

**Lancaster Planning Board
Minutes of Meeting**

Meeting held upstairs in Town Hall

Wednesday – April 10, 2019

The meeting was called to order by Chairman Mark M. E. Frank at 6:30 P.M., 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, Justin Carter and Penny Noyes.

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

Alternate Members:

Present: Shane Beattie and Don Doolan.

Absent: Greg Westcott and Garrett Savard.

School Representatives:

Absent: Andy Smith and Isabella Gaetjens-Oleson.

Others attending:

Planning/Zoning Coordinator Benjamin Gaetjens-Oleson.

At this time Chairman Mark M. E. Frank appointed Alternate Member Shane Beattie to full voting member in the absence of Mark M. St. Pierre and Alternate Member Don Doolan to full voting member in the absence of Rusty Scott for the evening meeting of April 10, 2019

To review and approve the minutes of the March 6, 2019 meeting.

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

Election of Chairman and Vice Chairman:

The meeting was open for nominations for Chairman and Vice Chairman for the coming year.

A motion was made by Don Doolan and seconded by Penny Noyes to re-elect Mark M. E. Frank as Chairman and Andy Nadeau as Vice Chairman for the next year. Hearing no further nominations a vote was taken and the motion carried.

Appointment(s): None.

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

Other Business:

Preliminary Conceptual Consultation: None.

Commercial Building Permit(s):

- Trividia Manufacturing Solutions, Inc.-244 Main Street for interior renovations of existing building to include removal of wooden partitions, creation of meeting space in old showroom, upgrading of sprinkler system and covering all spray foam with steel shielding.
- Sustainable Forest Futures-101 Main Street for complete renovation of building including exterior rehabilitation, elevator installation and interior demolition and reconstruction of all 3 floors for mixed use property. Planning/Zoning Coordinator Benjamin Gaetjens-Oleson explained this was the Parker J. Noyes building now owned by the Northern Forest Center and Greg Cloutier and that they needed a building permit for insurance and funding purposes. He explained they had recently had a conditions assessment completed and will be developing some renovation plans and that the building permit was approved with the condition that only demolition was approved until a full renovation and improvement plan was reviewed by the Town. Mr. Gaetjens-Oleson also explained that due to the building remaining mixed use as previous it did not need to go through site plan review.

Voluntary Merger(s): None.

Recent Zoning Decision(s): None.

Training Topic(s)/Material(s):

- 2019 NH OSI Spring Planning/Zoning Conference Registration Open-Mr. Gaetjens-Oleson passed out the conference agenda and registration form and asked those interested in attending to fill out the form and return to him so he could enter it online and ensure the Town was sent the invoice.

Mr. Gaetjens-Oleson reminded the Board that he would be conducting a Planning Board training for North Country Council (NCC). It would be held at the Stratford Town Hall and open to all members of town Boards. It would be free to members whose towns are NCC member towns. He invited members to attend if interested but also reminded them that he is willing to provide topic related sessions to them if they provide him with the topic. Chairman Frank asked if the Board could receive some sort of Active Shooter training. Mr. Gaetjens-Oleson replied he would speak with the Police Chief and that it may be a good training for all the Boards to attend and to focus on dealing with difficult meeting attendees.

Mr. Gaetjens-Oleson also informed the Board that the Town was asked present at the NH Preservation Conference being held in Littleton at the end of May. He explained that he will be putting together a program highlighting the various things the Town has done to encourage responsible redevelopment along Main Street. He explained that he gets many calls concerning the Town's positive work and wanted the Board to know it is due to theirs and the other Board's forward thinking that has created this.

Announcement(s)/Correspondence(s):

- Adoption of Amended Planning Board Rules of Procedure-Mr. Gaetjens-Oleson explained this was to adopt the changes presented to the Board at the March meeting. He explained the changes to the relevant sections as some present members were absent in March. Don Doolan asked about the process explained in the document pertaining to members that miss many meetings. Mr. Gaetjens-Oleson answered it is the Board's

responsibility to submit a letter to the Selectboard requesting they address the issue and possibly remove the absentee member from the Board. He continued by saying members typically do contact him stating they have a conflict but he feels the meetings should be a priority that unless there is a work or family conflict members should attend. Attendance should not be based on the items on the agenda.

- Master Plan-Mr. Gaetjens-Oleson explained the results from the community engagement sessions should be available soon and wanted to know what the Board wished to do about the Master Plan Update-create a committee or do it themselves which would require an additional monthly meeting for them? Mr. Gaetjens-Oleson felt if there was a committee there should be members from the Town Boards as well as members of the public. The Board felt a committee would be better and Mr. Gaetjens-Oleson stated he would bring a recommendation to the next meeting on the committee's make-up as well as some possible members of the public but he would also put an ad in the paper.
- Review Subdivision & Site Plan Review Regulations-Mr. Gaetjens-Oleson asked if the Board had any thoughts for additional changes to the regulations. As some members present were not at the March meeting Mr. Gaetjens-Oleson explained to them the proposed changes so far including the Department Head review of all development ideas with applicant prior to any discussion with the Planning Board. He would like to be sure that both documents get a thorough review for any changes so they are all voted on at once and not have several hearings over the course of the year. Mr. Gaetjens-Oleson told the Board he would email out the document with the proposed changes so far to the Board to review for discussion at the next meeting.
- Request for Project Review by NH DHR-Weeks Medical Expansion
- Town of Lancaster Nominated for Municipal Energy Champion-Mr. Gaetjens-Oleson explained Lancaster was nominated for the Municipal Energy Champion award due to all the work that has been done pertaining to energy efficiency and sustainable energy systems. He explained that although they did not win-award went to Dover-it was quite an honor to be recognized.
- Update on Inspection of Food Prep Establishments in Town-Mr. Gaetjens-Oleson explained the inspection process that was described to the Board at the March meeting was stopped by the Town due to a complaint from one of the businesses. Mr. Gaetjens-Oleson informed the Board that although there was one complaint there were more businesses that, once they understood the purpose and process, appreciated the plan. He did hope the decision would be reversed as he felt it was not only a benefit to the businesses but also to the community.

Other business as may legally be brought before said meeting.

Mr. Gaetjens-Oleson explained that Mt. Royal Academy North is planning to put on an addition to their current school building to accommodate the growing enrollment. This would eliminate the placement of a whole separate building. Mr. Gaetjens-Oleson did not feel it would need a rehearing of site plan as the change is minor and serves the same purpose and intent. He did inform the Board that he told the school that if after the addition they then wanted to place another building that they would then need to receive a new Site Plan approval. The Board agreed that it could be handled as a Building Permit process.

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 Justin Carter to adjourn. A vote was taken and the meeting adjourned at 7:40 P.M.

Respectfully,
Sandra E. Doolan – Clerk

Approved:
Mark M.E. Frank - Chairman

DRAFT