

PLANNING BOARD MINUTES  
September 28, 2011

**APPROVED as amended & clarified:**  
**10/12/11\_\_jrl\_\_\_\_\_**

AGENDA:                   PRESENTATION OF THE 2012 CAPITAL IMPROVEMENTS PLAN  
                                  WORKSHOP – SUGGESTIONS FOR ZONING ORDINANCE CHANGES

ATTENDING:               Dan Paradis (Chairman), Phil Dion (Sel. Rep.), Murray Campbell, Janice  
                                  DellaCroce, Clay Dingman, Elizabeth Seeler

ABSENT:                   Denice DeStefano (Vice Chairman - conflict), Steve Favorite (alternate –  
                                  FEMA)

OTHER:                    Michael Capone

The meeting opened at 7:00 p.m.

**MINUTES OF SEPTEMBER 14, 2011:**

The following amendments and clarifications were made: Page 1, Heading date, change “August” to “September”. Page 2, 4<sup>th</sup> paragraph, 4<sup>th</sup> line, insert “asked” following “Mr. Campbell”. Page 3, 3<sup>rd</sup> paragraph, 1<sup>st</sup> line, replace “short” with “shot”.

M. Campbell made a motion, second by E. Seeler, to approve the minutes as amended. The motion carried with one abstention.

**PRESENTATION OF THE 2012 CIP (CAPITAL IMPROVEMENTS PLAN):**

Mr. Campbell distributed copies of the new 2012 plan. He added the pages of the History which had been received after the pamphlets had been prepared. This can be slipped into the blank page areas. Mr. Campbell then stated that the CIP committee is in its 5<sup>th</sup> year and he went on to explain the CIP process. This year, the committee is reporting on 5 years and have eliminated the Water/Sewer unless taxation funds are to be used. He again explained that the committee has only 3 tools to work with: Scheduling the year of purchase, establishing capital reserve accounts, or delaying payment by using lease/purchase or by bonding. Any grants are done by the individual departments, at this time.

Mr. Campbell went over all of the Priority 1 projects (for purchase in 2012). These consist of a Police cruiser, road paving, replacing ambulance 1, a 4 door 4x4 crew cab pickup (Fire Dept. – They have a capital reserve fund that may help with this), a town building maintenance fund, old town hall repairs, master plan update, and the Library addition.

**CIP PRESENTATION continued:**

The Priority 2 projects (to be procured in 2013 to 2015) were then addressed: Police cruisers (1 a year), replacement of the 1998 6-wheel dump truck, replace the 2008 Ford F-550 truck, replace the 2005 sidewalk tractor, the Transfer Station improvements (along with the sand and salt sheds), road paving, the Fire Chief's command vehicle, and the Water Street recreational facility.

Ms. DellaCroce asked if the Water/Sewer projects are paid by user fees and Mr. Campbell stated that the normal projects are. He cited the replacement of the Storage Tank as an example that might come to the CIP committee for consideration. Mr. Dion added that taxation is sometimes involved for a major improvement. Ms. DellaCroce mentioned the Sewer to the Lake project and Mr. Dion stated that at the Summer Town Meeting, they voted for some town funds to help with this. Mr. Capone mentioned that the administration has been notified that the vote was not legal. Mr. Dion stated that they recognized the wishes of the people however.

Ms. Seeler stated that some Trust funds are available and these are not reflected. Mr. Campbell stated that the committee is aware of the Fire Dept. and Kelly Park funds. A discussion followed as to what funds are available and for what. Mr. Dion stated that, at any rate, these funds can only be spent following the approval of the Selectmen. Mr. Capone added that there is an Ambulance fund that can only go for the purchase of an ambulance unless the town votes to change it. Ms. Seeler explained that there were several years when the town contributed to a Fire Dept. Capital Reserve Fund. A discussion followed on the fact that some of the Budget Committee members are against Capital Reserve Funds. Mr. Paradis stated that one reason for this is the low interest rate.

With no other thoughts on the 2012 plan, E. Seeler made a MOTION, second by C. Dingman, to ACCEPT THE 2012 CIP AS PRESENTED. The motion CARRIED.

Mr. Dingman asked the CIP Chairman if it was less painful this year and Mr. Campbell answered that the biggest problem was running out of time. Ms. Seeler mentioned that the Capital Reserve/Trust Funds are listed in the town report.

**WORKSHOP: SUGGESTED CHANGES FOR THE ZONING ORDINANCE.**

Mr. Paradis presented a list of potential changes he had thought of.

For new articles:

1. Dark Skies – Mr. Paradis had an example and felt that this could be done without excessive work. Mr. Dingman volunteered to do this.
2. Drinking water source protection – This is a large project and needs more research. Mr. Dion stated that we get most of our water from Alexandria. Mr. Paradis added that maybe it should be combined with #2 under Revision of Existing Articles, “add specific restrictions in Lake District similar to those in Pemi Overlay. It was felt that Jeff Chartier should be asked about this and if there is a need for it. Mr. Capone will check with Mr. Chartier.

**ZONING CHANGES continued:**

3. Impervious surface limitations by district (town-wide) – The only places that have this restriction is in the Pemi-Overlay and in Shoreland Protection. It was determined to let this go for now.
4. Siltation – The Board felt that this item should be added and Ms. DellaCroce volunteered to head this one. She will look at the Pemi-Overlay as a guideline.

Revision of Existing Articles:

1. Steep Slope Provisions  
Add provisions for commercial development, e.g. Parking Lots  
Broaden to include erodible soils per Jeff Taylor suggestion

Mr. Paradis mentioned that we have a present case in which the lot across from R. P. Williams is involved. There was much discussion on this, especially dealing with both steep slopes and erodible soils at the same time. Mr. Paradis volunteered to take this on and Mr. Dingman offered his assistance.

2. (See #2 above)
3. Revise cell tower regulations, e.g. height relative to tree canopy – This was felt that it would be better to have in Site Plan Review than in the Zoning Ordinance. It was felt that it needs to be reasonable for cases such as a curved driveway and the average tree height when this last could have the tower lower than a lot of trees. Ms. DellaCroce stated that Ms. DeStefano had some notes on this and the Board felt that this could be given to Ms. DeStefano to handle.
4. Adopt language giving Planning Board authority over parking requirements – Mr. Paradis cited the Bleiler's and the proposed retail store. It was said that some towns only have a maximum. Ms. Seeler felt that a business, to be successful, will be certain to have the number of spaces needed. Mr. Paradis will also take this item to do.

Minor "Housekeeping Amendments":

1. Correct inconsistency in road frontage requirement in Pemi Overlay (100' on page 9 vs. 150' on page 17) – This needs correcting. The Chairman asked the secretary to research this to find the correct figure.
2. Change "Comprehensive Shoreland Protection Act" to "Comprehensive Water Quality Protection Act." – A minor change.
3. Add subsection identifiers A, B, C, D, and E (or drop "F") in section 10.8.1 (Page 66).

A discussion was held as to the importance of each and volunteers stepped up to handle the larger issues. It was felt by some that the Pemi Overlay and Lake Standards should be equalized. Mr. Paradis stated that there are some things that shouldn't be standardized. Mr. Campbell asked what if someone wanted to alter a lot and improve it. Mr. Paradis answered that there are State Alteration of Terrain laws.

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**ZONING CHANGES continued:**

Mr. Campbell mentioned that we have blue signs in the area of our drinking water sources. No-one seemed to know just what they mean, however. Mr. Paradis felt that this is also something that we need to ask Mr. Chartier. Mr. Capone stated that the State has a guideline when it was mentioned that one aspect might be for low salt use.

Mr. Dion mentioned that he feels that the Planning Board should keep some oversight in regard to parking.

Mr. Dingman mentioned that we might want to do something on architectural standards, citing the Rite Aid building here in Bristol as compared to the ones in some other towns. Mr. Paradis felt that the Master Plan recommends this. Mr. Dingman volunteered to look into this, as well. Mr. Dion stated that, unless we are specific, it will have no teeth. Mr. Dingman thought that we should have something in the Zoning Ordinance which would give authority to the Planning Board. Mr. Paradis suggested that Mr. Dingman look at the Standards that Meredith has as that seems to have met with approval there.

**REPORTS:**

**HDC:** Nothing to report.

**Selectmen:** Mr. Dion stated that they have started on the budget.

**CIP:** Mr. Campbell stated that they will present the 2012 CIP to the Budget Committee on Oct. 3<sup>rd</sup> and to the Selectmen on Oct. 13<sup>th</sup>.

**OTHER:**

Ms. DellaCroce stated that the law lecture that she attended in Meredith was very good. She brought back a pamphlet, "Land Use Law Update" for us and it will be in the office for anyone to look at.

**NEXT MEETING:**

We have no hearings scheduled as Habitat is still not ready. Mr. Paradis stated that we may want to cancel the Oct. 12<sup>th</sup> meeting. Ms. Seeler mentioned that Ms. DeStefano has something on Site Plan Review for us. Mr. Paradis will ask her about this and will let us know. After a short discussion, Mr. Paradis determined to hold the meeting (Oct. 12, 7:00 p.m.).

With no other business before the Board, C. Dingman made a motion, second by P. Dion, to adjourn at 8:56 p.m.

Respectfully submitted,  
Jan Laferriere, recording secretary