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5 **Stratham Planning Board**
6 **Meeting Minutes**
7 **February 01, 2012**
8 **Municipal Center, Selectmen's Meeting Room**
9 **10 Bunker Hill Avenue**
10 **Time: 7:00 PM**
11

12
13 **Members Present:** Martin Wool, Chairman
14 Mike Houghton, Vice Chairman
15 Bruno Federico, Selectmen's Representative
16 Jameson Paine, Alternate
17 Tom House, Alternate
18 Mary Jane Werner, Alternate
19
20 **Members Absent:** Jeff Hyland, Secretary
21 Robert Baskerville, Member
22
23 **Staff Present:** Lincoln Daley, Town Planner
24
25

26 **1. Call to Order/Roll Call.**

27 The Chairman took roll call and asked if two alternates could take the place of Mr. Hyland
28 and Mr. Baskerville. Mr. House and Mr. Paine agreed to be full members for tonight's
29 meeting.
30

31 **2. Review/Approval of Meeting Minutes.**

32 November 16, 2011
33 December 7, 2011
34 January 11, 2012
35

36 Mr. Houghton made a motion to approve the minutes from November 16, 2011, December 7,
37 2011 and January 11, 2012 as submitted. The motion was seconded by Mr. Paine. The
38 motion was carried unanimously.
39

40 **3. Public Meeting(s).**

41 a. 2012 – 2017 CIP Presentation by Paul Deschaine, Town Administrator
42

43 The Chairman explained that next year the Planning Board will have a larger role to play
44 in the Capital Improvements Program (CIP) process which is why Mr. Paul Deschaine,

1 Town Administrator agreed to give a presentation to aid the members of the Board in
2 preparation of future CIPs.

3
4 Mr. Deschaine started his presentation by giving an overview of the CIP process and
5 purpose. He then proceeded to review the 2012 – 2017 CIP requests. Highlights
6 included the costs of a new parking lot for the Town Hall and Library, Town Center
7 matching grants funding, the purchase of a financial software package for the Town and
8 its Accounting Supervisor, and the Fire Department Capital Reserve Fund.

9
10 A discussion then ensued involving Fire Department’s Capital Reserve Fund, in
11 particular their need for an aerial platform truck in 2026 and other emergency vehicles.
12 Mr. Federico, Board of Selectmen representative added that the Board of Selectmen had
13 looked at anticipated equipment replacement costs by the Fire Department and felt that
14 there needed to appropriate justification to replace the equipment.

15
16 Mr. Paine asked if the Board would be able to request a deposit of cash be put aside for
17 extra fire equipment should the Gateway District require it when finished. Mr. Deschaine
18 said it would be possible, but would have to be done in a certain way. Ms Werner felt
19 that putting aside a modest amount of money on an annual basis would be a good idea for
20 the Fire Department, but not the amount of \$100,000 that is being proposed at the
21 moment.

22
23 Mr. Deschaine asked the Board what they felt was a realistic amount to put aside. The
24 Board suggested \$30,000 a year. Mr. Deschaine continued going through the CIP spread
25 sheet focusing on the Police Department and Highway Department vehicles. Ms. Werner
26 asked if there was some money left over from the reduced use of sand and salt this year
27 thanks to the milder winter and whether that could be carried over to the next year. The
28 Chairman explained the Town has a salt and sand budget so there isn’t really an amount
29 left over as such in a dedicated winter budget. Mr. Deschaine added that there have been
30 some savings, but not as large as people might expect.

31
32 The signalization of Portsmouth Avenue and Winnicutt Road was discussed next. Mr.
33 Deschaine explained that it has been put off another year because the Town still doesn’t
34 know when they are going to receive State cooperation. Mr. Paine asked if it was
35 possible to pay the money up front and get reimbursed at a later date. Mr. Deschaine
36 pointed out that these plans aren’t even in the NHDOT ten year plan.

37
38 Mr. Deschaine then discussed road construction stated that this year will focus on
39 repaving/reconstructing the section from Portsmouth Avenue to Guinea Road. Mr.
40 Deschaine then avowed that the funding to install additional insulation in the Highway
41 Department shed would be put off until next year. He then discussed the money being
42 allotted for a water and sewage plan for Stratham with the help of Mr. Daley. They then
43 proceeded to summarize the intent of the requested funding was to be used to complete
44 needed analysis and studies to determine a viable water source and area for municipal
45 septic.

1 The next topics involved funding for the continued maintenance of the Stratham Hill
2 Park, Stevens Field, and the municipal center. The summary concluded with the CIP
3 amounts requested by the school system. Unfortunately no numbers had been submitted
4 by the schools at this point of time.
5

6 Mr. Houghton made a motion to revise the Fire Department Capital Reserve Fund from
7 \$100,000 to \$30,000 from 2012 to 2017. Mr. Paine seconded the motion. Mr. Federico
8 commented that he didn't feel it was prudent to go down to \$30,000 and suggested
9 \$50,000. Ms. Werner disagreed. Mr. Federico said they hadn't yet fully evaluated the
10 needs of purchasing a new squad 1 vehicle and they might discover there isn't enough
11 money available in 2015 to purchase the vehicle. Mr. Daley added that should the
12 Planning Board choose to be more involved in the CIP process next year, the Board can
13 bring the Fire Department in and discuss what their proposal is going forward. Mr.
14 Federico said he moved to amend the motion for a Capital Reserve number to \$50,000 a
15 year. Nobody seconded the amendment. The original motion was then voted on and
16 passed by three votes to one.
17

18 Mr. Houghton made a motion to accept the CIP as amended. The motion was seconded
19 by Mr. House and the motion was carried unanimously.
20

21 b. Planning Board Workshop.

- 22 i. Establishing 2012 Planning Board and Staff Goals & Objectives.
23 ii. Prioritization of Board Identified Projects (including, but not limited to the
24 following):
25 1. Sign Ordinance.
26 2. Storm Water Management Regulations.
27 3. Completion of Town Master Plan.
28 4. Evaluation of the Professional / Residential and Town Center Zoning Districts.
29 5. Other.
30 iii. Preparation of 2013 Town Warrant Zoning Amendments.
31 iv. 2013 – 2018 CIP Planning Board Process.
32 v. Training Seminars & Workshops.
33

34 Mr. Daley summarized a short list of projects identified by the Planning Board in 2011.
35 Mr. Daley then asked the Board what they consider a priority for them to focus on for
36 2012. He then suggested that the Planning Board utilize the second meeting of each
37 month as a placeholder to discuss the relevant topic/project.
38

39 Mr. Daley first identified storm water management and the possible revisions to the
40 Town's Land Use Regulations. Mr. Paine was asked by Mr. Daley if he could identify a
41 time line for the draft regulations to be put together. Mr. Paine responded that the
42 committee was still trying to get a better feeling for the regulations. The Board decided
43 that for now this particular project needs to be considered on going. Mr. Daley added
44 that it would be helpful for the Board if the Storm Water Management Committee
45 updated the Board on a quarterly basis.
46

1 The Chairman moved onto to discuss the Town Master Plan. Mr. Daley shared his
2 revised schedule for doing the Town Master Plan in 2012. He informed the Board that
3 cooperation would be needed with other boards and committees and they will bring their
4 draft versions to the Board in a timely manner. Mr. Daley felt that sharing those drafts
5 via e-mail may help expedite the process as members would have time to comment
6 before meeting as a Board. The Board members agreed to commit to reviewing the
7 chapters at the second meeting each month. The Chairman asked if the people
8 responsible for individual chapters would also be provided with Mr. Daley's time lines.
9 Mr. Daley said he would be working with individuals to come up with dates.

10
11 The topic then turned to the Sign Ordinance. The Chairman suggested that subcommittee
12 be formed to examine and then draft new language. He suggested that said committee be
13 comprised of couple of members from the Planning Board, possibly Mr. Barnes, Code
14 Enforcement Officer, and a member from the Economic Development Committee (EDC)
15 as they requested the Planning Board look at the Sign Ordinance in the first place. Mr.
16 Deschaine said that the EDC had met last night and Mr. Daley is going to talk to Mr.
17 Barnes and will try to arrange for several of the major sign companies to come and talk
18 with the EDC. Mr. Deschaine extended the invitation to the Planning Board to attend the
19 next EDC meeting to hear what the sign companies have to say. Mr. Daley added that he
20 would like to extend that invitation to members of the Town Center Committee. He
21 updated the Board that the first meeting had taken place for the Town Center Committee
22 and signage had been one of the topics. Mr. Daley felt it would be advantageous to invite
23 Ms. Colleen Lake along to attend the EDC meeting also.

24
25 Mr. Daley referred to the task of evaluating the Professional / Residential and Town
26 Center Zoning Districts. He suggested that the Board may want to consider utilizing
27 form based code similar to the Gateway Commercial Business District, but on a smaller
28 scale. The Chairman asked if the Board could focus on July and August to work on it.
29 Mr. Daley reminded the Board that Mr. Deschaine advised September as the month to sit
30 down and work on warrant articles to allow enough time for public input too. The Board
31 agreed.

32
33 Mr. Daley then referred to the CIP process for next year stating that it would be
34 extremely beneficial if the Planning Board started the process in August so there would
35 be time to contact all the department heads and bring the schools and review their CIP
36 proposals. Mr. Deschaine suggested reaching out to the school districts for their
37 participation so there is enough time to get their input into the CIP process.

38
39 The Chairman addressed the agenda item Training Seminars & Workshops. He said that
40 Board members have attended State workshops fairly religiously as well as the spring
41 conference. Mr. Daley said he included this as an agenda item to encourage Board
42 members to attend seminars and workshops. He added that he sends out information on
43 seminars, workshops and webinars also.

44
45 Mr. Deschaine suggested that perhaps the agenda could be switched a little to have an
46 applicant come in around 8pm which would allow the Board some time to discuss

1 something like the Master Plan at the beginning of the meeting rather than afterwards.
2 The Chairman added that he knows of some planning boards that put a time limit on
3 agenda items. The Board felt that this would be a good idea moving forward.
4

5 **4. Miscellaneous.**
6

7 Mr. Paine updated the Board on the latest Exeter Squamscott river project. Mr. Paine
8 said that the Master Plan for the river is currently being updated and that the Advisory
9 Committee does want to come before the Planning Board to introduce themselves and
10 explain what they do. He added also that their website will be updated very soon and will
11 include Stratham as part of it.
12

13 Mr. Daley spoke to the Board about a House Bill 1561 that is looking to eliminate all
14 regional planning commissions in New Hampshire. Mr. Daley asked the Chairman if he
15 would sign a letter that rejects the bill on behalf of the Planning Board.
16

17 Mr. House made a motion to approve the authorization of the letter that rejects House Bill
18 1561. The motion was seconded by Mr. Paine and the motion approved unanimously by
19 the Board
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21 **4. Adjournment.**
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23 Mr. Houghton made a motion to adjourn the meeting at 9:36pm. Mr. Paine seconded the motion and
24 the motion was approved unanimously.
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