responding to the survey and who is being missed the Board decided not to make the demographics optional and to add that for the drawing the participant's first name and phone number must be provided.

If there are any other suggestions, members can provide them to Planner Menici and she will forward to Mr. Mettee. The Chairman asked how the Board will approve the survey since waiting until the next meeting will be too late. Charlie King said the Board should have the Planner approve it. The Planner said she will send out the final survey to the Board and that was acceptable to all.

Paul Parker motioned to continue the rest of Board Business to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

NEW CASES:

Application for Major Site Plan Approval By: Dwain Perillo through Thomas W. Varney, PE, Agent (Tax Map R59 Lot 4): To allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business. The parcel is located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District.

Dwain Perillo and Tom Varney came forward to present the application. Mr. Varney said this application picks up from the 2007 site plan approval for Steve Edwards. Under that approval the site was developed to the point of foundation and driveway. He said that Mr. Perillo would like to build on the foundation and include a 24 foot by 24 foot addition. The Board clarified for Mr. Varney that this is a new application not a continuation of the prior approval.

Mr. Varney reviewed parking, the drainage plan, landscaping, dumpster location and lighting. He said the driveway had been narrowed to 10 feet to cut down on surface run off, which is the modern approach, but at the Fire Department's request it was widened to 13.5 feet. He explained the low impact development aspect of handling water run off from the roof.

Planner Menici said the general consensus of staff at TRC was that this is a good plan and a good use for this particular site. The Planner said that although the driveway had previously been approved at 10 feet, the Fire Chief asked for 13.5 feet and Mr. Perillo agreed. She said that Superintendent Dale Sprague is the acting DPW Director and after inspecting the site and reviewing the plan in the field he felt that what is proposed as drainage will work.

The Planner reminded Mr. Varney that because the area involved is over one acre he will have to file the Stormwater Protection Plan with the EPA. Mr. Varney said he would take care of that. She explained to the Board that this is simply a filing process. Mr. Varney will send the drainage report and associated plan to the EPA and once it is filed the EPA considers the plan accepted. If they have any questions, they will address them with the engineer.

She said the applicant is asking for a partial waiver for paving to allow the paving to be done over a phased period of time due to financial limitations and a waiver for the driveway width.

Chairman Parker addressed the waivers.

The first waiver request is to allow the proposed pavement to be completed in stages. The first stage would be the area in front of the shop to be completed with the construction of the building and the remainder of the parking areas and driveway to be completed within 5 years of approval.

Charlie King asked the applicant to show him on the plan where the line of demarcation for the phasing would be. Mr. Perillo explained that the area at the front of the building must be done in order to operate a forklift to load and unload trucks. He might be able to pave more depending upon his cash flow for the rest of the year but he did not want to commit and find that the paving companies had shut down for the season. Charlie King said the 2007 approval for the prior owner required a handicap spot and he would not consider this waiver unless there is a handicap spot on the paved area to insure safe access.

Mr. Perillo sketched on the plan the first phase of the paving that would be done this year. The Board discussed with him that the phases must be determined and shown on the plan in order to establish criteria for compliance. It was decided that there would be 2 phases for the paving. The sketched area with a handicap space in front of the building was acceptable for the first phase and then before the end of year 5 the remainder of the paving must be completed. Mr. Perillo clarified that he can complete the 2nd phase of the paving earlier if he chooses. The Code Enforcement Officer will monitor progress of the paving.

Charlie King motioned to grant the requested waiver for phased paving with the revised first phase to include a handicapped space and the remainder of the paving to be completed within 5 years; 2nd Martin Laferte. Motion carried with all in favor.

The second waiver request is to allow a 13.5 foot driveway. Chairman Parker said the width of a commercial driveway in the Town's Road and Driveway Standards is from 22 feet to 30 feet. The prior approval on this site was for a 10 foot driveway but at TRC the Fire Chief said he needed 13.5 feet for emergency equipment.

Charlie King said that in the long term the driveway needed to be wider and he suggested the wording should be at a 13.5 foot minimum so if Mr. Perillo choose to make the driveway wider he would not have to come back before the Board to amend the approval. He felt that at some point there would be a need for two vehicles to pass.

Planner Menici said her concern would be that the drainage study was predicated upon the driveway being 13.5 feet wide and if it was wider the drainage could be impacted due to the slope there. She said the width should be approved as presented and if Mr. Perillo needed it to be wider at some point he could come back to the Board for an amended approval and the drainage study could be updated at that time.

David Kestner pointed out that the plans needed to be updated in two spots to show the driveway width as 13.5 feet to agree with the waiver request. Mr. Varney agreed to do that.

Chairman Parker asked Mr. Perillo to answer the Board's concerns about one vehicle coming out and one vehicle coming in at the same time. Mr. Perillo said he has only three employees and the shop is not open to the public. All customers are seen by appointment only. He said that they are in the shop maybe twice a week.

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Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

Chairman Parker asked if the retention pond was inspected when it was constructed. Planner Menici said she discussed this with CEO Roseberry and he was not certain. Mr. Varney said he did a complete inspection and the pond is well constructed and in fine condition.

David Kestner pointed out that there was no cross section for the 13.5 foot driveway. The Planner said that should be added to the plan in accordance with the Road and Driveway Standards.

Chairman Parker opened the hearing to public comment.

Larry Gordon said he has lived on an abutting property to this site for 35 years and that he was concerned about the hours of operation because of trucks coming and going and the forklift being used. He said his house faces this site and is about 77 feet away.

Chairman Parker said the shop is not retail so the hours are not stated or standard. Mr. Gordon asked if there would be activity at midnight or 5:00 am. Mr. Perillo said the only delivery trucks are slab trucks and they don't arrive until about 8:30 am. He added that Waste Management pickups are made at about 7:00 am but he has no control over that. The forklift is propane and fairly quiet and is mostly used inside the building. He said that the crew may meet at the shop early, sometimes at 5:00 am, to park their individual vehicles and leave in one truck but the noise is minimal.

Chairman Parker asked the other members if they wanted the drainage study reviewed by the Town engineer. Charlie King said if the plan was done by a licensed engineer he was okay with it. He said this was the second time one had been done for the site and most of the infrastructure was in place. There appeared to be no issues with failure and this is a reasonably well-drained area. The Chairman said they were not sure that the previous installation had been inspected.

Planner Menici said that this is a small site and the materials the applicant is working with are not hazardous in any way and it would be a shame to burden a small business owner with additional inspections. The drainage had been reviewed before and only slight modifications were being proposed.

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Mr. Kestner asked Mr. Gordon if he has had any problems with “high tide” through his property. Mr. Gordon said there have been no problems with current drainage.

The Board decided no review would be necessary from FST, the Town’s engineer.

The Planner read CEO Roseberry’s comments from the TRC minutes. He said he would accept the foundation as constructed but from the foundation up it will have to comply with construction codes and will require that a commercial engineer sign off that it meets the commercial codes.

The hours of operation were discussed and although Mr. Perillo and his crew will only be in the shop part of the week hours were established as a guideline but not a requirement: Monday to Friday from 7:00 am to 5:00 pm.

As required by the Police Chief at TRC, providing key holder information will be a condition of approval.

Chairman Parker asked if any hazardous materials would be stored or used. Mr. Perillo said only “stone friendly” household cleaners are used. The Chairman said if that changed then Mr. Perillo must notify the fire department. The Planner said at TRC the Fire Department had no concerns in this respect.

Chairman Parker closed the hearing to public comment.

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- 1. Key holder information to be provided to the Farmington Police Department and Strafford County Dispatch;***
- 2. Plan to be revised to show the driveway as 13.5 feet and to include a cross section of the driveway on sheet 2;***
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- 4. Phase 1 paving line to be changed on the plans per discussion and to include a handicapped space;***
- 5. Note on plan that Phase 2 paving to be completed no later than July 2018; and***
- 6. All necessary local, state and federal permits to be noted on the plan.***

2nd Glen Demers. Motion carried with all in favor.

At 7:44 pm David Kestner motioned for a five minute recess; 2nd Glen Demers. Motion carried with all in favor. Meeting reconvened at 7:57 pm.

CONTINUED PUBLIC HEARING:

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Chairman Parker read the language that was added for Draft 3 and opened the hearing to public comment. Mr. Johnson said it looked good. The Chairman closed the public comment portion of the hearing.

David Kestner motioned to adopt the Change of Business Use in the Village Center District Draft 3 as written; 2nd Glen Demers. Motion carried with all in favor.

Planner Menici said she would incorporate this document into the existing Site Plan Review Regulations as written and will have the revised copy of them for the Board at the next meeting.

BUSINESS BEFORE THE BOARD CONTINUED:

- **Voluntary Merger of R28 Lot 4 and R28 Lot 5 owned by Richard and Carol Fay Ballou and located at 558 Meaderboro Road**

Planner Menici said this merger request was reviewed by the Code Enforcement Officer and the Assessing Clerk. She said when a voluntary lot merger is requested the Town needs to verify before approval that there are no zoning violations and there are none. There are also no assessing concerns. So the Board can approve this merger.

Charlie King asked if this property was owned by John Huckins. Chairman Parker said Mr. King was thinking of a parcel that was on the other side of the road. Planner Menici said the copy of the tax card provided to each Board member showed the chain of title and there was no Huckins listed.

Glen Demers motioned to approve the voluntary lot merger of R28 Lot 4 and R28 Lot 5 to be known as R28 Lot 4; 2nd Martin Laferte. Motion carried with all in favor.

- **Continued discussion of amendments to Road and Driveway Standards**

Chairman Parker said he was pleased with the inserts but needed more time to better understand them.

Planner Menici said these are not something the Board needs to completely understand but are provided for information. She said the former DPW Director recommended that the Board simply reference the AASHTO standards because they are widely accepted. Emails with Glen Demers and Kevin Gagne from FST confirmed that. Mr. Gagne is in the process of collecting the templates that go with WB-40 and WB-50. The purpose of the information is to provide a comfort level to the Board.

The Planner explained that she did a lot of research as well. WB-40 refers to the turning radius of a semi truck that measures 43.5 feet in total length from cab to end of trailer and WB-50 is a semi truck that measures 53 feet in total length. Scott Hazelton had recommended this as a reference for engineers designing roads and the Planner confirmed this and that there are multiples that fall within each and it is the design engineer's responsibility to design the roads for a subdivision whether residential or commercial to comply with the requirements and FST's responsibility to insure that the requirements are satisfied.

The Planner said that Scott Hazelton came into this discussion at the end of his tenure with the Town and although he could have explained this a little more thoroughly he had been on a short time frame. She said that

based upon her emails with Glen Demers she was in a position to ask the right questions. She recommended using the 2 exhibits redone by Charlie King that would now be numbered 1 and 2 and eliminating the rest.

The current exhibits had come from the Nashua Planning Commission and when the Planner contacted them for more information she was told they had been photocopies from somewhere but they did not know where. Planner Menici said without the source information the use of those exhibits was not a good idea for the Town and it made more sense to refer to the currently accepted standards. Chairman Parker agreed. Glen Demers said to reference AASHTO and let the engineers work out the details.

Planner Menici said that all the changes in the text that were recommended by Scott Hazelton had been reviewed by FST and no other changes were recommended.

The Planner asked the Board if they recalled that at the last meeting the recommendations from FST's pavement engineer had been discussed. Based upon the recommendations and discussion the Planner said she included the depth of binder and the wear course in the table. The Planner read the email from FST and the Board discussed the recommendations at some length.

Charlie King said in his opinion the recommended specifications would be over built for Farmington and no municipality or developer was building a road with 6.5 inches of pavement. Also considered was the length of time between binder and wear course and that it should be based upon time and not the number of units built. The Planner pointed out that these are the things that must be included in the Road and Driveway Standards.

Planner Menici said that the chart and table were in conflict and there was no clear standard for the binder course even if that was not the intent. She said there were standards for the sub base and wearing surface but not for the binder course.

The Board discussed the two extremes: from 3 inches total to 6.5 inches total. The general feeling was that the binder course could be a little thicker but the recommendation for 3.5 inches for the wear course was too much.

The final numbers were:

Binder course –

- Residential drive – NA
- Commercial/Industrial drive – 2 inches
- Minor local street up to 6 dwellings – 2 inches
- Minor local street 7 to 40 dwellings – 3 inches
- Major local street 41 to 150 dwellings – 3 inches
- Collector Street 151 to 500 dwellings – 3 inches
- Arterial Street - varies

Wear Course –

- Residential drive – NA
- Commercial/Industrial drive – 1 inch
- Minor local street up to 6 dwellings – 1 inch
- Minor local street 7 to 40 dwellings – 1.5 inches
- Major local street 41 to 150 dwellings – 1.5 inches
- Collector Street 151 to 500 dwellings – 2 inches
- Arterial Street - varies

Chairman Parker asked what remained to be done on the Road and Driveway Standards. The Planner said Mr. King's exhibits would be used and the others removed. She will go through the text to make sure both AASHTO and NH DOT are referenced.

The Chairman said the Board could accept the changes made tonight and schedule for a public hearing or wait for a clean copy. The Board decided to wait for a clean copy before scheduling.

Paul Parker motioned to continue the discussion on Road and Driveway Standards to August 6th; 2nd Glen Demers. Motion carried with all in favor.

- **Amendments to Rules of Procedure**

The Board agreed that the Rules should be revised to strengthen the language on attendance and discussed some of the material provided by the Chairman.

All members are to attend all planning board meetings but if a member knows he/she will be absent from a meeting he/she should notify the chairman or staff at the earliest possible time.

In the event any Planning Board member has unexcused absences from three or more meetings in one calendar year, the Planning Board may recommend removal of that member per RSA 673:13. If a member has requested and received specific authorized leave from the chair, then his/her absences are considered excused absences.

If a member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board under the terms of RSA 673:13.

Planner Menici suggested that an easier approach would be for the Board to discuss an acceptable level of absences when a member does not have a chance to call. It was agreed that a standard was needed to proceed with the RSA.

David Kestner said that a member could have interest but not the ability to attend. Martin Laferte suggested that the standard could be “x” number of unexcused absences in a row. The Chairman said someone could miss that number, come back for one and repeat the pattern. Planner Menici suggested a percentage of meetings in a calendar year.

David Kestner asked how excused and unexcused would be counted. The Planner said the type of absence does not make that much of a difference because there comes a point in time when someone must recognize that a commitment was made that cannot be met and this would be the challenge.

Planner Menici said there is State Statute that governs this issue and the Board has had difficult situations in the past. She said that sometimes a person has the best of intentions but life gets the better of them and personal issues overtake the commitment. She suggested the language in the Rules remind people of the seriousness of this responsibility when taking the appointment rather than tying the commitment to a number.

Charlie King asked how the Board would administer this without a number. Chairman Parker suggested 75 percent. Charlie King said there are typically 24 meetings a year so 75 percent would mean missing 6 meetings. Attendance at a majority of the meetings would be 51 percent attendance. Mr. King asked how this can be administered impartially and consistently. The Planner suggested that the Board as a whole has to have a discussion and that has not happened in the past. She said the Board should decide the tipping point and when allowances would be made.

Charlie King said his concern would be that without a way to measure attendance a standard cannot be applied consistently.

Glen Demers motioned to extend the meeting 15 minutes to 9:15 pm; 2nd Paul Parker. Motion failed with no votes in favor.

The Chairman said Planner Menici could put together a draft for the Board to consider but David Kestner suggested that all members submit their ideas to the Planner so she could do so.

Charlie King recommended a total of 8 absences – 4 excused and 4 unexcused or about 67 percent.

Paul Parker motioned to continue the discussion of the Rules of Procedure to August 6th; 2nd David Kestner. Motion carried with all in favor.

At 9:08 pm Martin Laferte motioned to adjourn the meeting; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, July 16, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, David Kestner, Charles Doke, Glen Demers, Joshua Carlsen, Martin Laferte

Selectmen's Representative: Charlie King

Board Members Absent/Excused: None

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

Public Present: Neil Johnson, Jack Mettee, Ashley Iber, Dwain Perillo, Tom Varney, Larry Gordon

At 6:01 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**
- **Review and approve Meeting Minutes of June 11, 2013 and June 18, 2013**

Glen Demers motioned to approve the minutes of June 11, 2013 as written; 2nd Charles Doke. Motion carried with 5 in favor and 2 abstaining.

Charlie King motioned to approve the minutes of June 18, 2013 as written; 2nd Martin Laferte. Motion carried with 5 in favor and 2 abstaining.

- **Mettee Planning Consultants to discuss Community Planning Grant community engagement plan**

Jack Mettee introduced Ashley Iber, the new consultant for community engagement, to the Board. He said they had prepared a spreadsheet with contact information for the Community Engagement Plan and a brief community survey. Copies were distributed to the members.

Ms. Iber spoke about the plan explaining that they had done some initial research on the organizations to reach out to and the ways to do so and the spreadsheet included community groups, schools, churches and companies. These were developed from their meeting and tour of part of Farmington with Planner Menici and their own research. Tonight they were looking for additional suggestions from the Board for individuals and/or groups for one on one discussions.

Charles Doke suggested that a good place to make contact with residents would be at the transfer station on a Saturday. Mr. Doke said he had volunteered to be on the subcommittee to help and had some ideas. He said that when the subcommittee is formed the members can take the survey back to their groups to help expedite the process. Mr. Doke said he was anxious to get started and that working with the groups could save some legwork.

Chairman Parker said they should use local publications such as the Rochester Times adding that John Nolan of that publication has always been cooperative in featuring Farmington and Fosters may also pick up the article. Charles Doke said it is important to get the word out that the Town is trying to help residents and at the same time

keep the small town ambiance. He said it should be emphasized that it will not cost residents money to start this process. A suggestion was also made to broadcast a segment on television explaining the process so residents will understand what is taking place when the subcommittee starts talking to groups.

Planner Menici said her preference would be to go out to groups first rather than make a television presentation. She said by identifying groups within the community such as social, political or activity related groups and meeting with them one on one would be a better place to start.

Ashley Iber said that her preference is to get out to the small groups and answer questions and get opinions so it establishes that this is what the Town would like to see. She said that by going out on television it would come across as this is something that is going to happen.

Planner Menici reminded the Board that she had emailed the list to them for input about groups or individuals that should be approached.

Jack Mettee said that the Board could choose to approach this either with a public splash or on a one to one basis. However, if first approached through television the Board should realize that this is a big topic, time will limit what can be explained and there is no way to answer questions. He felt that it would be best to meet with small groups to discuss the process, what the Town is trying to achieve and how it is going to get there. He has found that this is the best way in a small community because it is a lot less intimidating and does not come across as the Town trying to force this on residents.

David Kestner suggested adding the Meaderboro Church. He said that the pastor is John Scruton, a former Town Administrator and Selectman, and currently Town Administrator in Barrington. Mr. Kestner said that about 15 years ago when a survey had been used in Town Mr. Scruton had held outreach at the Church and for this project he would understand what is necessary and possibly help.

Charlie King said there could be distribution points for handouts such as the Post Office and TD Bank on specific days and conversations could be held with residents. Chairman Parker said he thought there were restrictions about doing that at the Post Office and it should be checked first.

Planner Menici said there may be a way that the survey can be distributed through the mail that would cost the town little to nothing and would eliminate the need to stand outside to hand out material.

Jack Mettee said a decision was needed about whether to put the survey on line or to hand it out. He said he would be a hesitant to do both because people could submit several times and the data could be skewed.

Planner Menici said she was not sure that posting on the Town's website for an electronic response was the best way to go for Farmington. Mr. Mettee agreed that some communities have great electronic response but others are not so successful. The Chairman said that a survey done a few years ago through the mail for rezoning and the master plan was very successful and suggested speaking with Paula Proulx about it.

Ms. Iber said she originally thought about being present at events and at specific locations in order to answer in person the questions that residents will have. The Planner suggested a combination of activities. She will contact the Post Office about getting the survey out to every mailing address in Town and then they can have a booth at Hay Day and ask people if they received the survey and would like to ask questions. The survey should be sent out in 2 or 2 ½ weeks so it is received well before Hay Day starts on August 23rd.

Planner Menici said that Ms. Iber had suggested at their meeting to work with downtown business owners to offer an incentive such as a gift card to residents for completing and returning the survey. The Planner said that businesses could be approached for a \$10.00 gift card as a donation. Ms. Iber said that if a resident wanted to participate they could put their first name and phone number on the survey to be entered into a drawing.

Both downtown and Route 11 businesses could be approached and the Planner said it might be possible to get gift cards from as many as 10 businesses since this would be a way to bring in business. David Kestner said it might also be possible to leave surveys at some of those locations. Chairman Parker said this gets businesses involved and learning more about this process.

Charles Doke said the gift cards would be well received. Charlie King suggested that with the Planner's idea of multiple cards it would be possible to offer a choice of what business to pick to each recipient as his/her name was drawn.

Jack Mettee asked if the members had any specific names or contacts there were not on the spreadsheet to let the Planner know so the information could be added. In addition to Meaderboro Church the Planner suggested adding Irving because of the investment the corporation made in Farmington and how the staff is connected with their customers. Chairman Parker said Seneca Machine should be added as well as Gerald McCarthy, a former Selectman and a member of the Farmington Country Club.

Jack Mettee asked the Board for feedback on the survey that was passed out. He said they kept it at 2 sides/one page because people like to complete a survey as quickly as possible. He said the information gathering begins at question 5 and the survey could be rearranged to move the demographics in questions 1 through 4 to the end of the survey. He asked for the survey to be approved as soon as possible so there would be enough time to do the mailing before Hay Day.

The members discussed rearranging the data and demographics as well as if the personal data should be optional and adding a line for first name and phone number to participate in the drawing.

It was agreed to move the critical content questions now numbered 5 through 8 to the beginning of the survey and the demographics to the end. Since it would be a benefit to know who is responding to the survey and who is being missed the Board decided not to make the demographics optional and to add that for the drawing the participant's first name and phone number must be provided.

If there are any other suggestions, members can provide them to Planner Menici and she will forward to Mr. Mettee. The Chairman asked how the Board will approve the survey since waiting until the next meeting will be too late. Charlie King said the Board should have the Planner approve it. The Planner said she will send out the final survey to the Board and that was acceptable to all.

Paul Parker motioned to continue the rest of Board Business to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

NEW CASES:

Application for Major Site Plan Approval By: Dwain Perillo through Thomas W. Varney, PE, Agent (Tax Map R59 Lot 4): To allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business. The parcel is located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District.

Dwain Perillo and Tom Varney came forward to present the application. Mr. Varney said this application picks up from the 2007 site plan approval for Steve Edwards. Under that approval the site was developed to the point of foundation and driveway. He said that Mr. Perillo would like to build on the foundation and include a 24 foot by 24 foot addition. The Board clarified for Mr. Varney that this is a new application not a continuation of the prior approval.

Mr. Varney reviewed parking, the drainage plan, landscaping, dumpster location and lighting. He said the driveway had been narrowed to 10 feet to cut down on surface run off, which is the modern approach, but at the Fire Department's request it was widened to 13.5 feet. He explained the low impact development aspect of handling water run off from the roof.

Planner Menici said the general consensus of staff at TRC was that this is a good plan and a good use for this particular site. The Planner said that although the driveway had previously been approved at 10 feet, the Fire Chief asked for 13.5 feet and Mr. Perillo agreed. She said that Superintendent Dale Sprague is the acting DPW Director and after inspecting the site and reviewing the plan in the field he felt that what is proposed as drainage will work.

The Planner reminded Mr. Varney that because the area involved is over one acre he will have to file the Stormwater Protection Plan with the EPA. Mr. Varney said he would take care of that. She explained to the Board that this is simply a filing process. Mr. Varney will send the drainage report and associated plan to the EPA and once it is filed the EPA considers the plan accepted. If they have any questions, they will address them with the engineer.

She said the applicant is asking for a partial waiver for paving to allow the paving to be done over a phased period of time due to financial limitations and a waiver for the driveway width.

Chairman Parker addressed the waivers.

The first waiver request is to allow the proposed pavement to be completed in stages. The first stage would be the area in front of the shop to be completed with the construction of the building and the remainder of the parking areas and driveway to be completed within 5 years of approval.

Charlie King asked the applicant to show him on the plan where the line of demarcation for the phasing would be. Mr. Perillo explained that the area at the front of the building must be done in order to operate a forklift to load and unload trucks. He might be able to pave more depending upon his cash flow for the rest of the year but he did not want to commit and find that the paving companies had shut down for the season. Charlie King said the 2007 approval for the prior owner required a handicap spot and he would not consider this waiver unless there is a handicap spot on the paved area to insure safe access.

Mr. Perillo sketched on the plan the first phase of the paving that would be done this year. The Board discussed with him that the phases must be determined and shown on the plan in order to establish criteria for compliance. It was decided that there would be 2 phases for the paving. The sketched area with a handicap space in front of the building was acceptable for the first phase and then before the end of year 5 the remainder of the paving must be completed. Mr. Perillo clarified that he can complete the 2nd phase of the paving earlier if he chooses. The Code Enforcement Officer will monitor progress of the paving.

Charlie King motioned to grant the requested waiver for phased paving with the revised first phase to include a handicapped space and the remainder of the paving to be completed within 5 years; 2nd Martin Laferte. Motion carried with all in favor.

The second waiver request is to allow a 13.5 foot driveway. Chairman Parker said the width of a commercial driveway in the Town's Road and Driveway Standards is from 22 feet to 30 feet. The prior approval on this site was for a 10 foot driveway but at TRC the Fire Chief said he needed 13.5 feet for emergency equipment.

Charlie King said that in the long term the driveway needed to be wider and he suggested the wording should be at a 13.5 foot minimum so if Mr. Perillo choose to make the driveway wider he would not have to come back before the Board to amend the approval. He felt that at some point there would be a need for two vehicles to pass.

Planner Menici said her concern would be that the drainage study was predicated upon the driveway being 13.5 feet wide and if it was wider the drainage could be impacted due to the slope there. She said the width should be approved as presented and if Mr. Perillo needed it to be wider at some point he could come back to the Board for an amended approval and the drainage study could be updated at that time.

David Kestner pointed out that the plans needed to be updated in two spots to show the driveway width as 13.5 feet to agree with the waiver request. Mr. Varney agreed to do that.

Chairman Parker asked Mr. Perillo to answer the Board's concerns about one vehicle coming out and one vehicle coming in at the same time. Mr. Perillo said he has only three employees and the shop is not open to the public. All customers are seen by appointment only. He said that they are in the shop maybe twice a week.

Planner Menici said that Chief Fowler had concerns about the width of the driveway until Mr. Perillo explained the business is not a retail outlet but only a workshop. There are days when the staff is in the shop to meet with clients by appointment only and she understood that three out of five days they are out in the field doing installations. Mr. Perillo said his records confirm that 80 percent of their time is spent on site and 20 percent of their time is spent in the shop.

David Kestner said that the applicant might not want to remove the gravel alongside the driveway so it can be used for passing vehicles. The Planner said that when you pull in there is a wider area of pavement laid than what was approved. She said the plan note states that outside of the 10-foot driveway the gravel needs to be removed but it should say beyond 13.5 feet it needs to be removed.

Charlie King motioned to grant the waiver as written; 2nd Joshua Carlsen. Motion carried with all in favor.

Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

Chairman Parker asked if the retention pond was inspected when it was constructed. Planner Menici said she discussed this with CEO Roseberry and he was not certain. Mr. Varney said he did a complete inspection and the pond is well constructed and in fine condition.

David Kestner pointed out that there was no cross section for the 13.5 foot driveway. The Planner said that should be added to the plan in accordance with the Road and Driveway Standards.

Chairman Parker opened the hearing to public comment.

Larry Gordon said he has lived on an abutting property to this site for 35 years and that he was concerned about the hours of operation because of trucks coming and going and the forklift being used. He said his house faces this site and is about 77 feet away.

Chairman Parker said the shop is not retail so the hours are not stated or standard. Mr. Gordon asked if there would be activity at midnight or 5:00 am. Mr. Perillo said the only delivery trucks are slab trucks and they don't arrive until about 8:30 am. He added that Waste Management pickups are made at about 7:00 am but he has no control over that. The forklift is propane and fairly quiet and is mostly used inside the building. He said that the crew may meet at the shop early, sometimes at 5:00 am, to park their individual vehicles and leave in one truck but the noise is minimal.

Chairman Parker asked the other members if they wanted the drainage study reviewed by the Town engineer. Charlie King said if the plan was done by a licensed engineer he was okay with it. He said this was the second time one had been done for the site and most of the infrastructure was in place. There appeared to be no issues with failure and this is a reasonably well-drained area. The Chairman said they were not sure that the previous installation had been inspected.

Planner Menici said that this is a small site and the materials the applicant is working with are not hazardous in any way and it would be a shame to burden a small business owner with additional inspections. The drainage had been reviewed before and only slight modifications were being proposed.

Chairman Parker asked if there were records of the prior inspections. The Planner said they were not required previously. She said the Superintendent Sprague had been out to visit the site and she had a lot of confidence in him. He is knowledgeable in his primary position and in his additional responsibilities as acting Highway Director. However, she said if the Board feels that peer review is necessary that would be their choice.

Further discussion of the drainage took place.

Planner Menici said that the previous study kept the disturbed area below the level required for filing. This study goes just above the level so it must be filed with the EPA and that will provide another level of review. She did not think a third set of eyes was needed for a parcel this size. David Kestner pointed out that low impact development is introduced in this project and that was a positive addition not previously included.

Mr. Kestner asked Mr. Gordon if he has had any problems with “high tide” through his property. Mr. Gordon said there have been no problems with current drainage.

The Board decided no review would be necessary from FST, the Town’s engineer.

The Planner read CEO Roseberry’s comments from the TRC minutes. He said he would accept the foundation as constructed but from the foundation up it will have to comply with construction codes and will require that a commercial engineer sign off that it meets the commercial codes.

The hours of operation were discussed and although Mr. Perillo and his crew will only be in the shop part of the week hours were established as a guideline but not a requirement: Monday to Friday from 7:00 am to 5:00 pm.

As required by the Police Chief at TRC, providing key holder information will be a condition of approval.

Chairman Parker asked if any hazardous materials would be stored or used. Mr. Perillo said only “stone friendly” household cleaners are used. The Chairman said if that changed then Mr. Perillo must notify the fire department. The Planner said at TRC the Fire Department had no concerns in this respect.

Chairman Parker closed the hearing to public comment.

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- 6. All necessary local, state and federal permits to be noted on the plan.***

2nd Glen Demers. Motion carried with all in favor.

At 7:44 pm David Kestner motioned for a five minute recess; 2nd Glen Demers. Motion carried with all in favor. Meeting reconvened at 7:57 pm.

CONTINUED PUBLIC HEARING:

A proposed revision to the Town of Farmington Site Plan Review Regulations regarding a Change of Business Use in the Village Center (VC) District. Continued from June 18, 2013.

Chairman Parker read the language that was added for Draft 3 and opened the hearing to public comment. Mr. Johnson said it looked good. The Chairman closed the public comment portion of the hearing.

David Kestner motioned to adopt the Change of Business Use in the Village Center District Draft 3 as written; 2nd Glen Demers. Motion carried with all in favor.

Planner Menici said she would incorporate this document into the existing Site Plan Review Regulations as written and will have the revised copy of them for the Board at the next meeting.

BUSINESS BEFORE THE BOARD CONTINUED:

- **Voluntary Merger of R28 Lot 4 and R28 Lot 5 owned by Richard and Carol Fay Ballou and located at 558 Meaderboro Road**

Planner Menici said this merger request was reviewed by the Code Enforcement Officer and the Assessing Clerk. She said when a voluntary lot merger is requested the Town needs to verify before approval that there are no zoning violations and there are none. There are also no assessing concerns. So the Board can approve this merger.

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Glen Demers motioned to approve the voluntary lot merger of R28 Lot 4 and R28 Lot 5 to be known as R28 Lot 4; 2nd Martin Laferte. Motion carried with all in favor.

- **Continued discussion of amendments to Road and Driveway Standards**

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based upon her emails with Glen Demers she was in a position to ask the right questions. She recommended using the 2 exhibits redone by Charlie King that would now be numbered 1 and 2 and eliminating the rest.

The current exhibits had come from the Nashua Planning Commission and when the Planner contacted them for more information she was told they had been photocopies from somewhere but they did not know where. Planner Menici said without the source information the use of those exhibits was not a good idea for the Town and it made more sense to refer to the currently accepted standards. Chairman Parker agreed. Glen Demers said to reference AASHTO and let the engineers work out the details.

Planner Menici said that all the changes in the text that were recommended by Scott Hazelton had been reviewed by FST and no other changes were recommended.

The Planner asked the Board if they recalled that at the last meeting the recommendations from FST's pavement engineer had been discussed. Based upon the recommendations and discussion the Planner said she included the depth of binder and the wear course in the table. The Planner read the email from FST and the Board discussed the recommendations at some length.

Charlie King said in his opinion the recommended specifications would be over built for Farmington and no municipality or developer was building a road with 6.5 inches of pavement. Also considered was the length of time between binder and wear course and that it should be based upon time and not the number of units built. The Planner pointed out that these are the things that must be included in the Road and Driveway Standards.

Planner Menici said that the chart and table were in conflict and there was no clear standard for the binder course even if that was not the intent. She said there were standards for the sub base and wearing surface but not for the binder course.

The Board discussed the two extremes: from 3 inches total to 6.5 inches total. The general feeling was that the binder course could be a little thicker but the recommendation for 3.5 inches for the wear course was too much.

The final numbers were:

Binder course –

- Residential drive – NA
- Commercial/Industrial drive – 2 inches
- Minor local street up to 6 dwellings – 2 inches
- Minor local street 7 to 40 dwellings – 3 inches
- Major local street 41 to 150 dwellings – 3 inches
- Collector Street 151 to 500 dwellings – 3 inches
- Arterial Street - varies

Wear Course –

- Residential drive – NA
- Commercial/Industrial drive – 1 inch
- Minor local street up to 6 dwellings – 1 inch
- Minor local street 7 to 40 dwellings – 1.5 inches
- Major local street 41 to 150 dwellings – 1.5 inches
- Collector Street 151 to 500 dwellings – 2 inches
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Chairman Parker asked what remained to be done on the Road and Driveway Standards. The Planner said Mr. King's exhibits would be used and the others removed. She will go through the text to make sure both AASHTO and NH DOT are referenced.

The Chairman said the Board could accept the changes made tonight and schedule for a public hearing or wait for a clean copy. The Board decided to wait for a clean copy before scheduling.

Paul Parker motioned to continue the discussion on Road and Driveway Standards to August 6th; 2nd Glen Demers. Motion carried with all in favor.

- **Amendments to Rules of Procedure**

The Board agreed that the Rules should be revised to strengthen the language on attendance and discussed some of the material provided by the Chairman.

All members are to attend all planning board meetings but if a member knows he/she will be absent from a meeting he/she should notify the chairman or staff at the earliest possible time.

In the event any Planning Board member has unexcused absences from three or more meetings in one calendar year, the Planning Board may recommend removal of that member per RSA 673:13. If a member has requested and received specific authorized leave from the chair, then his/her absences are considered excused absences.

If a member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board under the terms of RSA 673:13.

Planner Menici suggested that an easier approach would be for the Board to discuss an acceptable level of absences when a member does not have a chance to call. It was agreed that a standard was needed to proceed with the RSA.

David Kestner said that a member could have interest but not the ability to attend. Martin Laferte suggested that the standard could be “x” number of unexcused absences in a row. The Chairman said someone could miss that number, come back for one and repeat the pattern. Planner Menici suggested a percentage of meetings in a calendar year.

David Kestner asked how excused and unexcused would be counted. The Planner said the type of absence does not make that much of a difference because there comes a point in time when someone must recognize that a commitment was made that cannot be met and this would be the challenge.

Planner Menici said there is State Statute that governs this issue and the Board has had difficult situations in the past. She said that sometimes a person has the best of intentions but life gets the better of them and personal issues overtake the commitment. She suggested the language in the Rules remind people of the seriousness of this responsibility when taking the appointment rather than tying the commitment to a number.

Charlie King asked how the Board would administer this without a number. Chairman Parker suggested 75 percent. Charlie King said there are typically 24 meetings a year so 75 percent would mean missing 6 meetings. Attendance at a majority of the meetings would be 51 percent attendance. Mr. King asked how this can be administered impartially and consistently. The Planner suggested that the Board as a whole has to have a discussion and that has not happened in the past. She said the Board should decide the tipping point and when allowances would be made.

Charlie King said his concern would be that without a way to measure attendance a standard cannot be applied consistently.

Glen Demers motioned to extend the meeting 15 minutes to 9:15 pm; 2nd Paul Parker. Motion failed with no votes in favor.

The Chairman said Planner Menici could put together a draft for the Board to consider but David Kestner suggested that all members submit their ideas to the Planner so she could do so.

Charlie King recommended a total of 8 absences – 4 excused and 4 unexcused or about 67 percent.

Paul Parker motioned to continue the discussion of the Rules of Procedure to August 6th; 2nd David Kestner. Motion carried with all in favor.

At 9:08 pm Martin Laferte motioned to adjourn the meeting; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, July 16, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, David Kestner, Charles Doke, Glen Demers, Joshua Carlsen, Martin Laferte

Selectmen's Representative: Charlie King

Board Members Absent/Excused: None

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

Public Present: Neil Johnson, Jack Mettee, Ashley Iber, Dwain Perillo, Tom Varney, Larry Gordon

At 6:01 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**
- **Review and approve Meeting Minutes of June 11, 2013 and June 18, 2013**

Glen Demers motioned to approve the minutes of June 11, 2013 as written; 2nd Charles Doke. Motion carried with 5 in favor and 2 abstaining.

Charlie King motioned to approve the minutes of June 18, 2013 as written; 2nd Martin Laferte. Motion carried with 5 in favor and 2 abstaining.

- **Mettee Planning Consultants to discuss Community Planning Grant community engagement plan**

Jack Mettee introduced Ashley Iber, the new consultant for community engagement, to the Board. He said they had prepared a spreadsheet with contact information for the Community Engagement Plan and a brief community survey. Copies were distributed to the members.

Ms. Iber spoke about the plan explaining that they had done some initial research on the organizations to reach out to and the ways to do so and the spreadsheet included community groups, schools, churches and companies. These were developed from their meeting and tour of part of Farmington with Planner Menici and their own research. Tonight they were looking for additional suggestions from the Board for individuals and/or groups for one on one discussions.

Charles Doke suggested that a good place to make contact with residents would be at the transfer station on a Saturday. Mr. Doke said he had volunteered to be on the subcommittee to help and had some ideas. He said that when the subcommittee is formed the members can take the survey back to their groups to help expedite the process. Mr. Doke said he was anxious to get started and that working with the groups could save some legwork.

Chairman Parker said they should use local publications such as the Rochester Times adding that John Nolan of that publication has always been cooperative in featuring Farmington and Fosters may also pick up the article. Charles Doke said it is important to get the word out that the Town is trying to help residents and at the same time

keep the small town ambiance. He said it should be emphasized that it will not cost residents money to start this process. A suggestion was also made to broadcast a segment on television explaining the process so residents will understand what is taking place when the subcommittee starts talking to groups.

Planner Menici said her preference would be to go out to groups first rather than make a television presentation. She said by identifying groups within the community such as social, political or activity related groups and meeting with them one on one would be a better place to start.

Ashley Iber said that her preference is to get out to the small groups and answer questions and get opinions so it establishes that this is what the Town would like to see. She said that by going out on television it would come across as this is something that is going to happen.

Planner Menici reminded the Board that she had emailed the list to them for input about groups or individuals that should be approached.

Jack Mettee said that the Board could choose to approach this either with a public splash or on a one to one basis. However, if first approached through television the Board should realize that this is a big topic, time will limit what can be explained and there is no way to answer questions. He felt that it would be best to meet with small groups to discuss the process, what the Town is trying to achieve and how it is going to get there. He has found that this is the best way in a small community because it is a lot less intimidating and does not come across as the Town trying to force this on residents.

David Kestner suggested adding the Meaderboro Church. He said that the pastor is John Scruton, a former Town Administrator and Selectman, and currently Town Administrator in Barrington. Mr. Kestner said that about 15 years ago when a survey had been used in Town Mr. Scruton had held outreach at the Church and for this project he would understand what is necessary and possibly help.

Charlie King said there could be distribution points for handouts such as the Post Office and TD Bank on specific days and conversations could be held with residents. Chairman Parker said he thought there were restrictions about doing that at the Post Office and it should be checked first.

Planner Menici said there may be a way that the survey can be distributed through the mail that would cost the town little to nothing and would eliminate the need to stand outside to hand out material.

Jack Mettee said a decision was needed about whether to put the survey on line or to hand it out. He said he would be a hesitant to do both because people could submit several times and the data could be skewed.

Planner Menici said she was not sure that posting on the Town's website for an electronic response was the best way to go for Farmington. Mr. Mettee agreed that some communities have great electronic response but others are not so successful. The Chairman said that a survey done a few years ago through the mail for rezoning and the master plan was very successful and suggested speaking with Paula Proulx about it.

Ms. Iber said she originally thought about being present at events and at specific locations in order to answer in person the questions that residents will have. The Planner suggested a combination of activities. She will contact the Post Office about getting the survey out to every mailing address in Town and then they can have a booth at Hay Day and ask people if they received the survey and would like to ask questions. The survey should be sent out in 2 or 2 ½ weeks so it is received well before Hay Day starts on August 23rd.

Planner Menici said that Ms. Iber had suggested at their meeting to work with downtown business owners to offer an incentive such as a gift card to residents for completing and returning the survey. The Planner said that businesses could be approached for a \$10.00 gift card as a donation. Ms. Iber said that if a resident wanted to participate they could put their first name and phone number on the survey to be entered into a drawing.

Both downtown and Route 11 businesses could be approached and the Planner said it might be possible to get gift cards from as many as 10 businesses since this would be a way to bring in business. David Kestner said it might also be possible to leave surveys at some of those locations. Chairman Parker said this gets businesses involved and learning more about this process.

Charles Doke said the gift cards would be well received. Charlie King suggested that with the Planner's idea of multiple cards it would be possible to offer a choice of what business to pick to each recipient as his/her name was drawn.

Jack Mettee asked if the members had any specific names or contacts there were not on the spreadsheet to let the Planner know so the information could be added. In addition to Meaderboro Church the Planner suggested adding Irving because of the investment the corporation made in Farmington and how the staff is connected with their customers. Chairman Parker said Seneca Machine should be added as well as Gerald McCarthy, a former Selectman and a member of the Farmington Country Club.

Jack Mettee asked the Board for feedback on the survey that was passed out. He said they kept it at 2 sides/one page because people like to complete a survey as quickly as possible. He said the information gathering begins at question 5 and the survey could be rearranged to move the demographics in questions 1 through 4 to the end of the survey. He asked for the survey to be approved as soon as possible so there would be enough time to do the mailing before Hay Day.

The members discussed rearranging the data and demographics as well as if the personal data should be optional and adding a line for first name and phone number to participate in the drawing.

It was agreed to move the critical content questions now numbered 5 through 8 to the beginning of the survey and the demographics to the end. Since it would be a benefit to know who is responding to the survey and who is being missed the Board decided not to make the demographics optional and to add that for the drawing the participant's first name and phone number must be provided.

If there are any other suggestions, members can provide them to Planner Menici and she will forward to Mr. Mettee. The Chairman asked how the Board will approve the survey since waiting until the next meeting will be too late. Charlie King said the Board should have the Planner approve it. The Planner said she will send out the final survey to the Board and that was acceptable to all.

Paul Parker motioned to continue the rest of Board Business to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

NEW CASES:

Application for Major Site Plan Approval By: Dwain Perillo through Thomas W. Varney, PE, Agent (Tax Map R59 Lot 4): To allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business. The parcel is located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District.

Dwain Perillo and Tom Varney came forward to present the application. Mr. Varney said this application picks up from the 2007 site plan approval for Steve Edwards. Under that approval the site was developed to the point of foundation and driveway. He said that Mr. Perillo would like to build on the foundation and include a 24 foot by 24 foot addition. The Board clarified for Mr. Varney that this is a new application not a continuation of the prior approval.

Mr. Varney reviewed parking, the drainage plan, landscaping, dumpster location and lighting. He said the driveway had been narrowed to 10 feet to cut down on surface run off, which is the modern approach, but at the Fire Department's request it was widened to 13.5 feet. He explained the low impact development aspect of handling water run off from the roof.

Planner Menici said the general consensus of staff at TRC was that this is a good plan and a good use for this particular site. The Planner said that although the driveway had previously been approved at 10 feet, the Fire Chief asked for 13.5 feet and Mr. Perillo agreed. She said that Superintendent Dale Sprague is the acting DPW Director and after inspecting the site and reviewing the plan in the field he felt that what is proposed as drainage will work.

The Planner reminded Mr. Varney that because the area involved is over one acre he will have to file the Stormwater Protection Plan with the EPA. Mr. Varney said he would take care of that. She explained to the Board that this is simply a filing process. Mr. Varney will send the drainage report and associated plan to the EPA and once it is filed the EPA considers the plan accepted. If they have any questions, they will address them with the engineer.

She said the applicant is asking for a partial waiver for paving to allow the paving to be done over a phased period of time due to financial limitations and a waiver for the driveway width.

Chairman Parker addressed the waivers.

The first waiver request is to allow the proposed pavement to be completed in stages. The first stage would be the area in front of the shop to be completed with the construction of the building and the remainder of the parking areas and driveway to be completed within 5 years of approval.

Charlie King asked the applicant to show him on the plan where the line of demarcation for the phasing would be. Mr. Perillo explained that the area at the front of the building must be done in order to operate a forklift to load and unload trucks. He might be able to pave more depending upon his cash flow for the rest of the year but he did not want to commit and find that the paving companies had shut down for the season. Charlie King said the 2007 approval for the prior owner required a handicap spot and he would not consider this waiver unless there is a handicap spot on the paved area to insure safe access.

Mr. Perillo sketched on the plan the first phase of the paving that would be done this year. The Board discussed with him that the phases must be determined and shown on the plan in order to establish criteria for compliance. It was decided that there would be 2 phases for the paving. The sketched area with a handicap space in front of the building was acceptable for the first phase and then before the end of year 5 the remainder of the paving must be completed. Mr. Perillo clarified that he can complete the 2nd phase of the paving earlier if he chooses. The Code Enforcement Officer will monitor progress of the paving.

Charlie King motioned to grant the requested waiver for phased paving with the revised first phase to include a handicapped space and the remainder of the paving to be completed within 5 years; 2nd Martin Laferte. Motion carried with all in favor.

The second waiver request is to allow a 13.5 foot driveway. Chairman Parker said the width of a commercial driveway in the Town's Road and Driveway Standards is from 22 feet to 30 feet. The prior approval on this site was for a 10 foot driveway but at TRC the Fire Chief said he needed 13.5 feet for emergency equipment.

Charlie King said that in the long term the driveway needed to be wider and he suggested the wording should be at a 13.5 foot minimum so if Mr. Perillo choose to make the driveway wider he would not have to come back before the Board to amend the approval. He felt that at some point there would be a need for two vehicles to pass.

Planner Menici said her concern would be that the drainage study was predicated upon the driveway being 13.5 feet wide and if it was wider the drainage could be impacted due to the slope there. She said the width should be approved as presented and if Mr. Perillo needed it to be wider at some point he could come back to the Board for an amended approval and the drainage study could be updated at that time.

David Kestner pointed out that the plans needed to be updated in two spots to show the driveway width as 13.5 feet to agree with the waiver request. Mr. Varney agreed to do that.

Chairman Parker asked Mr. Perillo to answer the Board's concerns about one vehicle coming out and one vehicle coming in at the same time. Mr. Perillo said he has only three employees and the shop is not open to the public. All customers are seen by appointment only. He said that they are in the shop maybe twice a week.

Planner Menici said that Chief Fowler had concerns about the width of the driveway until Mr. Perillo explained the business is not a retail outlet but only a workshop. There are days when the staff is in the shop to meet with clients by appointment only and she understood that three out of five days they are out in the field doing installations. Mr. Perillo said his records confirm that 80 percent of their time is spent on site and 20 percent of their time is spent in the shop.

David Kestner said that the applicant might not want to remove the gravel alongside the driveway so it can be used for passing vehicles. The Planner said that when you pull in there is a wider area of pavement laid than what was approved. She said the plan note states that outside of the 10-foot driveway the gravel needs to be removed but it should say beyond 13.5 feet it needs to be removed.

Charlie King motioned to grant the waiver as written; 2nd Joshua Carlsen. Motion carried with all in favor.

Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

Chairman Parker asked if the retention pond was inspected when it was constructed. Planner Menici said she discussed this with CEO Roseberry and he was not certain. Mr. Varney said he did a complete inspection and the pond is well constructed and in fine condition.

David Kestner pointed out that there was no cross section for the 13.5 foot driveway. The Planner said that should be added to the plan in accordance with the Road and Driveway Standards.

Chairman Parker opened the hearing to public comment.

Larry Gordon said he has lived on an abutting property to this site for 35 years and that he was concerned about the hours of operation because of trucks coming and going and the forklift being used. He said his house faces this site and is about 77 feet away.

Chairman Parker said the shop is not retail so the hours are not stated or standard. Mr. Gordon asked if there would be activity at midnight or 5:00 am. Mr. Perillo said the only delivery trucks are slab trucks and they don't arrive until about 8:30 am. He added that Waste Management pickups are made at about 7:00 am but he has no control over that. The forklift is propane and fairly quiet and is mostly used inside the building. He said that the crew may meet at the shop early, sometimes at 5:00 am, to park their individual vehicles and leave in one truck but the noise is minimal.

Chairman Parker asked the other members if they wanted the drainage study reviewed by the Town engineer. Charlie King said if the plan was done by a licensed engineer he was okay with it. He said this was the second time one had been done for the site and most of the infrastructure was in place. There appeared to be no issues with failure and this is a reasonably well-drained area. The Chairman said they were not sure that the previous installation had been inspected.

Planner Menici said that this is a small site and the materials the applicant is working with are not hazardous in any way and it would be a shame to burden a small business owner with additional inspections. The drainage had been reviewed before and only slight modifications were being proposed.

Chairman Parker asked if there were records of the prior inspections. The Planner said they were not required previously. She said the Superintendent Sprague had been out to visit the site and she had a lot of confidence in him. He is knowledgeable in his primary position and in his additional responsibilities as acting Highway Director. However, she said if the Board feels that peer review is necessary that would be their choice.

Further discussion of the drainage took place.

Planner Menici said that the previous study kept the disturbed area below the level required for filing. This study goes just above the level so it must be filed with the EPA and that will provide another level of review. She did not think a third set of eyes was needed for a parcel this size. David Kestner pointed out that low impact development is introduced in this project and that was a positive addition not previously included.

Mr. Kestner asked Mr. Gordon if he has had any problems with “high tide” through his property. Mr. Gordon said there have been no problems with current drainage.

The Board decided no review would be necessary from FST, the Town’s engineer.

The Planner read CEO Roseberry’s comments from the TRC minutes. He said he would accept the foundation as constructed but from the foundation up it will have to comply with construction codes and will require that a commercial engineer sign off that it meets the commercial codes.

The hours of operation were discussed and although Mr. Perillo and his crew will only be in the shop part of the week hours were established as a guideline but not a requirement: Monday to Friday from 7:00 am to 5:00 pm.

As required by the Police Chief at TRC, providing key holder information will be a condition of approval.

Chairman Parker asked if any hazardous materials would be stored or used. Mr. Perillo said only “stone friendly” household cleaners are used. The Chairman said if that changed then Mr. Perillo must notify the fire department. The Planner said at TRC the Fire Department had no concerns in this respect.

Chairman Parker closed the hearing to public comment.

Charlie King motioned to approve the major site plan application for Tax Map R59 Lot 4 located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District to allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business with following conditions:

- 1. Key holder information to be provided to the Farmington Police Department and Strafford County Dispatch;***
- 2. Plan to be revised to show the driveway as 13.5 feet and to include a cross section of the driveway on sheet 2;***
- 3. Stormwater Protection Plan to be sent to the EPA;***
- 4. Phase 1 paving line to be changed on the plans per discussion and to include a handicapped space;***
- 5. Note on plan that Phase 2 paving to be completed no later than July 2018; and***
- 6. All necessary local, state and federal permits to be noted on the plan.***

2nd Glen Demers. Motion carried with all in favor.

At 7:44 pm David Kestner motioned for a five minute recess; 2nd Glen Demers. Motion carried with all in favor. Meeting reconvened at 7:57 pm.

CONTINUED PUBLIC HEARING:

A proposed revision to the Town of Farmington Site Plan Review Regulations regarding a Change of Business Use in the Village Center (VC) District. Continued from June 18, 2013.

Chairman Parker read the language that was added for Draft 3 and opened the hearing to public comment. Mr. Johnson said it looked good. The Chairman closed the public comment portion of the hearing.

David Kestner motioned to adopt the Change of Business Use in the Village Center District Draft 3 as written; 2nd Glen Demers. Motion carried with all in favor.

Planner Menici said she would incorporate this document into the existing Site Plan Review Regulations as written and will have the revised copy of them for the Board at the next meeting.

BUSINESS BEFORE THE BOARD CONTINUED:

- **Voluntary Merger of R28 Lot 4 and R28 Lot 5 owned by Richard and Carol Fay Ballou and located at 558 Meaderboro Road**

Planner Menici said this merger request was reviewed by the Code Enforcement Officer and the Assessing Clerk. She said when a voluntary lot merger is requested the Town needs to verify before approval that there are no zoning violations and there are none. There are also no assessing concerns. So the Board can approve this merger.

Charlie King asked if this property was owned by John Huckins. Chairman Parker said Mr. King was thinking of a parcel that was on the other side of the road. Planner Menici said the copy of the tax card provided to each Board member showed the chain of title and there was no Huckins listed.

Glen Demers motioned to approve the voluntary lot merger of R28 Lot 4 and R28 Lot 5 to be known as R28 Lot 4; 2nd Martin Laferte. Motion carried with all in favor.

- **Continued discussion of amendments to Road and Driveway Standards**

Chairman Parker said he was pleased with the inserts but needed more time to better understand them.

Planner Menici said these are not something the Board needs to completely understand but are provided for information. She said the former DPW Director recommended that the Board simply reference the AASHTO standards because they are widely accepted. Emails with Glen Demers and Kevin Gagne from FST confirmed that. Mr. Gagne is in the process of collecting the templates that go with WB-40 and WB-50. The purpose of the information is to provide a comfort level to the Board.

The Planner explained that she did a lot of research as well. WB-40 refers to the turning radius of a semi truck that measures 43.5 feet in total length from cab to end of trailer and WB-50 is a semi truck that measures 53 feet in total length. Scott Hazelton had recommended this as a reference for engineers designing roads and the Planner confirmed this and that there are multiples that fall within each and it is the design engineer's responsibility to design the roads for a subdivision whether residential or commercial to comply with the requirements and FST's responsibility to insure that the requirements are satisfied.

The Planner said that Scott Hazelton came into this discussion at the end of his tenure with the Town and although he could have explained this a little more thoroughly he had been on a short time frame. She said that

based upon her emails with Glen Demers she was in a position to ask the right questions. She recommended using the 2 exhibits redone by Charlie King that would now be numbered 1 and 2 and eliminating the rest.

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Planner Menici said there is State Statute that governs this issue and the Board has had difficult situations in the past. She said that sometimes a person has the best of intentions but life gets the better of them and personal issues overtake the commitment. She suggested the language in the Rules remind people of the seriousness of this responsibility when taking the appointment rather than tying the commitment to a number.

Charlie King asked how the Board would administer this without a number. Chairman Parker suggested 75 percent. Charlie King said there are typically 24 meetings a year so 75 percent would mean missing 6 meetings. Attendance at a majority of the meetings would be 51 percent attendance. Mr. King asked how this can be administered impartially and consistently. The Planner suggested that the Board as a whole has to have a discussion and that has not happened in the past. She said the Board should decide the tipping point and when allowances would be made.

Charlie King said his concern would be that without a way to measure attendance a standard cannot be applied consistently.

Glen Demers motioned to extend the meeting 15 minutes to 9:15 pm; 2nd Paul Parker. Motion failed with no votes in favor.

The Chairman said Planner Menici could put together a draft for the Board to consider but David Kestner suggested that all members submit their ideas to the Planner so she could do so.

Charlie King recommended a total of 8 absences – 4 excused and 4 unexcused or about 67 percent.

Paul Parker motioned to continue the discussion of the Rules of Procedure to August 6th; 2nd David Kestner. Motion carried with all in favor.

At 9:08 pm Martin Laferte motioned to adjourn the meeting; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, July 16, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, David Kestner, Charles Doke, Glen Demers, Joshua Carlsen, Martin Laferte

Selectmen's Representative: Charlie King

Board Members Absent/Excused: None

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

Public Present: Neil Johnson, Jack Mettee, Ashley Iber, Dwain Perillo, Tom Varney, Larry Gordon

At 6:01 pm Chairman Parker called the meeting to order and all present stood for the Pledge of Allegiance.

BUSINESS BEFORE THE BOARD:

- **Pledge of Allegiance**
- **Review and approve Meeting Minutes of June 11, 2013 and June 18, 2013**

Glen Demers motioned to approve the minutes of June 11, 2013 as written; 2nd Charles Doke. Motion carried with 5 in favor and 2 abstaining.

Charlie King motioned to approve the minutes of June 18, 2013 as written; 2nd Martin Laferte. Motion carried with 5 in favor and 2 abstaining.

- **Mettee Planning Consultants to discuss Community Planning Grant community engagement plan**

Jack Mettee introduced Ashley Iber, the new consultant for community engagement, to the Board. He said they had prepared a spreadsheet with contact information for the Community Engagement Plan and a brief community survey. Copies were distributed to the members.

Ms. Iber spoke about the plan explaining that they had done some initial research on the organizations to reach out to and the ways to do so and the spreadsheet included community groups, schools, churches and companies. These were developed from their meeting and tour of part of Farmington with Planner Menici and their own research. Tonight they were looking for additional suggestions from the Board for individuals and/or groups for one on one discussions.

Charles Doke suggested that a good place to make contact with residents would be at the transfer station on a Saturday. Mr. Doke said he had volunteered to be on the subcommittee to help and had some ideas. He said that when the subcommittee is formed the members can take the survey back to their groups to help expedite the process. Mr. Doke said he was anxious to get started and that working with the groups could save some legwork.

Chairman Parker said they should use local publications such as the Rochester Times adding that John Nolan of that publication has always been cooperative in featuring Farmington and Fosters may also pick up the article. Charles Doke said it is important to get the word out that the Town is trying to help residents and at the same time

keep the small town ambiance. He said it should be emphasized that it will not cost residents money to start this process. A suggestion was also made to broadcast a segment on television explaining the process so residents will understand what is taking place when the subcommittee starts talking to groups.

Planner Menici said her preference would be to go out to groups first rather than make a television presentation. She said by identifying groups within the community such as social, political or activity related groups and meeting with them one on one would be a better place to start.

Ashley Iber said that her preference is to get out to the small groups and answer questions and get opinions so it establishes that this is what the Town would like to see. She said that by going out on television it would come across as this is something that is going to happen.

Planner Menici reminded the Board that she had emailed the list to them for input about groups or individuals that should be approached.

Jack Mettee said that the Board could choose to approach this either with a public splash or on a one to one basis. However, if first approached through television the Board should realize that this is a big topic, time will limit what can be explained and there is no way to answer questions. He felt that it would be best to meet with small groups to discuss the process, what the Town is trying to achieve and how it is going to get there. He has found that this is the best way in a small community because it is a lot less intimidating and does not come across as the Town trying to force this on residents.

David Kestner suggested adding the Meaderboro Church. He said that the pastor is John Scruton, a former Town Administrator and Selectman, and currently Town Administrator in Barrington. Mr. Kestner said that about 15 years ago when a survey had been used in Town Mr. Scruton had held outreach at the Church and for this project he would understand what is necessary and possibly help.

Charlie King said there could be distribution points for handouts such as the Post Office and TD Bank on specific days and conversations could be held with residents. Chairman Parker said he thought there were restrictions about doing that at the Post Office and it should be checked first.

Planner Menici said there may be a way that the survey can be distributed through the mail that would cost the town little to nothing and would eliminate the need to stand outside to hand out material.

Jack Mettee said a decision was needed about whether to put the survey on line or to hand it out. He said he would be a hesitant to do both because people could submit several times and the data could be skewed.

Planner Menici said she was not sure that posting on the Town's website for an electronic response was the best way to go for Farmington. Mr. Mettee agreed that some communities have great electronic response but others are not so successful. The Chairman said that a survey done a few years ago through the mail for rezoning and the master plan was very successful and suggested speaking with Paula Proulx about it.

Ms. Iber said she originally thought about being present at events and at specific locations in order to answer in person the questions that residents will have. The Planner suggested a combination of activities. She will contact the Post Office about getting the survey out to every mailing address in Town and then they can have a booth at Hay Day and ask people if they received the survey and would like to ask questions. The survey should be sent out in 2 or 2 ½ weeks so it is received well before Hay Day starts on August 23rd.

Planner Menici said that Ms. Iber had suggested at their meeting to work with downtown business owners to offer an incentive such as a gift card to residents for completing and returning the survey. The Planner said that businesses could be approached for a \$10.00 gift card as a donation. Ms. Iber said that if a resident wanted to participate they could put their first name and phone number on the survey to be entered into a drawing.

Both downtown and Route 11 businesses could be approached and the Planner said it might be possible to get gift cards from as many as 10 businesses since this would be a way to bring in business. David Kestner said it might also be possible to leave surveys at some of those locations. Chairman Parker said this gets businesses involved and learning more about this process.

Charles Doke said the gift cards would be well received. Charlie King suggested that with the Planner's idea of multiple cards it would be possible to offer a choice of what business to pick to each recipient as his/her name was drawn.

Jack Mettee asked if the members had any specific names or contacts there were not on the spreadsheet to let the Planner know so the information could be added. In addition to Meaderboro Church the Planner suggested adding Irving because of the investment the corporation made in Farmington and how the staff is connected with their customers. Chairman Parker said Seneca Machine should be added as well as Gerald McCarthy, a former Selectman and a member of the Farmington Country Club.

Jack Mettee asked the Board for feedback on the survey that was passed out. He said they kept it at 2 sides/one page because people like to complete a survey as quickly as possible. He said the information gathering begins at question 5 and the survey could be rearranged to move the demographics in questions 1 through 4 to the end of the survey. He asked for the survey to be approved as soon as possible so there would be enough time to do the mailing before Hay Day.

The members discussed rearranging the data and demographics as well as if the personal data should be optional and adding a line for first name and phone number to participate in the drawing.

It was agreed to move the critical content questions now numbered 5 through 8 to the beginning of the survey and the demographics to the end. Since it would be a benefit to know who is responding to the survey and who is being missed the Board decided not to make the demographics optional and to add that for the drawing the participant's first name and phone number must be provided.

If there are any other suggestions, members can provide them to Planner Menici and she will forward to Mr. Mettee. The Chairman asked how the Board will approve the survey since waiting until the next meeting will be too late. Charlie King said the Board should have the Planner approve it. The Planner said she will send out the final survey to the Board and that was acceptable to all.

Paul Parker motioned to continue the rest of Board Business to the end of the meeting; 2nd Charlie King. Motion carried with all in favor.

PUBLIC HEARING - 6:30 pm

NEW CASES:

Application for Major Site Plan Approval By: Dwain Perillo through Thomas W. Varney, PE, Agent (Tax Map R59 Lot 4): To allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business. The parcel is located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District.

Dwain Perillo and Tom Varney came forward to present the application. Mr. Varney said this application picks up from the 2007 site plan approval for Steve Edwards. Under that approval the site was developed to the point of foundation and driveway. He said that Mr. Perillo would like to build on the foundation and include a 24 foot by 24 foot addition. The Board clarified for Mr. Varney that this is a new application not a continuation of the prior approval.

Mr. Varney reviewed parking, the drainage plan, landscaping, dumpster location and lighting. He said the driveway had been narrowed to 10 feet to cut down on surface run off, which is the modern approach, but at the Fire Department's request it was widened to 13.5 feet. He explained the low impact development aspect of handling water run off from the roof.

Planner Menici said the general consensus of staff at TRC was that this is a good plan and a good use for this particular site. The Planner said that although the driveway had previously been approved at 10 feet, the Fire Chief asked for 13.5 feet and Mr. Perillo agreed. She said that Superintendent Dale Sprague is the acting DPW Director and after inspecting the site and reviewing the plan in the field he felt that what is proposed as drainage will work.

The Planner reminded Mr. Varney that because the area involved is over one acre he will have to file the Stormwater Protection Plan with the EPA. Mr. Varney said he would take care of that. She explained to the Board that this is simply a filing process. Mr. Varney will send the drainage report and associated plan to the EPA and once it is filed the EPA considers the plan accepted. If they have any questions, they will address them with the engineer.

She said the applicant is asking for a partial waiver for paving to allow the paving to be done over a phased period of time due to financial limitations and a waiver for the driveway width.

Chairman Parker addressed the waivers.

The first waiver request is to allow the proposed pavement to be completed in stages. The first stage would be the area in front of the shop to be completed with the construction of the building and the remainder of the parking areas and driveway to be completed within 5 years of approval.

Charlie King asked the applicant to show him on the plan where the line of demarcation for the phasing would be. Mr. Perillo explained that the area at the front of the building must be done in order to operate a forklift to load and unload trucks. He might be able to pave more depending upon his cash flow for the rest of the year but he did not want to commit and find that the paving companies had shut down for the season. Charlie King said the 2007 approval for the prior owner required a handicap spot and he would not consider this waiver unless there is a handicap spot on the paved area to insure safe access.

Mr. Perillo sketched on the plan the first phase of the paving that would be done this year. The Board discussed with him that the phases must be determined and shown on the plan in order to establish criteria for compliance. It was decided that there would be 2 phases for the paving. The sketched area with a handicap space in front of the building was acceptable for the first phase and then before the end of year 5 the remainder of the paving must be completed. Mr. Perillo clarified that he can complete the 2nd phase of the paving earlier if he chooses. The Code Enforcement Officer will monitor progress of the paving.

Charlie King motioned to grant the requested waiver for phased paving with the revised first phase to include a handicapped space and the remainder of the paving to be completed within 5 years; 2nd Martin Laferte. Motion carried with all in favor.

The second waiver request is to allow a 13.5 foot driveway. Chairman Parker said the width of a commercial driveway in the Town's Road and Driveway Standards is from 22 feet to 30 feet. The prior approval on this site was for a 10 foot driveway but at TRC the Fire Chief said he needed 13.5 feet for emergency equipment.

Charlie King said that in the long term the driveway needed to be wider and he suggested the wording should be at a 13.5 foot minimum so if Mr. Perillo choose to make the driveway wider he would not have to come back before the Board to amend the approval. He felt that at some point there would be a need for two vehicles to pass.

Planner Menici said her concern would be that the drainage study was predicated upon the driveway being 13.5 feet wide and if it was wider the drainage could be impacted due to the slope there. She said the width should be approved as presented and if Mr. Perillo needed it to be wider at some point he could come back to the Board for an amended approval and the drainage study could be updated at that time.

David Kestner pointed out that the plans needed to be updated in two spots to show the driveway width as 13.5 feet to agree with the waiver request. Mr. Varney agreed to do that.

Chairman Parker asked Mr. Perillo to answer the Board's concerns about one vehicle coming out and one vehicle coming in at the same time. Mr. Perillo said he has only three employees and the shop is not open to the public. All customers are seen by appointment only. He said that they are in the shop maybe twice a week.

Planner Menici said that Chief Fowler had concerns about the width of the driveway until Mr. Perillo explained the business is not a retail outlet but only a workshop. There are days when the staff is in the shop to meet with clients by appointment only and she understood that three out of five days they are out in the field doing installations. Mr. Perillo said his records confirm that 80 percent of their time is spent on site and 20 percent of their time is spent in the shop.

David Kestner said that the applicant might not want to remove the gravel alongside the driveway so it can be used for passing vehicles. The Planner said that when you pull in there is a wider area of pavement laid than what was approved. She said the plan note states that outside of the 10-foot driveway the gravel needs to be removed but it should say beyond 13.5 feet it needs to be removed.

Charlie King motioned to grant the waiver as written; 2nd Joshua Carlsen. Motion carried with all in favor.

Charlie King motioned to accept the application as substantially complete; 2nd Glen Demers. Motion carried with all in favor.

Chairman Parker asked if the retention pond was inspected when it was constructed. Planner Menici said she discussed this with CEO Roseberry and he was not certain. Mr. Varney said he did a complete inspection and the pond is well constructed and in fine condition.

David Kestner pointed out that there was no cross section for the 13.5 foot driveway. The Planner said that should be added to the plan in accordance with the Road and Driveway Standards.

Chairman Parker opened the hearing to public comment.

Larry Gordon said he has lived on an abutting property to this site for 35 years and that he was concerned about the hours of operation because of trucks coming and going and the forklift being used. He said his house faces this site and is about 77 feet away.

Chairman Parker said the shop is not retail so the hours are not stated or standard. Mr. Gordon asked if there would be activity at midnight or 5:00 am. Mr. Perillo said the only delivery trucks are slab trucks and they don't arrive until about 8:30 am. He added that Waste Management pickups are made at about 7:00 am but he has no control over that. The forklift is propane and fairly quiet and is mostly used inside the building. He said that the crew may meet at the shop early, sometimes at 5:00 am, to park their individual vehicles and leave in one truck but the noise is minimal.

Chairman Parker asked the other members if they wanted the drainage study reviewed by the Town engineer. Charlie King said if the plan was done by a licensed engineer he was okay with it. He said this was the second time one had been done for the site and most of the infrastructure was in place. There appeared to be no issues with failure and this is a reasonably well-drained area. The Chairman said they were not sure that the previous installation had been inspected.

Planner Menici said that this is a small site and the materials the applicant is working with are not hazardous in any way and it would be a shame to burden a small business owner with additional inspections. The drainage had been reviewed before and only slight modifications were being proposed.

Chairman Parker asked if there were records of the prior inspections. The Planner said they were not required previously. She said the Superintendent Sprague had been out to visit the site and she had a lot of confidence in him. He is knowledgeable in his primary position and in his additional responsibilities as acting Highway Director. However, she said if the Board feels that peer review is necessary that would be their choice.

Further discussion of the drainage took place.

Planner Menici said that the previous study kept the disturbed area below the level required for filing. This study goes just above the level so it must be filed with the EPA and that will provide another level of review. She did not think a third set of eyes was needed for a parcel this size. David Kestner pointed out that low impact development is introduced in this project and that was a positive addition not previously included.

Mr. Kestner asked Mr. Gordon if he has had any problems with “high tide” through his property. Mr. Gordon said there have been no problems with current drainage.

The Board decided no review would be necessary from FST, the Town’s engineer.

The Planner read CEO Roseberry’s comments from the TRC minutes. He said he would accept the foundation as constructed but from the foundation up it will have to comply with construction codes and will require that a commercial engineer sign off that it meets the commercial codes.

The hours of operation were discussed and although Mr. Perillo and his crew will only be in the shop part of the week hours were established as a guideline but not a requirement: Monday to Friday from 7:00 am to 5:00 pm.

As required by the Police Chief at TRC, providing key holder information will be a condition of approval.

Chairman Parker asked if any hazardous materials would be stored or used. Mr. Perillo said only “stone friendly” household cleaners are used. The Chairman said if that changed then Mr. Perillo must notify the fire department. The Planner said at TRC the Fire Department had no concerns in this respect.

Chairman Parker closed the hearing to public comment.

Charlie King motioned to approve the major site plan application for Tax Map R59 Lot 4 located at 1078 NH Route 11 in the Commercial/Industrial/Business Overlay (CIBO) Zoning District to allow for the construction of a 3,776 square foot structure to be used as a contractor shop and office for a kitchen and marble/granite tile business with following conditions:

- 1. Key holder information to be provided to the Farmington Police Department and Strafford County Dispatch;***
- 2. Plan to be revised to show the driveway as 13.5 feet and to include a cross section of the driveway on sheet 2;***
- 3. Stormwater Protection Plan to be sent to the EPA;***
- 4. Phase 1 paving line to be changed on the plans per discussion and to include a handicapped space;***
- 5. Note on plan that Phase 2 paving to be completed no later than July 2018; and***
- 6. All necessary local, state and federal permits to be noted on the plan.***

2nd Glen Demers. Motion carried with all in favor.

At 7:44 pm David Kestner motioned for a five minute recess; 2nd Glen Demers. Motion carried with all in favor. Meeting reconvened at 7:57 pm.

CONTINUED PUBLIC HEARING:

A proposed revision to the Town of Farmington Site Plan Review Regulations regarding a Change of Business Use in the Village Center (VC) District. Continued from June 18, 2013.

Chairman Parker read the language that was added for Draft 3 and opened the hearing to public comment. Mr. Johnson said it looked good. The Chairman closed the public comment portion of the hearing.

David Kestner motioned to adopt the Change of Business Use in the Village Center District Draft 3 as written; 2nd Glen Demers. Motion carried with all in favor.

Planner Menici said she would incorporate this document into the existing Site Plan Review Regulations as written and will have the revised copy of them for the Board at the next meeting.

BUSINESS BEFORE THE BOARD CONTINUED:

- **Voluntary Merger of R28 Lot 4 and R28 Lot 5 owned by Richard and Carol Fay Ballou and located at 558 Meaderboro Road**

Planner Menici said this merger request was reviewed by the Code Enforcement Officer and the Assessing Clerk. She said when a voluntary lot merger is requested the Town needs to verify before approval that there are no zoning violations and there are none. There are also no assessing concerns. So the Board can approve this merger.

Charlie King asked if this property was owned by John Huckins. Chairman Parker said Mr. King was thinking of a parcel that was on the other side of the road. Planner Menici said the copy of the tax card provided to each Board member showed the chain of title and there was no Huckins listed.

Glen Demers motioned to approve the voluntary lot merger of R28 Lot 4 and R28 Lot 5 to be known as R28 Lot 4; 2nd Martin Laferte. Motion carried with all in favor.

- **Continued discussion of amendments to Road and Driveway Standards**

Chairman Parker said he was pleased with the inserts but needed more time to better understand them.

Planner Menici said these are not something the Board needs to completely understand but are provided for information. She said the former DPW Director recommended that the Board simply reference the AASHTO standards because they are widely accepted. Emails with Glen Demers and Kevin Gagne from FST confirmed that. Mr. Gagne is in the process of collecting the templates that go with WB-40 and WB-50. The purpose of the information is to provide a comfort level to the Board.

The Planner explained that she did a lot of research as well. WB-40 refers to the turning radius of a semi truck that measures 43.5 feet in total length from cab to end of trailer and WB-50 is a semi truck that measures 53 feet in total length. Scott Hazelton had recommended this as a reference for engineers designing roads and the Planner confirmed this and that there are multiples that fall within each and it is the design engineer's responsibility to design the roads for a subdivision whether residential or commercial to comply with the requirements and FST's responsibility to insure that the requirements are satisfied.

The Planner said that Scott Hazelton came into this discussion at the end of his tenure with the Town and although he could have explained this a little more thoroughly he had been on a short time frame. She said that

based upon her emails with Glen Demers she was in a position to ask the right questions. She recommended using the 2 exhibits redone by Charlie King that would now be numbered 1 and 2 and eliminating the rest.

The current exhibits had come from the Nashua Planning Commission and when the Planner contacted them for more information she was told they had been photocopies from somewhere but they did not know where. Planner Menici said without the source information the use of those exhibits was not a good idea for the Town and it made more sense to refer to the currently accepted standards. Chairman Parker agreed. Glen Demers said to reference AASHTO and let the engineers work out the details.

Planner Menici said that all the changes in the text that were recommended by Scott Hazelton had been reviewed by FST and no other changes were recommended.

The Planner asked the Board if they recalled that at the last meeting the recommendations from FST's pavement engineer had been discussed. Based upon the recommendations and discussion the Planner said she included the depth of binder and the wear course in the table. The Planner read the email from FST and the Board discussed the recommendations at some length.

Charlie King said in his opinion the recommended specifications would be over built for Farmington and no municipality or developer was building a road with 6.5 inches of pavement. Also considered was the length of time between binder and wear course and that it should be based upon time and not the number of units built. The Planner pointed out that these are the things that must be included in the Road and Driveway Standards.

Planner Menici said that the chart and table were in conflict and there was no clear standard for the binder course even if that was not the intent. She said there were standards for the sub base and wearing surface but not for the binder course.

The Board discussed the two extremes: from 3 inches total to 6.5 inches total. The general feeling was that the binder course could be a little thicker but the recommendation for 3.5 inches for the wear course was too much.

The final numbers were:

Binder course –

- Residential drive – NA
- Commercial/Industrial drive – 2 inches
- Minor local street up to 6 dwellings – 2 inches
- Minor local street 7 to 40 dwellings – 3 inches
- Major local street 41 to 150 dwellings – 3 inches
- Collector Street 151 to 500 dwellings – 3 inches
- Arterial Street - varies

Wear Course –

- Residential drive – NA
- Commercial/Industrial drive – 1 inch
- Minor local street up to 6 dwellings – 1 inch
- Minor local street 7 to 40 dwellings – 1.5 inches
- Major local street 41 to 150 dwellings – 1.5 inches
- Collector Street 151 to 500 dwellings – 2 inches
- Arterial Street - varies

Chairman Parker asked what remained to be done on the Road and Driveway Standards. The Planner said Mr. King's exhibits would be used and the others removed. She will go through the text to make sure both AASHTO and NH DOT are referenced.

The Chairman said the Board could accept the changes made tonight and schedule for a public hearing or wait for a clean copy. The Board decided to wait for a clean copy before scheduling.

Paul Parker motioned to continue the discussion on Road and Driveway Standards to August 6th; 2nd Glen Demers. Motion carried with all in favor.

- **Amendments to Rules of Procedure**

The Board agreed that the Rules should be revised to strengthen the language on attendance and discussed some of the material provided by the Chairman.

All members are to attend all planning board meetings but if a member knows he/she will be absent from a meeting he/she should notify the chairman or staff at the earliest possible time.

In the event any Planning Board member has unexcused absences from three or more meetings in one calendar year, the Planning Board may recommend removal of that member per RSA 673:13. If a member has requested and received specific authorized leave from the chair, then his/her absences are considered excused absences.

If a member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board under the terms of RSA 673:13.

Planner Menici suggested that an easier approach would be for the Board to discuss an acceptable level of absences when a member does not have a chance to call. It was agreed that a standard was needed to proceed with the RSA.

David Kestner said that a member could have interest but not the ability to attend. Martin Laferte suggested that the standard could be “x” number of unexcused absences in a row. The Chairman said someone could miss that number, come back for one and repeat the pattern. Planner Menici suggested a percentage of meetings in a calendar year.

David Kestner asked how excused and unexcused would be counted. The Planner said the type of absence does not make that much of a difference because there comes a point in time when someone must recognize that a commitment was made that cannot be met and this would be the challenge.

Planner Menici said there is State Statute that governs this issue and the Board has had difficult situations in the past. She said that sometimes a person has the best of intentions but life gets the better of them and personal issues overtake the commitment. She suggested the language in the Rules remind people of the seriousness of this responsibility when taking the appointment rather than tying the commitment to a number.

Charlie King asked how the Board would administer this without a number. Chairman Parker suggested 75 percent. Charlie King said there are typically 24 meetings a year so 75 percent would mean missing 6 meetings. Attendance at a majority of the meetings would be 51 percent attendance. Mr. King asked how this can be administered impartially and consistently. The Planner suggested that the Board as a whole has to have a discussion and that has not happened in the past. She said the Board should decide the tipping point and when allowances would be made.

Charlie King said his concern would be that without a way to measure attendance a standard cannot be applied consistently.

Glen Demers motioned to extend the meeting 15 minutes to 9:15 pm; 2nd Paul Parker. Motion failed with no votes in favor.

The Chairman said Planner Menici could put together a draft for the Board to consider but David Kestner suggested that all members submit their ideas to the Planner so she could do so.

Charlie King recommended a total of 8 absences – 4 excused and 4 unexcused or about 67 percent.

Paul Parker motioned to continue the discussion of the Rules of Procedure to August 6th; 2nd David Kestner. Motion carried with all in favor.

At 9:08 pm Martin Laferte motioned to adjourn the meeting; 2nd Glen Demers. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker