

**CANDIA PLANNING BOARD
MINUTES of May 16, 2012
APPROVED**

Present: Sean James, Chair; Judi Lindsey; Albert Hall III; Kim Byrd; Ginny Clifford; Steven Bradley, Alt; Fred Kelley, BOS Rep; Dennis Lewis, Road Agent; Dick Snow BOS

Absent: Amanda Soares BOS Alt.

Chair James called the meeting to order at 7:00pm, immediately followed by the Pledge of Allegiance.

Chair James started the meeting with observing a moment of silence for Mary Girard past Planning Board Chair who recently passed away. He said prior to her passing a plaque was given to her and it is her family's wish to bring it back to the town to be put alongside her husband's plaque in the town meeting hall. He said the presentation of the plaque to the town will be Monday, May 21, 2012 at 7pm at the Board of Selectmen's office.

Minutes April 18, 2012

A.Hall **motioned** to accept the April 18, 2012 minutes as amended. J. Lindsey **seconded**.
All were in favor.

Zoning Revisions

Chair James said he would like to start up the Zoning Review & Revision Committee (ZRRC) and possibly have a ZRRC work session immediately following the next Planning Board meeting on June 6, 2012. He said there are no applications so the Planning Board meeting should be short. Chair James said they have talked in the past about street connectivity, safe routes to school and the village district which might be more tied into the Master Plan which they will discuss later. He said in the past they have had SNHPC go through the Zoning Regulations to update them as RSA's change. He said SNHPC picked up that Candia's Earth Regulations were out of date. Chair James said he would see if that is something SNHPC could do and if there would be charge and if there is a charge then the Board can look into funding sources. Chair James said there is some language in the subdivisions on storm water improvements and suggested it be added to the Zoning Regulations. He said more work could be on done on signs.

Chair James said, if no one objects he will set up the ZRRC meeting for after the next meeting June 6, 2012. He said when the Planning Board is adjourned the Board is welcome to stay for the ZRRC meeting. He said he thought that would be easier than trying to schedule a different night.

Board Vacancies

Chair James said he checked the RSA's and the Planning Board can appoint someone to fill the vacancy. He said he had discussed the position with Stephen Bradley who is the current Planning Board Alternate and asked how the Board felt about it and to discuss having Stephen Bradley fill the remainder of Mary Girard's term.

A.Hall **motioned** to have Stephen Bradley become a full Board member for the remainder of Mary Girard's term. J. Lindsey **seconded**. **All were in favor.**

Chair James said now the Planning Board does not have any alternates. He said the planning Board is allowed to have up to 5 alternates. He asked the Board how they felt about advertising for the position. He said how he got on the board was he saw an ad in the paper. J. Lindsey agreed it

was a good idea posting for alternates. G. Clifford asked how much an ad would be. Ads in the Hooksett banner run from \$70-\$150 depending on size. The ad could also be posted on line, Post Office and at the Town Hall. J. Lindsey said an ad in the Hooksett Banner would be good for residents that do not go to the website or see the public postings. A.Hall agreed. He suggested a public announcement for free.

Chair James said the other issue is Mary Girard was also the Vice Chair. Chair James said he looked at the RSA's and didn't see anything concerning positions. He said he would like to propose having everyone on the Board think about the position and if interested give him a call to talk about it and then the Board can address the position at the next meeting. He said he would like everyone present to discuss the Vice Chair position.

Master Plan update

Chair James said at the last meeting they talked about the need to update the Master Plan. He said some parts have been updated. He said he looked at different options for a Request For Pricing (RFP), to redo the entire Master Plan or just update sections. He said he contacted SNHPC and they presented the two options; a whole new Master Plan minus the parts recently completed and they talked about adding a village center plan at the four corners, public visioning, community goals, land maps, new zoning recommendations, CIP recommendations etc. He said this would cost between \$25,000- \$30,000 for the entire update. Chair James said in 2001 the town hired a firm to do the original Master Plan that cost \$15,000. He said option two would be a scaled down Master Plan update leaving most of what is in the plan similar to what Chester is currently doing. He said the cost would be in the \$10,000 to \$15,000 price range.

Chair James said the difference between the two would be less facilitated public outreach in the scaled down update. He said he would like to work on this as part of the ZRRRC committee to narrow down what the Board is looking for and which direction the Boards wants to go with the Master Plan. He said no matter which direction the Board goes in, they will need some assistance and he suggested a warrant article. He said the next step would be to work on a RFP, after the Board decides the direction they want to go with the Master Plan. He said this way they can get the proposals in prior to the town meeting so the warrant article will have a real number.

Chair James said Chapter 4 in the Master Plan was about implementation and he said the town has already done a lot of the items listed whether intentionally or not. He said the ground water studies have been done, investigation of preservation alternatives for the original Smyth public library is ongoing, and the Natural Research Inventory has been done along with Source Water Protection.

Other Business

NH Planning Board email link

Chair James said there is a plan link where Planning Board related issues are discussed via email and the Board can subscribe to it He said if interested following the instructions on the link <http://maillist2.nh.gov/mailman/listinfo/plan-link>. Chair James said the Board may find some of the topics informative.

Capital Improvement Plan Update

Chair James said Aaron Lachance is working on the update to the CIP plan. He said it is moving along but slowly. He said they received an email today from Aaron. He has requested costs from all the different departments including the school on different capital improvement projects saying some of items submitted were not complete. He also said some of the projects from the previous CIP that were carried over where not updated. Aaron said after this update the next step would be to come back to the Planning Board to prioritize the requested projects. Chair James said Aaron also asked about a CIP committee which there isn't one. Chair James said reading the RSA's, the way it reads, the CIP can either be done through the Planning Board or a CIP committee.

Chair James said they did not update the CIP yearly and it expired after 6 years. He suggested somehow incorporating the cost for the update into the budget process and make it part of the budget process every year. He said he is not suggesting that if they have a million dollars in CIP projects, that is what they will budget for, but simply that the CIP gets talked about. He said it would be a vehicle to have plans or projects talked about every year and to update if necessary. He said as long as the plan is being updated every year it does not have to be completely redone. J. Lindsey said they talked about the CIP at the Conservation Committee yesterday and they do not have numbers or figures but they are interested in land acquisition, trail construction and maintenance.

G. Clifford said she worked for Pembroke School District and they really appeared to have a good process on where they are budgeting with capital reserve counts closely tied to the CIP. She said when a warrant article was presented it was clearly stated for example in so many years they are going to have to build that and need this much money to march forward, very clear pathway of money put away for what they hoped for. Chair James said the road agent has a plan every year and there is a warrant article to improve a section of road and you know what the plan is and what is next and the school has their own. He said once Stantec gets the report done, the report will go to the Planning Board to approve, and then the next step would be the Budget Committee and the Board of Selectmen.

SNHPC Correspondence

Chair James asked if the Board had seen the SNHPC email he sent around on training opportunities. He said part of SNHPC's mission is to provide technical services to Planning Boards and Zoning Boards and asked if anyone had any interest in any facilitated 1 ½ to 2 hour trainings at night this fall. A. Hall said he was interested. J. Lindsey said it depends on the topic but she enjoys the training. G. Clifford said she was thinking about a master planning topic. Chair James said they offer good training but in the past have only offered the workshops during the day when everyone is working which is his problem.

Chair James said he received a letter dated May 4, 2012 regarding SNHPC Activities and Opportunities. He said SNHPC said they had a number of activities and opportunities that Candia maybe interested in. Chair James said at the SNHPC's April 2012 meeting they discussed a program called complete streets which is what the Planning Board has discussed as connectivity. He said DOT wants to see more connectivity not a lot of cul-de-sacs to keep the congestion off the main roads. He said SNHPC has a Technical Advisory Committee where they provide advice on transportation projects and SNHPC holds these meetings the third Thursday at 9:30am.

Chair James said there is a Regional Trails Coordination Council meeting taking place June 26, 2012 at 6:30pm, if anyone is interested. J. Lindsey said there are trails in the town forest that was originally Mary Girard's property. She said she would like to see more trails on town property. G. Clifford said there is a parking area that goes into Bear Brook off Podunk Road.

Candia Crossing Bond

D. Lewis, Road Agent brought up Candia Crossing's letter of credit which is coming due. He said the town holds the bond, and every year the bond is renewed. He asked how many years does the Planning Board want to continue renewing the bond and asked if the Board was even aware of the bond being renewed every year. He said it seems that at some point something should take place, perhaps ask the developer to come to the Planning Board to them know what they plan to do. F. Kelley said the issue with the project is money. J. Lindsey thought it was the lack of water. D. Lewis said they never finalized the plans either. He said the bond was for erosion and has it been monitored? K. Byrd asked does the bond keep up with inflation. D. Lewis said he wanted to bring this to the attention of the Board because there are new members who may not be aware. D. Snow asked about the bond. Chair James said what ended up happening is the developer came before the

Board and received a conditional approval and the problem is when the NOD was written there was no expiration date, so the project is conditionally approved with no expiration. D. Snow said nothing is happening. D. Lewis said it may be a good idea to see what the bond's actual wording is. Chair James said he would look at the NOD. Chair James said there are RSA's where if the developer does not do substantial work during a certain amount of time the approval would expire but that is on an approved plan and this is a conditional approval which is different. D. Snow said the project should be monitored more closely.

D. Lewis said he is bringing this to the Board's attention because if the developer is not reminded he seems to forget about it too. He does not want what happened on Horizon Lane to happen to Candia Crossing. He said the bond for Horizon Lane expired and the town was left with outstanding issues and the town could do nothing about it. J. Lindsey thanked D. Lewis for bringing this to the Board's attention. D. Snow felt the conditional approval should be looked at periodically by the Board. Chair James said he would check with Town Counsel.

NH Regional State Future Planning Grant Program

Chair James asked F. Kelly if the NH Regional State Future Planning partnership agreement had been signed. F. Kelly said it has been signed.

SNHPC Broadband Advisory Group

Chair James said he received an email that SNHPC has a Broad Band advisory group. It is to review high speed internet connection providers to try to get more competition into rural areas. He said he will follow up.

Critchett Road Conservation Easements

Dick Snow asked to speak to the Board about two conservation easements for Critchett Road. One property is being subdivided into two lots with one lot having 3 acres and the remaining lot has more than 3 acres. He said the larger lot will have a conservation easement stating no more subdivision. D. Snow said they are going to BOS for a Purchase and Sales Agreement which will then give them a two month window until the closing and during this time frame they need to have a subdivision approved. He said he would like to see the subdivision go through as a minor subdivision because the easement on the large piece states no further subdivision. D. Snow said Dwayne Critchett is going to be submitting the subdivision through Jim Franklin. D. Snow said he feels it appears it could be done in a very short period of time. Chair James said timing wise he has missed the June 6, 2012 meeting. He said he would have to submit his application by May 21st to make the June 20th meeting. He said after that the first meeting in July falls on July 4th and the Planning Board will not be meeting and the following meeting is July 18th. D. Snow asked if the application could be approved in one meeting. Chair James said not usually. He said if he does not get the application in soon it will be the middle of July before it can be heard. D. Snow said they will get the application in as quick as they can.

The next scheduled Planning Board meeting is June 6, 2012 at 7pm at the Town Hall.

A.Hall **motioned** to adjourn at 7:45 pm. J. Lindsey **seconded**. **All were in favor**.

Respectfully submitted

Sharon Robichaud Land Use Secretary