

TOWN OF NEW BOSTON
NEW BOSTON PLANNING BOARD
September 13, 2016

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2 The meeting was called to order at 6:30 p.m. by Planning Board Chairman Peter Hogan.
3 Present were regular members Mark Suennen, David Litwinovich and Ed Carroll. Also present
4 were Planning Coordinator Shannon Silver, Planning Consultant Mark Fougere and Planning
5 Assistant/Recording Clerk Valerie Diaz.
6

7 There were no members of public present in the audience.
8

9 **Continued Discussion, re: Proposed Amendments to the Subdivision and Non-Residential**
10 **Site Plan Regulations.**
11

12 Mark Fougere stated that he had completed research relative to parking requirements for
13 medical, dental and veterinary offices and suggested that 2.5 spaces be required for each
14 practitioner and 1 space be required for each employee.

15 Mark Fougere explained that State statute required that all applications be submitted 21
16 days prior to Planning Board meetings rather than the previously required 15 days. He noted that
17 the Subdivision and Non-Residential Site Plan Review Regulations needed to be updated to
18 reflect the change and could be addressed at the next meeting. The Board agreed to vote on the
19 proposed amendments at the next meeting.

20 Mark Fougere stated that he needed to sit down with Bill Drescher, Esq., to go over the
21 changes to accessory dwelling units. He explained that State statute mandated that accessory
22 dwelling units had to be interconnected and stated that he was unsure if that component needed
23 to be added into the Town's regulations or if a reference to the RSA was sufficient.

24 Mark Fougere advised that a US Supreme Court opinion, Reed vs. The Town of Gilbert,
25 Arizona, had raised concern with regard to content posted on signs. He stated that he wanted to
26 go over the Town's provisions with Bill Drescher, Esq., to ensure that the Town was not
27 regulating content.

28 Mark Fougere stated that he had reviewed real estate numbers relative to Workforce
29 Housing. He advised that 35% of sales over the last year had been under the threshold of \$280K
30 and he believed that the Town had met the requirement to provide an adequate number of
31 Workforce Housing homes.

32 Mark Fougere stated that if the Board was interested in creating 55 and over housing they
33 needed to think about allowed locations, density, number of units and type of units.

34 The Chairman commented that the only complaint he had ever heard about 55 and over
35 communities was that the ambulance was used more frequently. Mark Fougere advised that he
36 had completed fiscal impact studies on this matter and could provide the Board with the fiscal
37 impact numbers.

38 Mark Suennen asked if there was a region in Town that would not make sense to have a
39 55 and over community. Mark Fougere stated that the areas that had hills were probably not
40 ideal locations. He added that building setbacks should be taken into consideration to negate
41 visual concerns.

42 Ed Carroll asked if a new ordinance needed to be created to address 55 and over housing.
43 Mark Fougere answered yes. Mark Suennen added that an applicant could also apply for a
44 special exception through the Zoning Board of Adjustment. Mark Fougere suggested that rather
45 than applying for a special exception the Board could approve a conditional use permit. He
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1
2 **Continued Discussion, re: Proposed Amendments to the Subdivision and Non-Residential**
3 **Site Plan Regulations, Cont.**

4
5 stated that the housing would be allowed by right and/or conditional use permit with specific
6 requirements created by the Board.

7 David Litwinovich asked for a description of “garden style” buildings. Mark Fougere
8 stated that garden style buildings were typically three or four stories high and all the units were
9 contained within the building. He noted that there could be 30-40 units or 60-80 units within the
10 one building.

11 The Chairman advised that the Board had held an informational session eight years ago
12 for a 55 and over community. Mark Fougere stated that he would be interesting in looking at the
13 file.

14 Mark Fougere asked where the Board wanted to allow 55 and over housing in Town.
15 The Chairman stated that hilly areas should be avoided. Mark Suennen questioned if travel time
16 from the Fire Station to the housing location should be considered.

17 Mark Fougere stated that he would create a draft for 55 and over housing for the Board to
18 review.

19 The Chairman did not believe the 55 and over housing needed to be restricted on gravel
20 roads as the Town ambulances had all-wheel drive. Mark Fougere suggested that the Board list
21 specific gravel roads where they wanted the over 55 housing prohibited.

22 Mark Fougere stated that he was almost done updating the housing chapter of the Master
23 Plan and that he would provide it for the Board’s review at the next meeting.

24
25 **MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF**
26 **SEPTEMBER 13, 2016**

- 27
28 1. Approval of the July 26, 2016, meeting minutes with or without changes. (distributed by
29 email)

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31 Mark Suennen **MOVED** to approve the July 26, 2016, meeting minutes as written. Ed
32 Caroll seconded the motion and it **PASSED** unanimously.

- 33
34 2. Distribution of the August 23, 2016, meeting minutes, for approval at the September 27,
35 2016, meeting, with or without changes. (distributed by email)

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37 The Chairman acknowledged receipt of the above-referenced matter; no discussion
38 occurred.

- 39
40 3. Letter dated August 26, 2016, from Timothy Fountain, CAI Technologies, to Shannon
41 Silver, Planning Coordinator, re: GIS Proposal, for the Board’s review and discussion.

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43 Mark Suennen asked if the Board of Selectmen had received the above-captioned letter.
44 The Coordinator answered yes and advised that Board of Selectmen were looking for support
45 from the Planning Board for this project. She stated that the Board of Selectmen had submitted
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**MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF
SEPTEMBER 13, 2016, Cont.**

CIP paperwork for the project. Mark Suennen asked if the Board of Selectmen intended on moving forward with the CIP six-year schedule. The Coordinator explained that the CIP proposal was to collect funds over a 3-year period: 2017, 2018 and 2019. She noted the proposal would need to be discussed with the CIP Committee.

Ed Carroll stated that he would like to see at least one other company make a proposal.

The Chairman asked what the product would provide to the Town. The Coordinator explained that the product helped with efficiency relative to the Planning Department, i.e., confirming abutters and sending out notices. She continued that it would also assist the Planning Department in showing future growth of the Town. Mark Fougere added that he has used it everyday for his work in the Town of Henniker and noted that it would update the Town's maps. The Coordinator stated that other Town departments and committees would also be able to utilize the product.

The Chairman suggested that other departments contribute to the funding of the project through their budgets. Mark Suennen stated that the CIP Committee would likely address the Chairman's suggestion. Mark Fougere shared that the Conservation Commission was willing to help with funding.

Mark Suennen asked the Board members if they supported moving the proposal forward to the CIP Committee. The Chairman stated that he supported moving the proposal forward and he also supported the idea that other Town departments and committees contribute to the funding of the project through their budgets. David Litwinovich stated that he supported the project but believed that other proposals should be considered. Mark Fougere commented that CAI Technologies was an excellent company that had been around for a long time but he believed that the project should go out to bid. Ed Carroll believed that the Board should endorse pursuing a GIS option and that the CAI Technologies proposal should be considered the first bid in that effort.

Mark Suennen **MOVED** to support pushing a GIS program to the CIP Committee for discussion subject to competitive bids and encouraging other Town departments that had a vested interest to consider how they could contribute to the funding. David Litwinovich seconded the motion. Discussion: The Chairman believed that the funding for the project should be added as a line item to department budgets. The motion **PASSED** unanimously.

4. Letter copy dated September 9, 2016, from Ed Hunter, Building Inspector/Code Enforcement Officer, to Bob Waller, re: Site Plan, for the Board's review and discussion.

The Coordinator stated that the Building Inspector was looking for input/direction from the Board on how to proceed with the above-referenced matter should Mr. Waller not respond to the Building Inspector's compliance requests. She noted that the Building Inspector had stated in his letter to Mr. Waller that his site plan could be revoked should he decide not to comply with the requirements.

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**MISCELLANEOUS BUSINESS AND CORRESPONDENCE FOR THE MEETING OF
SEPTEMBER 13, 2016, Cont.**

The Chairman recommended that the maximum daily fine should be assessed to the property owner should Mr. Waller not meet the Building Inspector's compliance deadline of October 1, 2016. The Board agreed with the Chairman's recommendation.

5. Memorandum dated September 1, 2016, from Shannon Silver, Planning Coordinator, to Department Managers and Committee Chairs, re: CIP Committee Meeting Schedule for the 2017-2022 Plan, for the Board's information.

The Chairman acknowledged receipt of the above-referenced matter; no discussion occurred.

6. Letter received September 12, 2016, from David Preece, AICP, Executive Director of Southern New Hampshire Planning Commission, to Peter Hogan, Planning Board Chair, re: SNHPC Membership Fees – Fiscal Year 2018, for the Board's information.

The Chairman acknowledged receipt of the above-referenced matter; no discussion occurred.

7. Zoning Ordinance amendment, "Dwelling, Multi-Family", for the Board's discussion.

Mark Fougere advised that the definition "dwelling, multi-family" needed to be changed from "A single residential building designed for or occupied by three or more families," to "A single residential building designed for or occupied by five or more families," due to changes in State statute.

Mark Suennen **MOVED** to adjourn at 7:23 p.m. Ed Carroll seconded the motion and it **PASSED** unanimously.

Respectfully submitted,

Minutes Approved: October 11, 2016

Valerie Diaz, Planning Assistant/Recording Clerk