

**Lancaster Planning Board  
Minutes of Meeting**

**Meeting held downstairs in Town Hall Auditorium**

**Wednesday – May 8, 2019**

The meeting was called to order by Vice Chairman Andy Nadeau at 6:30 P.M., followed by the Pledge of Allegiance.

**Initial Business:**

**Roll Call:**

Regular Members:

**Present:** Vice Chairman Andy Nadeau, Selectmen's Representative Leo Enos, Rusty Scott, Justin Carter, Mark M. St. Pierre and Penny Noyes.

**Absent:** Chairman Mark M. E. Frank.

Alternate Members:

**Present:** Don Doolan and Garrett Savard.

**Absent:** Shane Beattie and Greg Westcott.

School Representatives:

**Absent:** Isabella Gaetjens-Oleson and Andy Smith.

**Others attending:** Rob Christie, Julie Renaud-Evans and Maggie Jones.

To review and approve the minutes of the April 10, 2019 meeting.

**A motion was made by Mark M. St. Pierre and seconded by Justin Carter to accept the minutes as written. A vote was taken and the motion carried.**

**Reaffirm vote adopting amendments to Planning Board Rules of Procedure:**

Planning/Zoning Coordinator Benjamin S. Gaetjens-Oleson explained to the Board that as described in the April Board minutes it did not appear an official vote was taken to adopt the amendments to the Board's Rules of Procedure. He stated the Board could take a vote now to reaffirm the Board's intent from April to adopt the amendments.

**A motion was made by Rusty Scott and seconded by Justin Carter to reaffirm the approval of proposed amendments to the Lancaster Planning Board Rules of Procedure as presented at the April 10, 2019 meeting. A vote was taken and the motion carried.**

**Appointment(s):**

Julie Renaud Evans – Northern Forest Center.

Mr. Gaetjens-Oleson introduced Julie Renaud-Evans of the Northern Forest Center (NFC) to present on the community revitalization work they have been doing in Lancaster. Ms. Renaud-Evans presented a PowerPoint slide show and began by explaining NFC was not only working in Lancaster but also Millinocket and Bethel, Maine areas. In Lancaster they have gathered individuals to serve as an Advisory Team and have assisted in various projects including two area brochures that highlight the region's outdoor recreational opportunities. They have also helped the Town create an energy program and are currently working in redeveloping the Parker J. Noyes building.

For the Noyes building development they are seeking grants and private investments.

Some grants they are seeking are through LCHIP and other historic preservation opportunities. She explained that some of these grants will require statements of support from the Town. She stated Mr. Gaetjens-Oleson has been a great help with the work they are doing in Town. She also stated the building would house the Root Seller on the first floor and have 3 apartments each on the second and third floors. The apartments would be market rate rentals and not low-income/subsidized housing. There was concern expressed about parking for the tenants. Ms. Renaud-Evans stated they are addressing this. Mr. Gaetjens-Oleson explained there will be ample parking in the municipal lots and the Town is developing plans to stagger the nights of no parking in them during the winter parking ban so some overnight parking will be allowed.

The Board thanked Ms. Evans for coming to the meeting with the presentation.

**Application Submission(s)/Public Hearing(s):**

None.

**Other Business:**

**Preliminary Conceptual Consultation(s):** None.

**Commercial Building Permit(s):** None.

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

**Recent Zoning Decision(s):**

- Constance W. Eastman Revocable Trust – Area Variance, 31 Cross Country Lane  
Mr. Gaetjens-Oleson explained the applicant plans to construct a small addition to build a stairway for easier access to the second floor of their camp. He stated they would still need to get a Shoreland Permit from NH DES. The Board approved the variance with no conditions.
- Dean & Pattie Flynn – Area Variance, 17 Depot Street  
Mr. Gaetjens-Oleson stated the Flynn's wanted to place a pre-fab shed on their property but it would be closer to the Play and Learning Center property line than the 10' minimum. The Board also approved this variance with no conditions.

**Training Topic(s)/Material(s):**

Mr. Gaetjens-Oleson stated the training he conducted for North Country Council in Stratford was very well attended. It was presented as an informal roundtable question/discussion format.

Mr. Gaetjens-Oleson also explained he had a discussion with people from the Tillotson Fund and other land use/municipal officials about developing a system to bring more trainings to the North Country for volunteer and elected Town officials. He asked the Board to be sure to pass along any training wishes to him so he can develop a session for the Board.

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

- Establishment of Master Plan Committee  
Mr. Gaetjens-Oleson stated he feels the best structure for the Master Plan Committee is 2 Planning Board members, 1 Zoning Board member, 1 Conservation Commission member 1 Selectboard member and 5 to 7 other individuals associated with the Town. The Board felt this was a reasonable dynamic. Mr. Gaetjens-Oleson explained he would put an ad in the paper to

find those interested in filling the remaining 5 to 7 seats. He would bring those names to the Board in June to choose from. He stated his intent is to have a diverse committee to ensure a representative plan is created. It was asked if Department Heads would be on the committee. Mr. Gaetjens-Oleson answered that they all would be notified of the meetings and would be encouraged to attend, especially when the topic was directly related to their department.

**Review Subdivision Regulations:**

**Review Site Plan Review Regulations:**

It was asked if he Board still felt the changes previously discussed for each document were acceptable. The Board agreed they were happy with the discussed changes. Mr. Gaetjens-Oleson stated he would schedule the public hearings for adoption for June.

Mr. Gaetjens-Oleson introduced Maggie Jones who is interested in possibly serving on the Board. Ms. Jones explained she is a recent addition to Lancaster and works in real estate.

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 7:35 P.M.**

Respectfully,

Sandra E. Doolan – Clerk

Approved:

Andrew Nadeau  
Vice Chairman