

**TOWN OF FARMINGTON
PLANNING BOARD MEETING
Tuesday, August 6, 2013
356 Main Street, Farmington, NH**

Board Members Present: Paul Parker, Charles Doke, Martin Laferte, Joshua Carlsen
Selectmen's Representative: Charlie King
Board Members Absent/Excused: David Kestner, Glen Demers
Town Staff Present: Director of Planning and Community Development Kathy Menici,
Department Secretary Bette Anne Gallagher
Public Present: Jack Mettee, Barry Elliott

At 6:03 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 July 16, 2013**

Charles Doke motioned to approve the minutes of July 16, 2013 as amended; 2nd Charlie King. Motion carried with all in favor.

- **Mettee Planning Consultants to discuss Community Planning Grant potential TIF districts**

Planner Menici explained that when the agenda was sent to Jack Mettee he told her he had a meeting in Portsmouth at 5:30 and would be in Farmington about 7:00 pm.

Paul Parker motioned to amend the agenda to move this item to the end and proceed with the other items; 2nd Charlie King. Motion carried with all in favor.

- **Discussion of Richards Way escrow for final paving**

Planner Menici said that Mrs. Arcidy's contractor, Severino, had submitted an estimate of \$40,288.75 for completion of road striping, laying the wear course, and other items that relate to the wear course. She sent email and the spreadsheet from Severino to Kevin Gagne at FST who was out of the office on vacation and did not answer until yesterday. The Planner read Mr. Gagne's email response. He asked whether the cost estimate was tied to a completion date or if the contractor was just going to hold the price for a few years. To be safe he researched other jobs and after adjusting to be more conservative arrived at a figure of \$45,500 or about 10 to 12 percent higher.

Chairman Parker asked the Planner if the estimate included pricing on any possible repairs. She said it did not. The Chairman said the Board might want to take into consideration the previous email from FST and add money for possible repairs.

Charlie King said this would result in a reduction of the cash surety amount currently in escrow and asked if there were any other things not covered. Planner Menici said the bus shelter was not included because it was a small

job and since this is a busy time of year for most contractors no one had time to give Mrs. Arcidy a written quote. However, the cost will fall between \$1,500 and \$1,900.

Charlie King said he was okay with FST's estimate but would like from them a summary of any other items not included. Planner Menici said it wasn't necessary to go back to FST for that because based upon the work to be done the Board had enough experience with other projects to make the determination. She pointed out that FST's estimate was already 10 to 12 percent higher than Severino's estimate.

Chairman Parker said he would be comfortable with \$50,000. Charlie King said the amount should be at least \$50,000 and maybe \$55,000. He said if Mrs. Arcidy wanted the amount to be lower than she must come back to the Board with guarantees and more details.

Charlie King motioned to reduce the cash surety bond currently in escrow from \$113,132.60 to \$55,000; 2nd Paul Parker.

Discussion: All members agreed with \$55,000.

Motion carried with all in favor.

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

Chairman Parker said he would like to question a few things. The Planner reviewed for the Board that at the last meeting they had made a number of suggestions such as instead of stating just AASHTO to say AASHTO and NH DOT. There had also been discussion on construction standards specifically the binder and wear courses and all changes had been made. The Planner asked if there were any other changes.

Chairman Parker said in the prior document there were additional exhibits and these are still referenced in the new document. The Planner said she had missed those and would change all Exhibit 3 references to read Exhibit 2. Chairman Parker also said that since the document is now shorter the pages that state for example page 1 of 15 would need to be revised. Charlie King said he would make his final edits to the Tables and get them to Planner Menici.

The Chairman said they would need to have the changes completed to schedule this for public hearing. Planner Menici said that since time was close for an ad submission, she had sent the ad to Foster's today for a public hearing on August 20th. She said if the Board makes any changes at that meeting a second hearing can be scheduled.

All members were okay with the changes and agreed the document was ready for a public hearing on August 20th.

Martin Laferte motioned to schedule the public hearing for the revised Road and Driveway Standards on August 20, 2013; 2nd Charles Doke. Motion carried with all in favor.

- **Continued discussion of Rules of Procedure**

Planner Menici said the first sheet provided was from the Chairman. She said she checked the notes from the last meeting and also researched current rules from other towns when she prepared the suggested language on the second sheet. The section titled "Personnel" in the current Rules is called "Membership" in other towns and this is where attendance and removal are covered.

The Planner said that under paragraph 3 are two subparagraphs A and B. In A she removed "1983" and inserted "as amended". Subparagraphs C and D were added to cover attendance, who to notify about an absence and what will occur due to behavior or lack of attendance. These suggested additions incorporate the research that was provided by Chairman Parker.

Charlie King asked about the line set off with question marks. The Planner said if you go back to the minutes of July 16th this was an item that the Board had talked about but did not reach a decision and that is why she added the question marks.

Charlie King said it is difficult without a yardstick. He said D could be changed to include “lack of interest and/or ability to serve.” The Planner suggested it read “lack of interest in or an inability to serve on the Board.”

Charlie Doke said that coming up with a percentage or number of meetings missed was difficult because sometimes a member is required to take care of business matters and cannot make a meeting. He said that in the past the Board has had members who have shown a lack of interest and agreed with what the Planner had written and did not want to see a percentage. He added that the Board has the ability to judge its members.

Planner Menici said she agreed that the Board has shown flexibility with members who were dealing with personal issues sometimes for over a year and hoped that future members would follow this example. She said that staff now has in place procedures that assist the Board such as tracking attendance on a regular basis and providing a report to the Chairman. Ultimately it is up to the Chairman to bring any issues to the other Board members.

Martin Laferte said he is a relatively new member and fully agrees that some guidelines are needed but some wiggle room is also needed so the rules are not too tight. He said he joined with the best of intentions but a person never knows what will happen.

Josh Carlsen said there can be extenuating circumstances and a member’s attendance should not be judged solely by a number.

Charles Doke said that the Board that is now sitting has already demonstrated responsibility and that they take their positions seriously. The Planner agreed and said the Rules should recognize that a member could have extended absences for valid reasons and should be allowed to work through a personal situation and then come to a decision. Martin Laferte added that there must be communication and a member cannot just drop out of sight.

It was agreed to schedule the public hearing for September 3, 2013.

Charlie Doke motioned to schedule the revised Rules of Procedure for public hearing on September 3, 2013; 2nd Martin Laferte. Motion carried with all in favor.

At 6:48 pm Martin Laferte motioned for a five minutes recess; 2nd Charlie King. Motion carried with all in favor. Meeting reconvened at 7:00 pm.

- **Mettee Planning Consultants to discuss Community Planning Grant potential TIF districts**

Jack Mettee said he wanted to have a discussion on the next steps in the process:

- Review of contacts for the community engagement plan
- How much involvement the Planning Board wants to have and ways to accomplish this
- Finalize the resident survey and determine what manner to use for distribution and collection
- Talk briefly about the vision for Route 11 and move into the plans for TIF on Route 11 and TIF and 79-e for downtown

Community Engagement and Board Involvement

Mr. Mettee said based on the Board’s input received at the last meeting the matrix was updated with additional contacts and their information. The contacts were broken down into community groups, schools, churches and companies.

He said the first step would be to sit down and have a meeting with a group's committee to discuss the questions provided in tonight's packet. These questions will be used over and over again to achieve consistency in obtaining information. The goal of this activity is group meetings set up through key people. For example at the Goodwin Library, Ashlee Iber will speak to the Director but would ideally like to meet with the Board of Trustees and find out what their vision is and then put it into writing.

Mr. Mettee said he had spoken to Planner Menici about the possibility of any Board members talking to people or participating in a presentation especially if a member knows someone quite well. This could be as the primary presenter or as part of the presentation.

Charles Doke suggested that when Ms. Iber is conducting a group presentation a couple of Board members should go with her a few times and then will know how to make the presentation on their own. He asked that Mr. Mettee let Planner Menici know the schedule and then she can let the Board know. Chairman Parker said he would be available at any time.

Planner Menici asked if anyone on the Board was a member of any of the churches on the contact list. The Chairman said he was comfortable with St. Peters. He said when the Town had been working on the Master Plan and zoning issues he had made a presentation at the First Congregational Church that was well received. In the past he had also made a presentation at the Lighthouse Church on Orange Street.

The Planner said St. Peters has a get together after Sunday service and if any Board member attends that may be an opportunity to speak with other members. She would be willing to attend as well.

Mr. Mettee asked how the Chairman's presentation had been structured. The Chairman said he spoke about the subject and then took time to engage people in conversation. He believed it was done after services on a Sunday. Mr. Mettee said on a Sunday it can be hard to gather people together for a conversation. He said an event such as a breakfast can be a better choice.

Planner Menici suggested they look at church auxiliary groups and when the groups meet. She said she would research the groups and contact persons. Charles Doke said St. Peters has the Knights of Columbus.

Mr. Mettee said he put himself down for Grace Church and Grace Place since they are connected as well as the Meaderboro Church because he knows John Scruton from the past.

Planner Menici brought up that there was no team leader for the schools. She suggested that since this was a small district it might make sense to start with Superintendent Steve Welford and set up a meeting with Ms. Iber, Mr. Mettee and herself. Chairman Parker volunteered to also help with the schools.

Mr. Mettee said he would continue to fill in the spreadsheet and keep everyone informed. He added that he had discussed with the Planner that it is important to have all department heads get together for anything that may create a physical change especially Police, Fire and Water/Sewer. He said he would speak with the Town Administrator about setting up a meeting.

Survey

Mr. Mettee told the Board that the ideas for the survey they discussed at the last meeting have been incorporated into the final draft.

He said that at first he thought it would be important to list the names of all the businesses donating gift cards but decided it was more important to get the survey out and back in a timely manner. He asked for the Board's opinion but said that if the business names are not on the survey they can be identified through other publicity.

Planner Menici said the survey could say win a gift card to a local business so residents know it will be from a Farmington business and also have John Nolan include the businesses in his Rochester Times article.

The Board and the Planner briefly discussed how to transfer the information from the survey for the gift card drawing. The Planner suggested just folding up the returned surveys and afterwards retaining them to use with the other surveys since this would be the most time efficient way.

Planner Menici said the next question would be how to not only distribute the survey but have them returned. The Chairman said there had been two suggestions – one was to do a mailing and the other was to make a presentation at Hay Day. Mr. Mettee said of the two options one is a mass mailing and the other is a little less spread out and would reach only those in attendance at Hay Day. He said the survey could also be distributed at the Transfer Station on a Saturday morning. He said that with Hay Day at the end of this month it was important to move quickly.

Planner Menici said she contacted the Post Office for options and they have a program called Every Door Direct Mail. This would allow the surveys to be folded up and given to the Post Office without having to attach address labels. The surveys would be delivered to every residential address in Farmington for about \$463.00.

It was discussed that the survey could be done in color to help identify it but the Planner pointed out that it would still be part of “junk mail” for most people. Martin Laferte said the other problem would be asking people to return the survey either by mail or by bringing it to the Town Offices and that he wasn’t sure how many would be willing to do that. A suggestion was made to include a return postage paid envelope but the Planner said the Town would be spending a lot of money to do that.

Mr. Mettee said that there is typically a ten percent return rate.

Planner Menici said that Hay Day is a great opportunity as is the Transfer Station but suggested that a second Saturday be added so that there are two consecutive Saturdays. This will allow the people who only drop off every other week to be included. Although the goal is to reach as many residents as possible, everyone agreed that some will be missed.

Mr. Mettee said they are trying to get the pulse of the community without spending a ton of money. He said that mailing the survey is fine but there are inherent issues with returning the survey and unless it is made as easy as possible people probably won’t do it. Planner Menici said something to keep in mind is that going to Hay Day and the Transfer Station will be in conjunction with the groups on the outreach list.

Martin Laferte said he is Vice Chairman of the Farmington Democratic Committee which passes out water at Hay Day and he will be happy to pass out the survey also. He suggested having boxes for people to deposit the survey into once completed. The Planner said that maybe a group presentation could be made to the Democratic Committee at one of their regular meetings.

Charles Doke said if the concern with a mailing was the percentage that would come back from residents then mail to just the businesses because they will return them and then use Hay Day and the Transfer Station for the general public together with the outreach meetings. It was agreed that it was not going to be possible to reach everyone but it should be possible to achieve a cross section.

Charlie King said the survey could be available in the Town Clerk’s office and at the Selectmen’s Secretary’s desk. Planner Menici said the Selectmen’s Secretary has a distribution list that receives email notices about meetings, etc., and the survey can be sent out that way also.

Mr. Mettee said a lot of surveys will be handed out at Hay Day. Charlie King said there would be three opportunities – the Selectmen’s booth, the Business Expo and the Democratic Committee. Planner Menici said

the Economic Development Committee will have a booth in the Business Expo. Mr. Mettee wondered if there would be a tie in made by the public between the survey and the Democratic Committee. The Chairman said it was possible but the survey would be in other places as well and Martin Laferte said they will be passing out water and not making a lot of political noise.

Mr. Mettee said it would be helpful to have a committee person at the booths to start out and then someone else can take over. Other suggestions were to have a notice on top of the collection boxes and that information about the survey could be announced at the Hay Day booth.

Mr. Mettee said it would also be helpful to have someone from the committee or the Planning Board at the Transfer Station. Both Charles Doke and Chairman Parker volunteered and the hours were set for 8:00 am to 11:00 am. Either Ms. Iber or Mr. Mettee will also be there. Mr. Mettee suggested that one of the gift certificates could be for trash bag stickers.

Proposed TIF Districts

Mr. Mettee explained that the first area is the Route 11 node which is a linear district that on the right hand side of the photo ends at the edge of the property that was Big Apple and then cuts across and incorporates New England Furniture. It does not extend further toward Rochester because there is a pump station with a sewer line at New England Furniture and in order to provide service further down the Town would have to put in another pump station at a cost of about \$250,000. On the other side the node goes down Route 153 to include all Town property and then down Paulson Road cutting across Route 11 to include Collins Aikman.

He said that after speaking with Planner Menici he drew in the most logical area for this district which includes about 40 properties.

Mr. Mettee explained that he met with Superintendent Sprague about extending sewer into this area. It appears that at least one pump station would be necessary at the cost already stated and to run sewer is \$1,000,000 per mile.

The Board discussed with Mr. Mettee the configuration of the node specifically the “dog leg” at Paulson Road and why no properties in the area of Route 153 and Cocheco Road were included. After the Planner showed Mr. Mettee where the boundary should be, he said he would remove the “dog leg”. After a brief discussion of the properties in the Cocheco Road area Planner Menici said that they are zoned Suburban Residential and if the members felt it appropriate a rezoning could be considered.

Planner Menici said she did not want anyone to choke over the costs for capital improvement because there is grant money available and, as an example, Rochester just got \$2,000,000 to do something similar.

Downtown TIF and 79-e

Mr. Mettee said this area includes Route 153 into downtown and then comes around and continues north on Route 75 over to Tappan Street. Since the Town has already identified the Village Center district as mixed use this would be a good area for the downtown TIF/79-e district. He said that if the members notice areas that are not included that is because they are residential.

Charlie King said the old brush factory on Spring Street is cut out and that it should be included since it may be prime for redevelopment in the future. Planner Menici said it was on the list already given to Mr. Mettee and will be included. She added that all of the parcels currently zoned Village Center would be included in the 79-e/TIF district. The Planner said that the list was compiled using parcel data from the assessing system and everything that is being taxed as Village Center was compared to the zoning map and matches.

Barry Elliott said it appeared that the storage area behind the old Union Telephone building was not included and he was curious why it would not be. Planner Menici said if it is not zoned Village Center it was not included in what was sent to Jack Mettee. Chairman Parker asked if a parcel is not classified as Village Center and the Board feels it should be included can it be added. Both the Planner and Mr. Mettee said yes.

Mr. Mettee said he would like to do a quick vision exercise with the Board. He asked them to take a few minutes to consider if in 10 or 20 years you were driving down Route 11 and Route 153 – basically the proposed business node – what three things would you like to see happening that are not happening today.

The first items suggested were:

- Big retail store such as a grocer or Home Depot type;
- Light commercial development that is not overcrowded;
- Mixed use small commercial/retail and small industrial businesses;
- Combination of residential and business in the same area that could maybe be a small condo complex and could also include some larger commercial such as a warehouse or manufacturer;
- Industrial/manufacturing.

The second group of suggestions:

- Landscaping with spacing in between sections so they are not on top of one another with no design;
- Woodland recreation area off Route 11;

Mr. Mettee asked if this would be an area for hiking and/or hunting. The answer was yes and could be incorporated into the business area.

- Office space for professionals such as medical practitioners.

The third group of suggestions:

- Hotel;
- Signage control so there are no neon nightmares and setback control so buildings are not set with one at the street and one 200 feet back;
- Special, independent restaurants such as Chinese, seafood or a beer garden type but no chains;
- More pedestrian access with centralized parking in back for access incorporated with walking trails;
- Development should be off the highway without a bunch of entrances and exits.

Mr. Elliott said that if access for industrial applications is limited that would also limit a lot of the signage issues that come with more access. He also said that some of the suggestions should be for downtown so that uses appropriate to the downtown area are not pulled onto Route 11.

Mr. Mettee said they would differentiate what the aims are for each area. He will look at the current zoning and try to formulate what might go there but these suggestions will not be set in stone. He will also put together bullet points about tonight's discussion.

It was agreed that Mr. Mettee will attend the August 20th meeting. He and the Planner will finalize the districts; he will update the Board on engagement and finalize the survey for Hay Day and the Transfer Station. Mr. Mettee said he would probably need about one-half hour.

- **Any other business to come before the Board**

Planner Menici explained to the Board that when she went to insert the approved Change of Use in the Village Center District it became clear there was another change to make. Logically it would go into Section 5 under Application Procedures but it also made sense to reference it in Section 4 – Applicability. A bullet point could be added directing an applicant’s attention to look at and see how Section 4 relates to Section 5. She said she did not intend for this to be discussed tonight but the Board could take the opportunity to see if they wanted to add it to both Sections or just Section 5 and discuss it at another meeting.

It was decided to add this to the September 6th workshop agenda or if there was time to discuss it on August 20th under Other Business.

Planner Menici said since the change was adopted by the Board it had been used but clarity was needed in the Regulations.

At 8:37 pm Martin Laferte motioned to adjourn the meeting; 2nd Charlie King. Motion carried with all in favor.

Respectfully submitted,
Bette Anne Gallagher, Department Secretary

Chairman, Paul Parker