

**Lancaster Planning Board  
Minutes of Meeting**

**Meeting held in Town Hall Auditorium**

**Wednesday – February 14, 2018**

The meeting was called to order by Chairman Mark M. E. Frank at 6:30 PM followed by the Pledge of Allegiance.

**Initial Business:**

**Roll Call:**

Regular Members:

**Present:** Chairman Mark M. E. Frank, Vice Chairman Andy Nadeau, Selectmen's Representative Leo Enos, Penny Noyes and Justin Carter.

**Absent:** Rusty Scott and Mark M. St. Pierre.

Alternate Members:

**Present:** Don Doolan, Rick McCarten and Greg Westcott.

**Absent:** Ben Pellerin.

Student Representatives:

**Present:** Andy Smith

**Absent:** Isabella Gaetjens-Oleson.

Others attending: Lewie Cassady, Jill Colby, Zach Colby, Ansen Cassady and Planning/Zoning Coordinator Benjamin Gaetjens-Oleson.

**Chairman Mark M. E. Frank moved alternates Don Doolan and Rick McCarten up to full voting members to replace Mark M. St. Pierre and Rusty Scott who were absent.**

**Review and approve the minutes of the January 10, 2018 meeting.**

**A motion was made by Don Doolan and seconded by Leo Enos to accept the minutes as written.**

**A vote was taken and the motion carried unanimously.**

**Appointment(s):** None.

**Submission of Application(s)/Public Hearing(s):** None.

**Public Hearing(s):** None.

**Other Business:**

**Preliminary Conceptual Consultation:**

● Mount Royal Academy North: Jill Colby, Zach Colby and Lewie Cassady were present to represent Mount Royal Academy North. Mrs. Colby began by passing out information on the proposed school. She explained a survey was distributed throughout the area to determine the interest in an alternative school. Approximately 200 responses were received from the greater Lancaster area including Berlin/Gorham, Littleton and neighboring Vermont towns.

**Alternate Member Greg Westcott arrived at 6:35PM.**

She continued to explain the school is in partnership with Mount Royal Academy in Sunapee, NH and although it is located on the grounds of All Saints Catholic Church, it is completely

independent of it. It is a private school with a 7 member Board. They do have a lease with the church outlining the use of the property.

Mrs. Colby then passed out a sketch showing the proposed location of the temporary classrooms. There will be up to 2 of them with only one being proposed to start. They will be located off Depot Street, behind the parking area of the Church. She explained the first year they will start with grades kindergarten through fifth grade with hopeful plans to add a grade each year until they reach eighth grade. They want to grow with their initial enrollees but do not plan to expand into high school.

Don Doolan asked if the school's proposal should be exempt from Site Plan Review per RSA 674:54, Governmental Uses. Benjamin Gaetjens-Oleson stated that as it is not considered a government entity like a public school it would not be exempt and would be required to receive Site Plan Review approval. Chairman Mark M. E. Frank asked if the temporary classrooms would be classified as manufactured or modular homes. Lewie Cassady explained the classrooms will be provided by Schiavi Homes and considered modular or pre-site built with a crane required to place them on their foundations. They have an initial lease of 3 years with the Church and Schiavi Homes for the initial classroom. Chairman Frank asked what type of foundation the classrooms would be placed on. Mr. Cassady explained it would be a concrete pad or piling foundation. Nothing extremely permanent.

Vice Chairman Andy Nadeau asked if they had spoken to any of their abutters yet. Mrs. Colby explained they had intended to wait until March when the formal application was submitted. Mr. Gaetjens-Oleson explained the deadline for the March meeting was sooner than usual due to the meeting being a week earlier because of Town Meeting. He explained if they wished to submit formally in March he would work with them to ensure they would meet the required timelines. Mr. Gaetjens-Oleson also asked the Board if they believed this request qualified as a Minor Site Plan or Major Site Plan.

Selectmen's Representative Leo Enos asked what their plans were for water and sewer service. Mr. Cassady explained connections at the street were established over the summer when the Town's stormwater project completed their work on Depot Street. This was in anticipation for this eventuality. Penny Noyes asked if plans were to utilize the existing parking area off Depot Street. The answer was they were and no additional parking would be required. Mr. Doolan asked if existing Church staff and building facilities were going to be used. Mrs. Colby explained that was not planned as they were completely separate from the Church except for the leasing of the land.

Chairman Frank asked if they would be complying with all life and fire safety requirements. Mr. Cassady explained Schiavi Homes is the largest provider of mobile/temporary classrooms in the area and are aware of all the life and fire safety requirements. Mr. Gaetjens-Oleson also explained the Fire Department is working with the school to ensure everything required is in place.

Mrs. Colby continued to explain the hours of school would be from 8AM to 2:30PM, Monday thru Friday so there is no anticipated conflict with Church operations. There will be early morning and after school hours for families that wish to utilize them which would expand the hours of operation from 7:30AM to 5PM. There will be a designated drop off/pick up area and it is only expected that 3 to 4 cars of staff members will be on site initially.

Justin Carter asked about lighting and stormwater provisions. Mr. Cassady explained the Church parking lot was redone over the summer with regrading and additional storm drains added to connect into the new stormwater collection system on Depot Street. It is not anticipated that any additional, outside lighting will be needed except for possibly residential fixtures on the buildings. Mr. Doolan asked if there would be any clearing of additional land to accommodate the buildings. The answer was no-what is already cleared and lawn space is adequate to place both classrooms. Mr. Doolan also asked if they had investigated any alternate locations. It was explained that the plan was to

find a permanent location within 3 years to relocate to and may require renovation a building at the chosen location or a new building.

Zach Colby asked if there would any requirement to stripe the parking spaces at the existing lot. Vice Chairman Nadeau explained he had dome some of the site planning for the school and when looking to stripe the lot it would actually decrease the number of cars allowed to park there. Mr. Gaetjens-Oleson agreed that striping should not be necessary as the school use is very accessory to the Church and does not conflict with the typical Church hours of operation. Mr. Colby also asked if a fire zone would need to be marked. Mr. Gaetjens-Oleson stated that would be determined by the Fire Department and may be needed in the front of the classrooms. Ms. Noyes explained that once a month the NH Food Bank delivers bulk commodities to local service organizations at the Church parking lot so some coordination may be needed.

Chairman Frank asked what the building capacity was. Mrs. Colby explained there would be 4 classrooms per building for a maximum of 8 rooms with both buildings on site. Mr. Cassady added that each building has a 50 student capacity.

Mr. Gaetjens-Oleson again asked if the Board wished this be a Minor or Major Site Plan and if they were going to review the proposal as two buildings knowing that one may be added later. Mr. Doolan and Greg Westcott both felt it would qualify as a Minor Site Plan and the full request should be reviewed. After reviewing what qualifies for each Mr. Carter felt that it should proceed as a Minor Site Plan with the knowledge that the process could still take longer than the minimum 1 meeting and the total proposal would be reviewed as opposed having them come back when they are ready to place the other building. Mr. Doolan felt it may be a good idea if Father Matt or someone else from the Church attended the hearing in case there are questions for them. This may help the process go smoother and faster. Mr. Cassady agreed to ask Father Matt. Selectmen's Representative Enos thought it may need to be presented as a Major Site Plan. Chairman Frank was not convinced it met the definition of a Major Site Plan. The Board finally agreed the proposal would qualify under Minor Site Plan and should be presented with both buildings to be approved even though only one will be placed initially. Chairman Frank stated that they should include the location of any walkways on the plan.

**Commercial Building Permit(s):**

- MMCM Properties, LLC-This is the Sandwich Tech company that manufactures skis and other items located behind the old CMW Emporium building, now RizFit. It is a renewal of a permit issued last year.
- Verizon Wireless-Upgrades to their telecommunications equipment on Mt. Orne. Mr. Westcott asked about the Varsity Wireless approval given in 2016. Mr. Gaetjens-Oleson stated they were still planning to build their tower but were partnering with NCIC and are waiting for grant funds to go with their investment. Mr. Doolan asked if small systems such as the broadband dishes and antennas needed to go through the same process as there are similar concerns such as health of neighbors. Mr. Gaetjens-Oleson stated our regulations are vague on that and as long as no towers are erected they would not have to. He explained a company, Skywire, is doing this by placing equipment in trees and on buildings to minimize the impact on view but to still provide a much needed service.

**Voluntary Merger(s):** None.

**Recent Zoning Decision(s):** None.

**Announcement(s)/Correspondence(s):**

Mr. Gaetjens-Oleson announced the next Planning/Zoning conference will be April 28th in Concord and when registration is open he will notify the Board. He also explained the Town will pay for anyone who wishes to go as well as their mileage but he encouraged people to carpool.

Mr. Gaetjens-Oleson explained the Hospital will be proceeding with their plans to add on to the existing Hospital building to construct space for the clinic. That proposal will be coming to the Board in the next couple of months and hopefully as a preliminary first.

Chairman Frank reminded everyone Town Meeting was coming up.

Mr. Gaetjens-Oleson stated the only current Board member needing to be reappointed was Rusty Scott. He continued by saying that 2 vacancies remain due to Ben Southworth's past resignation and Ben Pellerin not seeking reappointment due to a potential move out of Town. Mr. Doolan stated he had spoken to Dave Fuller Sr. and Tom Wolfe about joining the Board and both seemed interested.

Mr. Gaetjens-Oleson stated Santa's Village bought a property on North Main Street, Joe Barton's past home and most recently home to the Purple Moose Discovery Center. Their plan is to create housing for their foreign workers. It will be renovated to house up to 12 people for about 3 months a year. Mr. Gaetjens-Oleson asked if the Board felt Site Plan would be required and the Board agreed that just a Commercial Building permit would be needed.

Noting that there was nothing further to come before the meeting a motion was called for to adjourn.


**A motion was made by Leo Enos and seconded by Penny Noyes to adjourn. A vote was taken and the meeting adjourned at 7:30 PM.**

Respectfully,



**Benjamin S. Gaetjens-Oleson – Clerk Pro Tem**

Approved: 3/7/18

  
**Mark M. E. Frank**  
**Chairman**