

GOFFSTOWN PLANNING BOARD  
MINUTES TO MEETING OF APRIL 14, 2016

In attendance were Barbara Griffin—Chairman, Phil D’Avanza—Vice Chairman, Jim Raymond, Tim Redmond, Kimberly Peace, Michael Conlon, and Collis Adams—Selectmen’s Representative. Also in attendance were Jon O’Rourke—Planning & Zoning Administrator, Darrell Halen—GTV Audio/Video Technician, and Gail Labrecque—Recording Secretary.

Barbara Griffin called the meeting to order at 7 pm.

There were two people in the audience.

Jim Raymond asked about amendments of the minutes. When we amend the minutes, do we actually go back and amend the original?

Barbara Griffin said no.

Jim Raymond said the only amendment is in the subsequent minutes.

Barbara Griffin said that is correct.

Jim Raymond said the problem with that is when we need to see what we’ve done, like for a project, we pull out the minutes for that meeting. We don’t pull out subsequent minutes to see if we amended them. A better practice is to amend the minutes. These are all tentative until we approve them. Any amendments should be in the minutes themselves so what gets filed as the minutes is as amended. As a lawyer, he strongly recommends that. If you go to court, if you bring the minutes as part of the certified records, you are bringing the wrong minutes.

Barbara Griffin said she agrees and wants to follow that with our new Planning Director. A good thing to put on the agenda for the future is what is actually in a lot file. Things should be tracked differently. If legal comes to look at a file for a lot, they have all the minutes that pertain to that lot and all of the approvals. As far as she knows, that is not the case.

Jim Raymond said these aren’t a transcript. The words we are looking to rephrase are in there. He doesn’t mind the detail but let’s not be trapped by it. We can use editorial discretion.

Barbara Griffin said the issue is that by the time the Board gets them, these minutes are online. We need to go back and figure out what is on file. Some boards have the minutes provided to the Board prior to publishing.

Jim Raymond said maybe they are just a draft until we approve them. His second issue is the thing we amended, which is in the first paragraph—there are two things to that. These aren’t a transcript and we are entitled to use words that show what we discussed and what actions we took. Sometimes he will use words his grandmother won’t approve of and he doesn’t want them in the minutes. If they make it in the minutes he’d like to have them taken out because they are not required. This is not a transcript. When we amend them out, they should come out. The same word shouldn’t appear in the amendment yet again.

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Gail Labrecque said the minutes you are talking about were amended. It had been a specific request and she asked Patty Gale. That is how she knew it's not normally done.

Jim Raymond said the amendment has the wording again when we could have said the amendment would be to change the word to challenge.

Barbara Griffin said she had this issue on the Board of Selectmen. We produce things that purport to be general minutes and they look like transcripts. Yet in other minutes you can't tell what went on. It's a balancing act.

Jim Raymond said he doesn't mind the detail but let's not be trapped by it. Gail Labrecque takes great notes and they are useful but we can use editorial discretion to make the words fit better, without the exact words sometimes.

Tim Redmond asked what the appropriate action would be. Would it be to replace a particular page? Or do you need a complete set of minutes?

Barbara Griffin said the issue is by the time you get them, they are online. There is no going back. No one is talking about not being transparent. No one is talking about not posting within the required time frame. Jim Raymond had a particular point and as a Board we need to have a discussion along the line of what is in the file on the lot. When we need to go back to find out what happened—an action or an amendment, can we tell? And how do we handle the minutes? For some Boards, the minutes are provided to the Chairman before publishing. That doesn't happen at the Planning Board. Maybe we want to talk about our Rules of Procedure as to whether or not we want to do that.

Tim Redmond asked what the remedy is at this point.

Barbara Griffin said there is no rewording of what has already been done.

Jim Raymond asked if it can be changed on the website. These are now official now that we've approved them. The minutes from last time were approved as amended and they should go on the website as amended.

Barbara Griffin said we need to find out what happens. She doesn't think that is quite what happens. She thinks the minutes go on as posted. If you go back to look at the minutes of a year ago they will look exactly as they did in front of you that night.

Tim Redmond asked if we could request to Administration that minutes not be posted online until brought back to a subsequent meeting for approval.

Barbara Griffin said the Town has adopted a policy that the minutes are available online. She thinks it would be a policy change they would not do for one board.

Jim Raymond said they could be marked as draft.

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Barbara Griffin said the issue you are talking about is if you could get them replaced online as compared to not posted.

Collis Adams said they could be a draft subject to amendment. When the final comes out you pull the draft down and put up the final.

Gail Labrecque said the last sentence on the minutes is that they are subject to approval of the Planning Board. She has five business days to submit them. At that point, they have to be made available to the public.

Tim Redmond asked if it would be appropriate to put a statement at the top of the page that these are draft minutes.

Barbara Griffin said we need to talk to the Administration about the process on minutes. The minute the Town starts talking about doing the minutes differently from one Board to the other it opens it to questions. There is no intent to hide or change anything. It's really a question of what are the appropriate minutes and what is our process for approval, so as a Planning Board we know exactly what happened in a particular application.

Collis Adams said he agrees it should be a town wide, consistent policy.

Michael Conlon asked about discrepancies where there are some Boards who preapprove the minutes.

Barbara Griffin said that would be the procedure for the Board. As to the posting of the minutes, and the time frames, and how the Town actually handles them—those are the same.

Phil D'Avanza said when you take a set of minutes, it says the minutes are subject to approval by the Planning Board. Then you look at the next meeting and the first action generally taken up, the first thing you do is to look to see if the minutes have been approved. The changes listed should go back to the prior minutes. When you research something in the minutes, you have to make sure the minutes you are looking at have been approved and if there are any amendments.

Collis Adams suggested continuing the discussion at the end of the meeting.

**MINUTES—meeting of March 10, 2016**

**Phil D'Avanza made a motion to approve the minutes to the Planning Board meeting of March 10, 2016. Kimberly Peace seconded the motion. VOTE: 4-0-3. Collis Adams, Tim Redmond, and Barbara Griffin abstained. Motion carries.**

**Map 6 Lot 18, Completeness Review/Site Plan Amendment to a recently Approved Site Plan/Conditional Use Permit for the existing YMCA Allard Center, that was approved on February 12, 2015, with the plan being signed January 14, 2016. The proposed Site Plan Amendment is to change the location of the proposed addition from the side of the building to the rear of the building. The proposed addition will decrease from 4,112 sq. ft. to 4,101 sq. ft. The property owner is "The Granite**

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**YMCA”, located on 116 Goffstown Back Road, Zoned Agricultural (The applicant is requesting a continuance to the April 28, 2016.)**

**Jim Raymond made a motion to continue this application to the April 28, 2016 meeting. Phil D’Avanza seconded the motion. VOTE: 7-0-0. All in favor. Motion carries.**

Barbara Griffin asked the Board to introduce themselves.

**Presentation from Sylvia Von Aulock, Deputy Executive Director of Southern NH Planning Commission, on “Complete Streets” (A pilot program to help design and enable safe access for pedestrians, bicyclists, motorists and transit riders.)**

Sylvia Von Aulock said she has a summary of what the Planning Commission has done in 2015 for the Town of Goffstown, which was distributed to the Board. She had a power point presentation on the SNHPC Complete Streets Toolkit Project. Complete streets are redesigned and reconsidered for all users, whether on a bike, a tricycle, walking, jogging, or in a truck, vehicle or motorcycle. She pointed out an element in Concord, NH, on Main Street, where there were bump outs to shorten the crosswalk for pedestrians. Put yourself in the place of the driver, the walker or the rider. It is a much safer feel. People worry about the cost of complete streets. A lot of the cost is paint. What are the benefits of complete streets? Safety is one of the number one benefits. It encourages economic development, improves quality of life, provides choices, increases the attractiveness of the community, and improves health by encouraging walking and biking. An issue we hear about is keeping the young people here. This is a big issue for the younger generation, and the older generation as well. The project elements include a stakeholder team, research, policy focus, engineering design standards, a pilot program and a toolkit. The stakeholder team meets about every six weeks. It consists of communities within SNHPC (Derry, Windham, Manchester, Bedford, and now Goffstown) and outside of SNHPC (Nashua, Concord, Portsmouth, and Keene). It also includes other Planning Commissions. We are making sure we are connecting with the state wide complete street policy effort. We are discovering existing complete streets projects, inviting engineers and landscape architects to highlight their success stories, are encouraging neighboring planning commissions to share their work, web search of existing resources. They are looking to create policy guidelines. We are finding examples for urban, suburban, and rural settings. The trend is for towns and suburbs to adopt complete streets policies. It’s not all about big cities. We are looking at engineering design standards, including federal regulations, local allowances and rural, suburban, and urban challenges. Part of our toolkit project is to invite communities within the area to come up with a project we can help you with. It could be a policy or an ordinance. It could be road/sidewalk standards, or pop-up planning initiative. It could be an education outreach with public/staff workshop. She showed an example of a bikeway in Keene, NH that is pop up project and movable, including removable tape and bollards. She asked if the Board had questions. She said their packets had applications, and asked they be in by the first Friday in June instead of May 6, 2016. We would expect one from the community. She’d like the Planning Board to buy into it. It’s important.

Tim Redmond asked about sidewalks on North Mast Street. It has what we need there. There is a roadway and about 9 feet of gravel people park on before they get to the sidewalk. From the Mobil Station to Sully’s would be a great place for this. It is part of the DOT Urban Compact.

Sylvia Von Aulock said DOT is part of this. We want to bring them in on this. We can’t implement it but we can help plan it. We’d help you create a plan for a section of your road.

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Barbara Griffin said this is a perfect place to try to use that plastic tape. The road is flat and people use it.

Tim Redmond said it would only have to be marked. Right now the fog line is 6 or 7 feet from the edge of the pavement. The bike lane exists but it's not designated as a bike lane. It would only have to change when you got down to the end of the cemetery.

Barbara Griffin said if DOT wants to try it in a higher use area, like the picture in Keene, it's a different traffic pattern than we are talking about on Route 114. In the downtown, urban compact area, anything to do with North Mast would be wonderful.

Tim Redmond said we had to stop using the center markers for the pedestrian walkways because people were walking over them. That's why the signs are on the curb line now.

Phil D'Avanza said the application says funding provided from DOT. What is the original source?

Sylvia Von Aulock said it is part of the state funding from DOT. She will find that answer and get it to the Board.

Barbara Griffin opened the hearing to the public.

David Pierce, 21 Mill Street, said he's on the Public Works Committee as a State Representative, as well as this Board's representative to SNHPC. The Public Works Committee is discussing a Senate bill to better promote complete streets. This is an initiative in all 9 Planning Commissions and at the State level to find an approach to be better endorsed at the State level. He was pleased to have this Board have suggestions of streets that could be part of this. From Mast to the town line is a matter of working with the State DOT to make things happen. They are willing to entertain the idea. The State isn't installing bike lanes because they require the communities to do the maintenance forever, once sidewalks are built and striping is put down on the roads. Some communities don't want to invest in sidewalk plows. We already plow there. Our sidewalk goes all the way down to Parker Station. There are other opportunities this Board may want to take advantage of. Not only North Mast Street, but half of East Union is officially the Goffstown Rail Trail. How do you accommodate those walkers and bikers to stay safe in getting from point A to point B? There are opportunities in Pinardville, such as College Road or 114A itself.

Barbara Griffin said we should consider what roads are being considered by the DPW.

David Pierce said the funding is for SNHPC to do the design study. It is not funding to do the construction.

Barbara Griffin we understood that. She asked if there is anything being planned this year. We should talk to DPW.

Collis Adams said he would talk to DPW Director Jacobs.

Tim Redmond said College Road is on the list. They have been talking about sewer improvements there. He believes a sidewalk is part of the project. It will connect Mast Road to the College.

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Barbara Griffin summarized that Collis Adams would contact DPW Director Jacobs and Sylvia Von Aulock will get an answer to the question about funding. We have a meeting or two to decide whether or not it goes forward. Main Street in Concord is coming out nice. It has a different feel.

Tim Redmond said Manchester did that several years ago with the diagonal parking and the bump outs. They reconfigured the whole main street.

Barbara Griffin said, regarding the time frame, if the Town is interested in this, the Board of Selectmen now only meet twice per month, on the 2<sup>nd</sup> and 4<sup>th</sup> Monday, and the Planning Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursday. A recommendation from this Board to the Board of Selectmen for the first Friday in June would have to be the first meeting in May.

Collis Adams said they are typically every other week but we can hold a special meeting.

Tim Redmond asked why the Board wouldn't make a recommendation this evening.

**Tim Redmond made a motion to recommend to the Board of Selectmen to go ahead with the application to be one of the three pilot communities selected by SNHPC to go forward with the toolkits for planning safe streets. Michael Conlon seconded the motion.**

Jim Raymond said if this is a planning tool, can we apply.

Tim Redmond said there is a monetary part of it.

Barbara Griffin said we don't have the authority to enter into a contract.

Tim Redmond said he'd be highly suspicious of anyone other than taxpayers paying for this. The Selectmen need to be the deciding authority.

Michael Conlon said if we go forward with this, we would be potentially an applicant selected, which would then result in a planning initiative.

Phil D'Avanza said the application states that it can help with the planning but doesn't help with the material. We would need to have a full understanding of what we want to do and the cost. If the Board of Selectmen should ask us what project and the cost, we need to have a handle on it.

Barbara Griffin said she views that as beyond what we are doing. For purposes of our discussion tonight, as for project type, she assumes we would be suburban.

Tim Redmond said when DPW plans to do the work on North Mast Street, they would plan to locate the drainage appropriately away from the edge of the travel lane to allow for a bike lane. The materials involved are basically gravel, pavement, and striping.

Barbara Griffin said all we have in front of us tonight is a presentation on a project to see if we would like, as a Planning Board, to have Goffstown selected to have a plan done. This has nothing to do with the construction. The notice on the application is simply a disclaimer that they aren't providing materials. We are talking about whether or not the Board of Selectmen are interested in this to go

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forward. They are the ultimate applicant on behalf of the community. Then we will get a little more specific at the next meeting.

Collis Adams said this is the first step, to see if we will be one of the communities to try it. The motion is to bring it to the Selectmen with the recommendation that we serve as one of the three pilot programs. When we get the buy in from the Selectmen, then we go forward.

**VOTE: 7-0-0. All in favor. Motion carries.**

**MINUTES—continued**

Barbara Griffin said we need to look at our rules of procedures on the minutes, and she will find out the process on the minutes with the minutes. What she has known is the minutes as we see them get posted online and they don't go back and change them. That is for any Board.

Collis Adams said he thinks we should work with Sue Desruisseaux for a town-wide policy.

Jim Raymond said he's concerned for the record if there are appeals. Conditions of approval can get misstated in minutes.

Barbara Griffin said we have to also talk about the property lot file so things are not all over the place. The minutes for a lot should be in that file. A copy of the building permit goes in that file. ZBA action should go in that file. Minutes to each Planning Board meeting should be in the file.

Collis Adams suggested developing a checklist as to what should be in the file.

Jim Raymond said an example is if an application makes a representation as to colors, and we approve an application based on that representation. Where is it in the record that it was part of that presentation? It should be in the minutes and the minutes should be in the file.

Barbara Griffin said part of that is an enforcement issue. There are discussions going on about dealing with that issue.

**CIP**

Barbara Griffin said CIP is another matter to keep in mind. It will be starting up.

Tim Redmond said he would do it this year. Someone else has to be assigned to EDC. It meets on Tuesdays, he thinks.

Barbara Griffin said on Tuesday, April 19<sup>th</sup> at 4 pm there will be an EDSAT presentation. It is some sort of survey that EDC had done out of Northeastern University. If you are interested in being part of the EDC, she suggests attending. It will be held here in this room. It was astonishing to hear about and she has some concerns.

Tim Redmond said questions can be sent to Derek Horne. He planned the whole thing.

Jim Raymond said he would serve on the CIP in Tim Redmond's absence if necessary.

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**ELECTION OF OFFICERS**

**Jim Raymond made a motion to elect the current slate of officers—Barbara Griffin as Chairman and Phil D’Avanza as Vice Chairman. Tim Redmond seconded the motion. 7-0-0. All in favor. Motion carries.**

**MASTER PLAN, DEVELOPMENT REGULATIONS, & ZONING ORDINANCES**

Barbara Griffin said last year we started working on the Master Plan, Development Regulations, and Zoning Ordinances. It didn’t work very well. She’d like to have something on their agenda each night something related to the Master Plan, Development Regulations, or Zoning Ordinances. She’d like members to email Patty Gale with ideas they have, or she will end up putting something on the agenda. Next meeting we will talk about the Senate Bill regarding accessory dwelling units. A comment we had was that we had a provision for them but not in Conservation zones, even though there is a residential use in Conservation. This Senate Bill was passed and is effective next June so communities can deal with it as they see fit. We provide for accessory dwelling units in our ordinance. She has huge questions as to the ordinance and how it will be applied. We need to look at the definition. Paragraph 1 says a municipality shall allow accessory dwelling units by either conditional use permits or by special exception in all zoning districts that permit single-family dwellings. We need to take care of it not being in our Conservation zone. She argued against this passing because there are serious problems.

Jim Raymond asked what the second sentence in section 1 means. It starts by saying you can allow them by conditional use permit or special exception, but then it goes on to say you can’t require anything.

Barbara Griffin said paragraph 4 reads that it “shall be consistent with policy adopted by the US Department of Housing and Urban Development.” Do you have any idea what that policy is? You may recall the community objected to Plan Pinardville, which tied us into HUD. We’ll need to take a look at this and, at a minimum, make provisions so our conservation zone can have accessory dwellings.

Tim Redmond requested to do the Master Plan first. We are in the 10<sup>th</sup> year of our statutory requirement to do something. The last time was 2006. Michael Conlon, Phil D’Avanza, and he have been working on it. We can do it if we assign the task and go through the comments. We don’t have to reinvent it. We can add and remove to what we have.

Jim Raymond suggested having Jon O’Rourke highlighting everywhere it says the municipality “may” do this or that.

Collis Adams suggested including where it says “shall” as well.

Barbara Griffin said she agrees about the Master Plan issue. She’d like discussion on the Master Plan regarding what we will end up with. We have the appendices, the Master Plan and the update. What are we looking to do?

Tim Redmond said we only need to make changes. We don’t have to rewrite the whole thing.

**ACTION ITEMS**

**Request to continue the YMCA Site Plan, Map 6 Lot 18, to the April 28, 2016 meeting.**

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**CORRESPONDENCE AND FYI**

**Intent to Cut Permit for Map 9, Lot 52, Ara Tamzarian, Serenitas Lane.**

**Intent to Cut Permit for Map 6, Lot 69, Robert Gauthier, Langan Drive.**

**Intent to Cut Permit for Map 11 Lot 20, Glenn & Maureen Janas, Black Brook Road.**

**Intent to Cut Permit for Map 10, Lots 3 & 3-, Ruth Clark, Pattee Hill Road.**

**Intent to Cut Permit for Map 8 Lot 39-3, Joseph Venturini, Paige Hill Road.**

**Town & City Magazine.**

**22<sup>nd</sup> Annual Spring Planning & Zoning Conference June 4, 2016.**

**Collis Adams made a motion to adjourn. Phil D'Avanza seconded the motion. VOTE: 7-0-0. All in favor. Motion carries.**

The meeting adjourned at 8:10 pm.

Respectfully submitted,

Gail Labrecque  
Recording Secretary

These minutes are subject to approval by the Planning Board.