



FREMONT PLANNING BOARD
March 4, 2015
Meeting Minutes

Present: Chairman Roger Barham, Vice-Chairman John (Jack) Karcz, Members Jack Downing and Andrew Kohlhofer, Selectmen Brett Hunter, Alts. Phillip Coombs and Tom O'Brien, Building Official Bob Meade, interim RPC Circuit Rider Glenn Coppleman, and Land Use AA/Recording Secretary Meredith Bolduc.

This meeting was live broadcast on FCTV channel 22.

Mr. Barham opened the meeting at 7:00 pm.

MINUTES

Mr. Downing made the motion to approve the minutes of the February 18, 2015 meeting as written. Motion seconded by Mr. Karcz with unanimous favorable vote.

SCOTT BARTHELEMY

Map 6 Lot 021
154 Martin Road

At 7:00 pm Scott Barthelemy met with the Board to discuss a possible amendment to his already approved Site Plan Review for his auto and truck repair and inspection facility. The original Site Plan Review was approved by the Planning Board on June 9, 1993, an amendment to expand to include auto and truck sales was issued on April 13, 1994. At that time the applicant submitted a hand drawn site plan and floor design for the building as well as building permit certificate of occupancy.

Mr. Barthelemy explained he would like to put a 30' x 50' addition on his garage building on his property and wants to know what he needs to do. It was agreed that this would be an amendment to the already approved Site Plan Review. Mr. Coppleman said the size of the expansion exceeds the 1,000 sf as per regulations for Minor Site Plan Review making it come under the purview of Major Site Plan Review.

Mr. Meade said the building code requires a plan. He added that the owner can build the addition, but he feels drawings for the building need to be done by a design professional (Engineer or Architect). Mr. Coppleman said the Board will need to decide if the plan should be recorded and if so the plan needs to be recordable.

Mr. Barthelemy complained that the Town is making it so hard to expand his business. He said if he put the building up to the Town code and it falls down the Town would not be liable for it.

In answer to questions by the Board Mr. Barthelemy said that he has 20 employees, but only 4 who work at the garage. This would be for service for the trucks.

Mr. Karcz suggested a preliminary meeting where Mr. Barthelemy could show a drawn plan of the existing building and the addition. Mr. Barthelemy agreed to do that. Mr. Barthelemy agreed to visit the Land Use Office for a Google map of his property.

At 730 pm Mr. Barthelemy thanked the Board and left the meeting.

BUILDING INSPECTOR

Mr. Meade submitted his end-of-month report for February which included 1 renovation permit, 1 fine and 12 trade permits. He said it was a slow month, as have been the past 2 Februarys.

Mr. Meade reported:

- Fine: A propane company set 2 huge tanks and later repaired a gas line without pulling permits.
- Land behind Susan's Way: Jeremy Lennon complained that the surveyors are on his property. Mr. Meade said this is a civil matter.
- Temporary tents: Mr. Meade asked if the Board felt building permits should be required for temporary tents and the Members all agreed they do not need a building permit.

STANTEC

Mrs. Bolduc reported that she spoke with Dan Tatem of Stantec to find out if the \$4,000 that is in account with Stantec for engineering purposes can be used for other than planning related regulations or regulation updates. Mr. Tatem said that it is possible to use the money for any of the Boards suggestions:

- Corporate Commercial Zone feasibility study.
- Sidewalks.
- Engineering study as a master plan for all roads in Fremont.
- Stormwater Management Plan to respond to the MS4 plan.

Mr. Barham suggested that a road study would be the best project at this time. Mrs. Bolduc said Mr. Tatem advised that \$4,000 would be enough to do some aspects of a road study, but the cost for a complete Engineering study for all roads in Fremont would cost more than \$4,000. This prompted a conversation relative to the steps for a road study.

Mr. Barham said if need be he can put Stantec in touch with a GIS specialist they could subcontract with to populate and layer the road data. Stantec would do the technical side with the data entry already done. Mr. Barham will look into how to get the information for the data spreadsheet. The GIS expert would get the information and he can do the data entry to get them into a spreadsheet that can be used for decision making as to which roads should be upgraded, create a schedule for updating and the dollar amount for each road depending on the length of the road. Mr. Barham suggested that Stantec could be the contractor who would engage the GIS specialist that would create the template map for the roads. He added that we would also work with the Road Agent.

Mr. Karcz suggested that may be hiring an Engineer for a non-engineer project.

Mr. Kohlhofer said that plan would create a visual and logic for people to see when the Town suggests upgrading a road. Mr. Coppleman said the plan should show when a road should be upgraded.

Mr. Coppleman agreed to check with RPC to find out if they have done some work on building road network GIS data.

This will be further discussed at the next meeting.

Mr. Meade asked if the resulting map could be used for the Stormwater Management Plan in the future and Mr. Coppleman said that it could. Mr. Barham said he originally came up with the waiver plan that was accepted as an alternate to the Stormwater Management Plan and he will look into how long the waiver is good for.

CAPITAL IMPROVEMENTS PROGRAM (CIP)

The Board discussed the modified CIP proposal and timeline spreadsheet as submitted by Mr. Barham. Mr. Barham said he will do a presentation for the Selectmen possibly in two weeks. He will contact Heidi to get on the agenda.

Mr. Barham and Mr. Coombs have volunteered to be the Planning Board Members on the CIP Committee. The CIP Committee will include two Planning Board members, two Budget Committee members, a School Board member, a Selectman, and one member of the public.

SIGN ORDINANCE

Mr. Kohlhofer sent sign ordinances from the Towns of Brentwood, Raymond and Epping via e-mail for the Board to review for this meeting. Mr. Barham suggested the Board could rate the sign ordinances of the other Towns to see if some of the item could be fit to Fremont's ordinance.

Mr. Karcz said Fremont's Sign Ordinance is confusing and the Board discussed the need to modify it. Mr. Hunter suggested reviewing our sign ordinance for modification. The Members agreed and Mr. Barham suggested that the Board do a detailed review of our sign ordinance at the next meeting, decide what they like about it and what they do not like about it and come up with a direction of how it can be modified. He will try to put together a slide presentation. Mr. Coppleman agreed do a review of the current ordinance and come up with some suggestions as to where it can be amended.

INCOMING CORRESPONDENCE

Received:

Notice from the Regional Economic Development Center of public visioning workshops for the Comprehensive Economic Development Strategy (CEDS) to be held at various locations in March. The closest one is on March 12, 2015 at the REDC Training Center in Raymond.

CORPORATE COMMERCIAL DISTRICT

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Mr. Kohlhofer said he would like to discuss the Regulations for the Corporate Commercial District to allow for taller stacks or water towers. Mr. Copleman said this could be left in the Zoning Ordinance and make it waiverable through the Planning Board.

RPC CIRCUIT RIDER

Mr. Copleman said he will be with the Board as the interim Circuit Rider through the end of June. Mrs. Rowden will come to meetings as needed. She is still working on the Energy Chapter of the Master Plan and the recodification of the Zoning Ordinance.

Mr. Karcz made the motion to adjourn at 8:10 pm.

Motion seconded by Mr. Downing with unanimous favorable vote.

Next regular meeting: March 18, 2015

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

ACTION ITEMS

From March 4

Bolduc

- Contact Dan Tatem relative to planning projects. Complete.

From March 18

Copleman

- Check with RPC to find out if they have done some work on building road network GIS data.

Barham

- Look into how long the waiver that was accepted as an alternate to the Stormwater Management Plan is good for.
- Do a CIP presentation for the Selectmen.

PROJECTS PENDING/COMPLETED WITH RPC

- **CIP Annual Process** - Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of this date.
- **Provide** one (1) final paper copy and one (1) electronic version of the updated MP. Provide one (1) final copy of all elements of the CIP annual update process- Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009. Pending as of this date.
- Energy Chapter of MP – Funded through the Energy Technical Assistance Program (ETAP) (no Town cost-share). Completion date of April 30, 2012. Pending as of this date.
- Growth Control Chapter of MP – Funded through the 2013 Targeted Block Grant (TGB); Completion date of June 30, 2014.

Updated project timeline table below. **RPC**

Projects Non-CTAP	Status	2010 30 June	2012 April 30	2012 June 30	2014 June 30	2014 August 20
CIP Process Submittal Materials (2010 TBG)	Pending	Contracted Completion Date				
1 final copy of updated MP, CIP elements (2010 TBG)	Pending	Contracted Completion Date				
MP Energy Chapter	Pending		Completion date		Contract Completion Date	
MP Growth Control Chapter	Completed				Contract Completion Date	Approved