

GOFFSTOWN PLANNING BOARD
MINUTES TO MEETING OF APRIL 28, 2016

In attendance were Barbara Griffin—Chairman, Phil D’Avanza—Vice Chairman, Jim Raymond (at 7:07 pm), Tim Redmond, Michael Conlon, and Mark Lemay—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 7:03 pm. She said the one plan on the agenda for tonight has asked to be continued. Tonight will become a work session for a couple of items. She asked the Board to introduce themselves.

MINUTES—meeting of April 14, 2016

Michael Conlon made a motion to approve the minutes as written to the Planning Board meeting of April 14, 2016. Phil D’Avanza seconded the motion. VOTE: 4-0-1. Mark Lemay abstained. Motion carries.

NEW BUSINESS

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 YMCA”, located on 116 Goffstown Back Road, Zoned Agricultural (The applicant is requesting a continuance.)

ACTION ITEMS

Request to Continue the YMCA Site Plan, Map 6 Lot 18, to the May 12, 2016 Meeting.

Barbara Griffin asked if they would be ready for the May 12th meeting. This is the second continuance. Patty Gale’s original email on this indicated that it should be continued to a date uncertain and re-noticed.

John O’Rourke said he agrees. They came into the office earlier today and presented some changes. He thinks they will be pressed to get all their ducks in a row for the next meeting.

Phil D’Avanza said he agrees.

Jim Raymond made a motion to continue the application, but to a date uncertain for the reasons discussed, requiring re-notification to abutters. Michael Conlon seconded the motion. VOTE: 6-0-0. All in favor. Motion carries.

Appointment of CIP Members-at-Large to the CIP Committee (Ben Hampton, Ray Labore & Earl Carrel)

Barbara Griffin said Tim Redmond is overseeing the CIP Committee, with James Raymond sitting in his place when necessary.

Jim Raymond made a motion to appoint Ben Hampton, Ray Labore and Earl Carrel to the CIP for year 2017. Tim Redmond seconded the motion. VOTE: 6-0-0. All in favor. Motion carries.

Appointment of EDC Member

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Barbara Griffin said when we have a volunteer, she will be happy to accept their name to attend. They meet on the first Wednesday on the month. She did go to the Board of Selectmen's meeting last week for the EDSAT presentation. It is something EDC contracted for. We have a copy of the actual presentation and the actual report. The process was that an agency associated with Northeastern Universities has gone to a variety of communities to look at important factors regarding economic development. They've developed a large number of questions and over 100 communities now in their base of information. Then your community's answers are compared to them to see if you are on par, or better or worse than the other communities on various issues. One thing pointed out is that when businesses are coming into the area for the first time, they move to municipalities, not states. Once they decide they are moving to an area, there is not a distinction in Massachusetts, New Hampshire, and Maine. They start to look at communities. The questions asked are listed in the report. Goffstown's answers were given by EDC in conjunction with the Board of Selectmen. It is color coded as to whether it is applicable, or whether we are better or worse. There were questions about sites and vacancies. There was a suggestion to have a on the website a flow chart on the process. Page 21 in the report asks about the time to process the requests. She gave the Jonathan O'Rourke (Town Planning & Zoning Administrator) a copy of the 2010 survey regarding how Goffstown was in regard to processing applications. It turned out Goffstown is on par, quicker, and cheaper for a lot of cheaper.

Jim Raymond asked where they got the answers to questions 12, 13, and 14. Whose perceptions were they? Were they anecdotal? Were they based on actually looking at applications? Or is it based on people who have a certain agenda and don't like good planning?

Barbara Griffin said she didn't know.

Jon O'Rourke said he would try to find the answer.

Barbara Griffin said those answers don't line up with the survey done in 2010. She referenced those numbers during the meeting. This was just a presentation, not to actually discuss the results. EDC met right after this. She asked what EDC had done in this presentation. It wasn't discussed. The Board of Selectmen minutes reflect they are going to wait and see what EDC does with it.

Jim Raymond said they may be based more on perception and anecdotal data than on hard data. If that is the case, he wouldn't be inclined to give it much weight. This is more like someone's editorial. It's not a good planning tool.

Barbara Griffin said by far the majority of the communities in this study group are in Massachusetts. Some of the other communities were listed in the report. It's a valuable tool to see where you are. She didn't think there was a lot of astonishing or new to do. Page 35 asks about having a webmaster, and Goffstown's answer was no. She thought we did have someone responsible for the web page.

Phil D'Avanza asked which web page they are talking about.

Barbara Griffin said the problem is that this is a survey and it appears anecdotal. It asks how much vacant land is available for industrial or commercial uses. Are there parcels of five acres or more? We

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came out ahead of that because we have a couple of big ones. Those are things the locators are keying in on this. Another question was if we are a part of a regional or marketing initiative. We just recently addressed the certified sites program with SNHPC. That's not so much a tool for the municipality, but for the landowner. As they progress we will help them with it.

Tim Redmond said, regarding a Planning Board representative to the EDC, it is not a big commitment. Derek Horne is well prepared when he comes to the meeting. It is about an hour of time, once per month. They meet at 6 or 6:30 pm.

Jim Raymond said he'd like to go but he doesn't want to be the regular.

Barbara Griffin some of that study dealt with plans. She put on the agenda that it was time to talk about the Master Plan.

OTHER BUSINESS

Posting of Minutes

Barbara Griffin said we had a discussion about the minutes. You have a memo in front of you regarding the two ways minutes are done. It would appear that, of the two options, the Planning Board uses option 2, which is that you have to read the next set of minutes to find the corrections. It appears there was some discontent with our methodology, and that the Board may want to adopt the process in paragraph 1.

Phil D'Avanza said it doesn't address Jim Raymond's question. He thought the question was that, when the minutes were corrected, did they go back to the minutes the action happened and change the minutes. And they don't.

Michael Conlon said the concern was if the quoted language being revised is transcribed into the final version.

Barbara Griffin used the minutes to the Planning Board meeting of April 14th as an example. There is no amendment, but it is her understanding from looking at the email, if you go online you would see the same minutes online as were approved the previous meeting. The motion to approve it would be in the next minutes, and if you go online, you would still see that the minutes are subject to approval by the Planning Board. You would need to go to the next meeting's minutes to see the motion to accept any draft meeting amendment. The Board of Selectmen and EDC handle it differently. When their minutes are accepted, the draft minutes are replaced with official minutes. They are recognizable at the end because, instead of saying they are subject to approval, it says "accepted on___."

Jim Raymond said he saw three issues discussed. First is, are the minutes themselves corrected or do they only appear in the next meetings minutes?

Barbara Griffin said they appear in the next meeting's minutes.

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Jim Raymond said that is his bigger concern for a number of reasons. Second is, do we ever change what is posted? He's a little less concerned because legally the "official minutes" are in the file. The third issue was the suggestion that the minutes be placed in the project file. When we need to see what's approved, a record is in the file. It's a separate issue but still relates to the first. What goes in the file should be the minutes as corrected. When there is an appeal, we turn over to the court, the record that includes the minutes. What minutes are we giving the court? Is it the minutes of that meeting, and does it include subsequent meetings that may or may not have corrected them? What does the court look at to see what was discussed or decided? If it's spread over several documents, is it clean? Kimberly Peace's thing was trivial, but if you are taking something out of the minutes, you don't keep repeating them.

Barbara Griffin said she must digress, in that the teacher in Jim Raymond and his impressive use of the English language has reminded her that his wife was just awarded a prestigious award for New England Science Teacher. She is a chemistry teacher at Central High School. She offered her congratulations to Jim & Jane Raymond. She wanted to mention it on the record. It was impressive and makes us proud of Goffstown. She wanted to mention it on the record. The only appeal we had ongoing was decided and was all put together before our current Planning & Zoning Administrator's time with us. So she won't ask him how an appeal is put together. The point is, if you pull the file, you want them to be the minutes that are correct. Her guess is that staff does look, but it may be difficult for an outsider to catch. From her view, we should use the first option, then direct that the amended minutes go into the project file.

Jim Raymond made a motion to change the Planning Board's procedure for the minutes, such that the draft minutes are posted to the Town's website within five business days of the meeting. Draft minutes include the phrase "Subject to approval of ___" at the end. When the minutes are accepted, the draft minutes are replaced with the official minutes on the Town's website. Official minutes are recognizable by the language at the end: "Accepted by ____ on ____." The unofficial and official minutes are kept in separate folders on the computer. Michael Conlon seconded.

Phil D'Avanza asked if the changes made are still listed in the minutes, or do they disappear.

Barbara Griffin said they have the official minutes, but you can also pull the unofficial minutes. The official minutes would have the changes. If there was a question about the changes, you can look at the unofficial minutes.

Phil D'Avanza said if you amend the minutes in an official action, is the actual motion and vote to amend those minutes in the official minutes?

Tim Redmond asked if they would come back to the Board to see them after amended.

Barbara Griffin said we wouldn't see them.

Tim Redmond said if we have an application for six meetings, we'll have six sets of minutes. We'll need more file space in Town Hall. He understands it's difficult to find minutes, but there has to be another way rather than having a stack of paper files.

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Barbara Griffin suggested having staff make a recommendations as to a log sheet of what is in the file.

Tim Redmond said rather than have the actual minutes in the file, we should have the dates of the minutes.

Phil D'Avanza said it's better to have a log. Someone may take a paper set of minutes out and put them back in the wrong folder. If you are depending on that file to be complete, you would know something is missing.

Jon O'Rourke said he'd have to check on the electronic record versus a log.

Jim Raymond said he's not aware of a requirement to have the minutes in the file.

VOTE: 6-0-0. All in favor. Motion carries.

Discussion on Master Plan Update

Barbara Griffin said we had a Master Plan done in 1997 with the help of many community members. They are to be updated every ten years. There was one done in 2006 by Wilbur Smith. We ended up with a summary update with an appendix and other things as references. Now we are where we should be for a ten year update. We asked Tim Redmond, Phil D'Avanza, and Michael Conlon to look at it.

Tim Redmond asked if we officially adopted the Energy Chapter in 2012. There was one plan we did not accept as part of the Master Plan.

Michael Conlon said the Groundwater Protection Plan was not accepted as part of the Master Plan.

Tim Redmond said he went through the 2006 Master Plan and highlighted things he thought they had completed. The original Master Plan laid out goals and incentives.

Barbara Griffin said the update in 2006 didn't rewrite the Master Plan. It was an update. There were various chapters to the 2006 Master Plan, along with a number of appendices. Those chapters are defined in the statute. When they re-did the Master Plan, they made chapters and an appendix. You have to look at both documents.

Tim Redmond said the Master Plan was making suggestions to make changes to improve the community. Some things could be marked as accomplished and a note could be made as to what was done to meet that goal. He referred to Section 1B-24, the second paragraph from the bottom about Main Street. The Goffstown Main Street Program has addressed some of those suggestions. It was a goal to make the Goffstown Village more viable, and he thought it should mention that the Main Street Program is alive and well in town. Above that is a bullet to address the old dump site. That has been turned into athletic fields. In 1B-18, the 3rd paragraph talks of the buildings at the county farm. We changed the zone from Agricultural to CIFZ. There are a lot of statements in the document he disagrees with. He doesn't agree that they aren't preserving the rural character of the town.

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Barbara Griffin said we'd all have statements we don't agree with.

Jim Raymond said in addition to going through the individual stuff, we should consider what has changed in our overall planning goals. When we first did the update, it was during a housing boom. We had concerns at that time that may not pertain any more. What's changed in the big picture? He'd like to spend time on that.

Tim Redmond said in general, the Pinardville Sewer Upgrades have been done and it's not in the document. It promotes the economic development and use of Pinardville. We don't have all of our land use categories in the list in 1B-14. We adopted the Certified Sites Program and that is not in the document. The Rails to Trails is not in the document. That's a huge part of Goffstown's vision to utilize property in town. There is a lot of language that he doesn't think was carefully reviewed when it was accepted. They made 6-8 references to strip style developments in Goffstown, and they should be discouraged. We don't have a lot of strip style developments. If he were to make a list of his suggestions the Board could take a look at them.

Barbara Griffin said one thought is that, if you look at the Master Plan, there are implementation objectives and item tasks. We could go through those. She asked if "Section I-C Action Plan" is in a modifiable document.

Michael Conlon said it is. The only thing he couldn't get in an editable version was the Route 114 appendix. It is in PDF format. He volunteered to further assist with implementation of suggestions for the next draft.

Phil D'Avanza said page F12—Bicycle Travel of the update talks of the Rail Trail. It mentions that the old rail bed will be used as a shared use path connecting the Goffstown village area of Pinardville. The nature of the path will be to encourage use as an alternate travel route to nearby destinations in Manchester.

Tim Redmond said that is where you could say that the Rail Trail is near completion. A significant amount of work has been done.

Michael Conlon said a good amount of progress has been made. The summary document could reflect it as well.

Tim Redmond asked for a clearer notion on how to proceed. Michael Conlon volunteered to put something together.

Barbara Griffin said she suggested last year that people get together in smaller groups to work on it. It didn't work. Tonight you've seen the discussion generated by a couple of things.

Tim Redmond suggested making a list the Board could vote on.

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Barbara Griffin said she wants to make sure about Michael Conlon's volunteering. It could be a lot of time involved.

Jim Raymond said there are two levels of the introductory sections. There are principles, goals, and action items. He'd like to start with asking if the principles are still in effect. They had concerns that may not be valid. Are there new ones? He doesn't want to dive into individual stuff.

Barbara Griffin said at the next meeting we could look at the principles along with the current zoning map and get a consensus on those. Then we could each pick a section to work on. It may be that other groups in town should look at certain sections.

Michael Conlon said he's happy to help with implementation of the suggestions. His challenge is with the historical knowledge.

Jim Raymond said there are charts in the appendix that are dated. We should update them.

Jon O'Rourke said we asked developers to look at these documents. Do they do it? No. Anything you can do to get the points across, and having less pages.

Michael Conlon said we gravitated to the Manchester Master Plan. It's less reading and more intuitive to absorb. He'd like to try to make a Goffstown version of that, but couldn't commit to having it done in 2016.

Barbara Griffin said it had pictures as examples with a couple of charts and language.

Michael Conlon said these are ultimately marketing pieces of the town. What we have is not good marketing. It's not easily consumed by the reader. Londonderry had a booklet that incorporated visual aspects. We should get more pictures and incorporate landmarks.

O'Rourke said you don't want the Master Plan to be static. It would be nice if it wasn't outdated as quickly.

Jim Raymond said using a Master Plan as a marketing tool is not the same as a Master Plan as a planning tool. We have to decide which we will do.

Barbara Griffin said you can make the current conditions easier to digest than our current Master Plan does. We will look at the principles and zoning map next meeting. We can see if there are updated numbers to pull as we take a look at it.

Jim Raymond said he'd like a consensus about having a less detailed Master Plan so it doesn't go out of date so quickly.

Discussion on Senate Bill 146

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Barbara Griffin said she asked Jon O'Rourke to pull up the Zoning Ordinances relating to accessory dwellings. It appears we do meet the criteria of Senate Bill 146.

Tim Redmond said the "may's" and "shall's" are what we should be looking at.

Jim Raymond said the question we stumbled over was the permitting. Some go to the ZBA for a special exception and some come here for a Conditional Use Permit.

Barbara Griffin said we need to keep in mind that we need to add Conservation to this. Do we want to consider this for the CIFZ zone, considering that mixed use is where it is going? We should also address the special exception and the conditional use permit. We need to have this wrapped up by June so we can put this issue aside. It will be done and we can go on to other Zoning Ordinances.

CORRESPONDENCE & FYI

Intent to Cut Permit for Map 9, Lot 52, Phyllis Anna Moriarty, Autumn Street.

Copy of Senate Bill 146.

Email from Sue Desruisseaux, Town Administrator, Regarding Posting of Minutes.

Phil D'Avanza made a motion to adjourn. Tim Redmond seconded the motion. VOTE: 6-0-0. All in favor. Motion carries.

The meeting adjourned at 8:10 pm.

Respectfully submitted,

Gail Labrecque
Recording Secretary

These minutes were approved by the Planning Board on May 12, 2016.