

## **LONDONDERRY, NH PLANNING BOARD**

### MINUTES OF THE MEETING OF MARCH 9, 2016 AT THE MOOSE HILL COUNCIL CHAMBERS

Members Present: Art Rugg, Planning Board Chair; Rick Brideau, CNHA, Ex-Officio; Leitha Reilly; Al Sypek; Ann Chiampa (alternate member); and Ted Combes (alternate member)

Chairman Rugg appointed Ann Chiampa to vote for Chris Davies and appointed Ted Combes to vote for Scott Benson.

Also Present:

John Vogl, GIS Manager/Comprehensive Planner; Laura Gandia, Associate Planner (TEMP)

Chairman A. Rugg called the meeting to order at 7:03 PM

#### **ADMINISTRATIVE BOARD WORK:**

##### A. APPROVAL OF MINUTES- MARCH 2, 2016

Motion made by R. Brideau to approve the March 2, 2016 minutes as presented. Seconded by A. Sypek. Motion was granted. 6-0-0. The Chair voted in the affirmative.

##### B. DISCUSSIONS WITH TOWN STAFF:

J. Vogl stated that the Hazardous Mitigation Plan with the support of the Southern New Hampshire Planning Commission received approval on the federal level (FEMA) and the next step is approval by Town Council. J. Vogl stated this is a big milestone for the Town.

There were no other discussions from the Town Staff.

#### **PUBLIC HEARINGS/CONTINUED PLANS/WORKSHOPS/CONCEPTUAL DISCUSSIONS:**

A. Staff Update on amendments to Parking and Loading Regulations is continued to April 13, 2016

B. Progress Update from Master Plan Implementation Committee (MPIC)

Deb Paul, MPIC Chair, provided a progress report. She stated that the committee did

meet recently and had some new members sign up. She stated that they had four new volunteers who are willing to serve on the committee: Ray Breslin, Dottie Grover, Martin Srugis and Kimberly Hooley. She also stated that Jennifer Horn expressed an interest. She was happy to report that other people want to be involved. She was hoping to have the amount of people required for a quorum lowered. She informed the Board that a representative from the Department of Agriculture and Agritourism came to a meeting, handed out flyers and brochures, and was delighted with the formation of the MPIC. She also stated that she talked to Scott Benson who expressed interest in the committee but was concerned with his own availability to actively participate in the meetings. She talked about the possibility of representatives from other committees serving on the MPIC.

At a MPIC meeting, she stated that the group looked through the initiatives and discussed certain tasks but had concerns with the availability of meeting with Town Staff and suggested the possibility of meeting with staff during the day.

Town Council Member Joe Green, the Town Council liaison to the MPIC, stated that the last meeting was a relighting of spirit within the group and a lot of interested people were in attendance with the desire to keep MPIC alive. He noted that the chart (See attached chart) which was presented to the Board was updated in December 2015 and he felt the committee lacked a pointed direction.

Chairman Rugg stated that the Board discussed reducing the membership of the committee to seven with a quorum of four members with representatives from different boards.

Mary Tetreau expressed her concern over what work they can actually do and what amount of money would be allocated to them. She stated she wants to work with the Planning Board and the great staff at the Town. She referred to number 2.03, the Town-Led initiatives, resuming annual monitoring of the town's surface and groundwater supplies, and stated this could follow the protocol set up by the Environmental Baseline Study Committee in 2001.

Chairman Rugg responded that the Town Council would be the lead party to that project and would manage the study committee as a standing body.

Town Council member John Farrell stated that the issue of the Environmental Baseline Study Committee did come before the Town Council and was postponed until next year as it was introduced too late in the process.

J. Green questioned whether the committee should make its presentation to the lead party and then come to the Planning Board. Chairman Rugg responded that if it costs money then you need to go to the Town Council. J. Green spoke to the need for flexibility when working with Town Staff and stated that the membership was open to having meetings during normal working hours, for benefit of staff.

Dottie Grover agreed with what was previously said and stated that there was a lot of enthusiasm at the last meeting. She felt unclear with the role of the committee given that the Planning Board established the committee but was not

sure if the committee could act without the knowledge of the Planning Board. She had no problem with committee approaching other committees. She questioned whether staff members are voting members and if they considered part of the quorum. Chairman Rugg responded that staff members are not voting members and the Board needs to decide the numbers of members. He suggested seven was the right number.

Al Sypek brought a new proposal to the Board of having seven members on the committee: one Town Council member, one Budget Committee member, one Trailways Committee member, one Heritage Commission member and 3 at large members with a five person quorum.

Dottie Grover was concerned about the public's response and the message that is being sent with that committee make-up.

Chairman Rugg stated that the membership does not affect the public's ability to come to meetings and participate.

Deb Paul stated that a member of the Lion's club came forward at a MPIC meeting and considered participating in the committee. She was pleased that a member of the public wanted to participate.

L. Reilly expressed concern about clarifying the MPIC's role and that it is the Planning Board's responsibility to charge them with certain tasks to avoid chaos, limit them to a number of topics and provide guidance and focus and prioritized tasks for the committee. Chairman Rugg stated that at the June meeting, four areas were identified as priorities for the committee: agritourism, baseline study, town center and streetscaping.

J. Green stated that each member has a different interest and if that interest is not addressed or considered, some members may leave; therefore, direction from the Planning Board is very important.

M. Tetreau agreed with L. Reilly's points. She stated that MPIC brought several ideas to the Planning Board. She stated that she and John Farrell discussed the Charter Recommendations on Page two of the Master Plan Implementation Committee Update to the Londonderry Planning Board dated March 9, 2016 (See attached). She read the charter recommendations and expressed concerns over funding tasks. She stated that the Town spent \$150,000 on the Master Plan and she wanted to be sure that it is not just a book sitting on the shelf.

Chairman Rugg stated that the group is an advisory group and any money appropriations, if any, will come from the Town Meeting and Town Council as outlined in the Town Charter.

M. Tetreau stated that the MPIC needs to be part of the budget cycle. She expressed concern over the past relationship with Board and wants that to improve. Chairman Rugg agreed.

J. Farrell stated that there are 77 items on the chart which is overwhelming. He informed the Board that the hiring of the Planning Director is underway which will provide new direction and priorities for the MPIC. Chairman Rugg agreed. He further expressed that the Town Council agreed to look at the air and water study and it is not off the table. L. Reilly sought input from the two Town Council members present and asked what their priorities are. J. Farrell stated that the immediate priority is Woodmont. He stated that projects in the north end are moving along nicely. The real drivers are contained within the Economic Development Task Force with immediate needs concerning traffic. He stressed the importance of protecting the quality of life in Londonderry. He stated that the trailways are important with their connectors in Derry and near the airport, and the completion of the kindergarten portion. L. Reilly stated she found this information helpful.

Chairman Rugg added the update to the zoning ordinance as a priority which will affect some of the other issues discussed.

Al Sypek reiterated that there was no answer on the membership and made an amended motion for the committee make-up to consist of 9 members as follows: one Planning Board representative, one Budget Committee representative, one Conservation Commission representative, one Heritage Commission representative, one Trailways representative and three at large members with 2 alternate at-large members with a five person quorum. The motion was seconded by T. Combes. The motion was granted. 6-0-0.

M. Speltz informed the Board that the distributed Committee Report they were looking at was not his work. He stated that he authored a draft but had never seen the final product which had been presented to the Board. His main concern was who was responsible for implementing the Master Plan.

Chairman Rugg replied that it was not the MPIC.

M. Speltz stated his need for an answer and expressed his thought the MPIC should operate by consensus not by votes and that the MPIC should have interplay with the Planning Board. Chairman Rugg stated that there are a lot of stake holders. M. Speltz spoke of a coordinating piece and a fact finding piece and his view that the MPIC was effectively an executive committee with no policy making authority. Chairman Rugg stated that policy making is within Town Council's realm.

M. Speltz spoke of authority, responsibility and accountability.

Chairman Rugg stated the Board will work on the charge for the MPIC. D. Grover asked if the members of the MPIC could be involved. Chairman Rugg stated that the charge will come from the Planning Board.

Dottie Grover wants the committee to continue its work with no time delays.

J. Vogl suggested refining the charter and bringing the committee

back to a reporting nature.

L. Reilly stated that it is important to have specific priorities for the committee to be tasked with and she did not want the lack of a specific charge to affect attendance.

Chairman Rugg stated that the MPIC may want to consider not having monthly meetings, especially if the MPIC is to report to the Planning Board biannually or once a year. He stated that the Planning Board will work further on the matter at the first meeting in April and will discuss any interest received from the public.

Al Sypek informed the Board that the MPIC has a meeting scheduled with the studio in the near future.

Chairman Rugg stated that there will be no change to the membership for that meeting and membership will be determined in April.

M. Tetreau welcomed direction from the Planning Board and informed the Board that she edited the update memo presented to the Board. She discussed meeting less frequently. She commented on Londonderry being voted the 2<sup>nd</sup> best place to live in New Hampshire and her desire to see it no. 1.

Chairman Rugg commented on the population rise in town.

Al Sypek stated that anyone interested in being a member on the MPIC should forward a letter of interest to the Planning Board.

Chairman Rugg agreed and stated the Board will continue its work on the 1<sup>st</sup> meeting in April along with a look at population growth.

A. Sypek made a motion to appoint Ted Combes to the MPIC. Motion was seconded by L. Reilly. Motion was granted. 5-0-1 with Ted Combes abstaining.

### **ADJOURNMENT:**

R. Brideau made a motion to adjourn at 8:14 seconded by T. Combes. Motion was granted 6-0-0.

The meeting adjourned at 8:14 PM.

These minutes were prepared by Associate Planner (TEMP) Laura Gandia.

Respectfully Submitted,



Chris Davies, Secretary