

TOWN OF NEW BOSTON
NEW BOSTON PLANNING BOARD
Minutes of 2020 - Meeting conducted virtually, using ZOOM due to COVID-19 pandemic.

08/25/2020

The virtual meeting was called to order at 6:34 p.m. by Planning Board Vice Chairman Mark Suennen. Present virtually at the opening of the meeting were Ex-Officio David Litwovich, and regular Board members Ed Carroll and Amy Sanders.

Also present virtually were Planning Coordinator Shannon Silver, Planning Consultant Mark Fougere and Planning Board Assistant Nadine Scholes.

Absent was Planning Board Chairman Peter Hogan.

Present in the audience for all or part of the virtual meeting were Earl Sandford and Richard Lowney.

Mark Suennen read the meeting preamble as follows,

‘MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good evening, as Vice Chairman of the Town of New Boston Planning Board, I am invoking the provisions of RSA 91-A:2, III (b) during the current State of Emergency. Governor Sununu has issued Emergency Order #12, pursuant to Executive Order 2020-04, that allows local government and this public body to meet virtually. I am declaring that conducting this meeting is imperative and required in order to continue vital Town government, services and operations.

We have utilized the Zoom platform to conduct the meeting and all Board members will have the ability to communicate concurrently and the public has access to concurrently listen and if necessary, will be given the opportunity to participate in the meeting when opened for public comment.

If anyone has an issue connecting, they should contact Nadine Scholes [REDACTED]

Property owners, applicant and direct abutters were given proper notice of this hearing, along with the instructions of how to access the meeting. Public Notice and Zoom access instructions were also posted for public view on Town website.

To help minimize background noise and provide privacy to everyone, we have started this meeting with all microphones muted and video cameras off. You do not need to turn on your camera to participate in the meeting and we ask that everyone keep their microphones muted unless you would like to speak. Any public comment will need to wait until the meeting is opened to the public and will need full name and address stated for the record.

If anyone accessing this meeting is disruptive, they will be asked to cease the disruptive behavior. Should the disruption continue thereafter, that person will be automatically removed from the meeting.

Please be aware all votes taken during this meeting will be done by Roll Call vote. Let's start the meeting by taking a Roll Call attendance. When each member states their name, please also state if there is anyone else in the room with you during this meeting, under the provisions of the Right-to-know law.'

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Roll Call attendance, Mark Suennen present and alone, Amy Sanders present and alone, Ed Carroll present and alone, David Litwinovich present and alone, Mark Fougere, Planning Consultant present and alone, Shannon Silver, Planning Coordinator, present and alone and Nandine Scholes, Planning Assistant, present and alone.

BRADFORD TREE AND LAWNCARE, LLC (OWNER)

SANDFORD SURVEYING & ENGINEERING, INC (AGENT)

Submission of Application/Public Hearing/Major NRSPR/Nursery-Garden Center

Location: Chestnut Hill Road

Tax Map/Lot #15/32-4

Small Scale Planned Commercial "COM" District

Earl Sandford presented the proposed site plan for Bradford Tree and noted that the owner, Ed Becker may join the meeting at some point. Earl Sandford noted that this lot was created as part of a 4 lot subdivision and only 1 of those lots had been developed since the subdivision and the others remain vacant. The proposed use would be for a garden nursery and landscape type of business. The access is off of Chestnut Hill Road, a State maintained road, and NH DOT had approved the access as shown on the proposed site plan. Earl Sandford explained that the entire 5 acre lot would not be fully developed. The proposed development would remain under the minimum of 2.5 acres, not requiring an AoT permit from the State. There is an existing stonewall dissecting the lot and the proposed development would be kept on one side of that stonewall.

Earl Sandford noted that the proposal would include three separate display areas for landscaping materials, plants, shrubs, etc., three 20' x 60' greenhouses, a 40' x 50' garage that would be constructed immediately and another proposed 40' x 50' retail store for potential future expansion. He explained that the proposed plan shows adequate parking spaces, which would be a gravel surface and the bins shown on plan, labeled 'A' thru 'I' for landscaping materials that would be sold, such as bark mulch, crushed stone, fill, etc. He identified that the septic system shown would be for a bathroom proposed in the garage.

Earl Sandford noted that plan also showed the turning radius for a tractor trailer, which there should only be one delivery per week. Earl Sandford noted that the main entrance would be secured with a gate and there would be a kiosk at the entrance with someone available for questions or directions on the way in and to take payments for the items purchased on the way out.

Earl Sandford explained that all the abutting properties are zoned commercial and the Air Force Tracking Station is the property across the street. The nursery would operate seasonally, during the spring/summer but during the winter, the owner plans to keep his plowing equipment and materials on the property. The anticipated nursery operating hours would be Monday thru Saturday, 6am to 8pm and closed on Sundays.

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BRADFORD TREE AND LAWNCARE, LLC, cont.

Earl Sandford noted that the entrance would be paved up to the security gate and the rest of the travel surface would be crushed gravel. Parking spots would be delineated by curb stops made of timber logs or a similar material.

Earl Sandford stated that there are a few signs being proposed and the sign locations with the potential language are shown on the site plan. Mark Suennen explained that the Planning Board would only be concerned with the locations of the proposed signs, a sign permit would need to be applied for with the Building Department in order to get approval for the size, style and content of the proposed signs.

Earl Sandford reviewed the drainage plan and profile along with the proposed rain garden for stormwater runoff.

Mark Suennen noted that the property is located close to the New Boston/Amherst Town line and the Board would need to determine if the proposal would have Regional Impact. The Board agreed that this project would not have Regional Impact.

Mark Suennen asked if all items required were submitted by the applicant for a complete application. The Planning Coordinator, Shannon Silver replied that all the required items for a complete application had been submitted.

David Litwinovich **MOVED** to accept the application as complete and that the proposed site plan would not have Regional Impact.

Ed Carroll seconded the motion. All were in favor and the motion

PASSED. 4-0, Roll Call Vote: Ed Carroll-yes, David Litwinovich-yes, Amy Sanders-yes, Mark Suennen-yes.

Amy Sanders asked Earl Sandford to elaborate on the future wind turbine shown on plan. Earl Sandford explained that the owner intended to operate the site as green as possible. He noted that the wind turbines and solar panels shown on the plan would be applied for separately in the future, the owner did not want these items holding up the site plan approval.

Amy Sanders asked what would the dimensions of the material bins be and what would the bins be made out of. Earl Sandford replied that the bins would be 12' x 15' total, using 2' x 2' x 6' concrete blocks that could be rearranged as needed for each material.

Amy Sanders asked what would the dimensions be for the parking spaces. Earl Sandford replied that each parking spot would be 9' x 18'.

Amy Sanders asked what material would the proposed garage be constructed out of. Earl Sandford stated that he would need to verify with the owner but he believed it would be a metal building with vertical siding.

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BRADFORD TREE AND LAWNCARE, LLC, cont.

Amy Sanders asked what materials would be used for the surface in the display areas. Earl Sandford noted that the 3 display areas would be loamed and seeded, and the gray shaded areas shown on the plan would be a crushed gravel surface.

Amy Sanders noted that the turn radius using a truck template was shown on the interior turns but asked if Earl Sandford had run the turn radius template at the main entrance off Chestnut Hill Road to be certain that turn could be made with a tractor trailer. Earl Sandford replied that he thought he had done the truck template at the entrance, but he would verify that was done because it was not shown on the plan. He noted that the entrance would be 22' wide at the throat and some riprap could be added on each side of the pavement at the entrance.

Amy Sanders questioned the Planning Coordinator, Shannon Silver if the plan would be reviewed by the Town Engineer. Shannon Silver replied that normally if a drainage study is submitted with an application, the Board usually requested that the study and the stormwater plan be reviewed by the Town Engineer, but she explained that would need to be requested by the Board. Amy Sanders recommended that the Town Engineer review the drainage study and ISWMP submitted for this application. The Board agreed to request that the Town Engineer review the drainage study and the ISWMP plan.

Amy Sanders asked if there would be any additional/other landscaping planted on the site. Earl Sandford replied that most of the trees shown on the plan existed, but in the front of the future retail store there would be some shrubs that would be planted. He also noted that there is a required 100' setback on State roads making it difficult to add any additional plantings towards the front of the property.

David Litwinovich clarified that the 3 display areas would be loamed and seeded. Earl Sandford said that everything that is not shaded gray on the site plan would either be loamed and seeded or remain natural as it exists. Some areas may be mulched but all the surface would be pervious. The Board asked Earl Sandford to confirm what materials would be used for the surface in the display areas before the next meeting. Earl Sandford agreed to discuss what materials would be preferred for the display areas with the owner.

David Litwinovich noted that because of the seasonal use, the site operation hours may need to be modified for the winter or it could be noted on the plan that in the winter, plow trucks/equipment could be going and coming at any time as needed if there were a storm. Mark Suennen suggested separating the customer access hours and the site operation hours. Earl Sandford said that would be a good point and he would need to discuss that further with the owner.

Mark Suennen questioned if the greenhouses would be restricted to the customers. Earl Sandford stated that he believed that was still the case but would verify that with the owner. Mark Suennen noted that if it were decided to allow customers in the greenhouses, there should

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BRADFORD TREE AND LAWNCARE, LLC, cont.

be additional lighting added along the pathways. He also encouraged that the owner not restrict the hours of operation for the nursery use. If there are any changes to the operation or the site considered after approval, the changes would need to come back through the Planning Board process.

The Board discussed and agreed to conduct a site walk. The site walk was scheduled for Saturday, August 31, 2020 at 8:30 a.m.

The Board discussed the proposed lighting and suggested that an illuminate/lighting plan is produced once the lights that will be used are chosen.

The Planning Coordinator, Shannon Silver noted that a copy of the updated NH DOT State Driveway Permit still needs to be submitted.

Mark Suennen asked what the timeline for the business startup would be. Earl Sandford said that the owner would like to start as soon as possible but there are a few items that need to be submitted and approved, i.e. septic plan.

Amy Sanders questioned if other solar options besides the free-standing arrays had been considered, i.e. roof top arrays. Earl Sandford noted that there are some trees around the buildings that the owner would like to keep and the proposed location for the arrays would allow for the most sun exposure. Mark Suennen noted that a building permit would be required for the solar panels/arrays and the Planning Board would only approve the proposed locations.

Mark Suennen opened for public comments. There were none.

Mark Suennen asked when would the adjourned hearing be scheduled. The Planning Coordinator, Shannon Silver noted that she had included a discussion under miscellaneous business to continue once a month meetings because of the pandemic for September and October and the Board should decide if the meetings would be on the 2nd or the 4th Tuesday of each month. The Board discussed and decided to adjourn the hearing to September 22, 2020.

The Planning Coordinator, Shannon Silver asked Earl Sandford to notify the owner that he would need to contact the Planning Department in order to setup a plan review escrow account. Mark Suennen advised the Planning Coordinator that the Town Engineer should target submittal of his review of the drainage study and stormwater plan by September 11, 2020.

Amy Sanders MOVED to adjourn the hearing to September 22, 2020, at 6:30 p.m. David Litwinovich seconded the motion. All were in favor and the motion **PASSED**. 4-0, Roll Call Vote: Ed Carroll-yes, David Litwinovich-yes, Amy Sanders-yes, Mark Suennen-yes.

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Miscellaneous Business and correspondence for the meeting of August 25, 2020, including, but not limited to:

1. Distribution of the July 28, 2020, meeting minutes, for approval at the September 8, 2020, meeting, with or without changes. (distributed by email)
2. Approval of the June 9, 2020, meeting minutes, with or without changes. (distributed by email)

David Litwinovich **MOVED** to approve the June 9, 2020, meeting minutes, as written. Ed Carroll seconded the motion. Motion **PASSED**. 4-0, Roll Call Vote: Ed Carroll-yes, David Litwinovich-yes, Amy Sanders-yes, Mark Suennen-yes.

3. Copy of ISWMP plan and bond worksheet, received August 6, 2020, prepared for Edwards Subdivision, Tax Map/Lot #2/151-1, Tucker Mill Road, for the Board's review and approval.

The Board had no comments.

David Litwinovich **MOVED** to approve the ISWMP plan and bond worksheet for Tax Map/Lot #2/151-1. Amy Sanders seconded the motion. Motion **PASSED**. 4-0, Roll Call Vote: Ed Carroll-yes, David Litwinovich-yes, Amy Sanders-yes, Mark Suennen-yes.

4. Application for Appointment, received August 19, 2020, from Jennifer Allocca, for CIP Committee, for the Board's review and discussion.

The Planning Coordinator, Shannon Silver explained that Jennifer Allocca is currently the Town Hall Finance Director and had recommended her for the CIP Committee as an At-Large member.

The Board consensus would be to forward the acceptance of Jennifer Allocca for the CIP Committee.

- 5a. Memorandum, dated August 6, 2020, to Planning Board Chairman, Peter Hogan, re: Start-up of 2021-2026 Capital Improvements Plan Process, for the Board's information.
- 5b. Memorandum, dated August 19, 2020, to Planning Board Chairman, Peter Hogan, re: CIP Info & Schedule, for the Board's information.

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Miscellaneous Business and correspondence, cont.

Mark Suennen noted that Ed Carroll had previously volunteered to sit on the CIP Committee as the Planning Board Representative since David Litwinovich would now be the Ex-Officio for the Selectmen. Ed Carroll stated that he would volunteer for the Planning Board Representative on the CIP Committee. The Board agreed.

6. Discussion with Planning Coordinator, re: continuing once a month meetings for September and October, 2020. (scheduled either on the 2nd or 4th Tuesday of each month)

The Planning Coordinator, Shannon Silver explained that she recommended that the Board continue having once a month meetings during the current State of Emergency due to the COVID-19 pandemic. Ed Carroll asked if it were known when the meetings can go back to being held in person at the Town Hall. Shannon Silver explained that the conference room in the Town Hall does not have enough space to properly social distance the Board members and in addition the meetings are open to the public and it would be unknown how many additional people would attend the meetings. She recommended that the Board continue with holding the virtual ZOOM meetings until the social distance guideline is lifted by the Governor or the State of Emergency expires. Mark Suennen opined that he would prefer to continue having virtual meetings until the Emergency Orders are lifted. The Board agreed to continue having virtual meetings, once a month, for September and October 2020, on the 4th Tuesday of the month.

7. Letter with Project Proposal Form attachment, dated July 31, 2020, from SNHPC, to Planning Board Chair, re: Development of the FY 2023-2032 Ten-Year Transportation Improvement Plan, for the Board's information.

Mark Suennen noted that the new 10-year cycle had begun and the deadline to submit new projects is September 15, 2020. If there are any new projects to be submitted those should be prepared now. Mark Suennen suggested sending the form and information to the interim Road Agent to provide any potential projects to add to the 10-year plan. The Board discussed the open position for the Road Agent and David Litwinovich noted that the Board of Selectmen planned on discussing the situation at the next Selectmen's meeting, scheduled for September 21, 2020.

The Board decided to have the interim Road Agent review the listed projects for New Boston and check the accuracy on the cost estimates and provide any new potential projects that should be submitted to include on the 10-year plan. Mark Suennen noted that SNHPC also started accepting planning studies for the 10-year plan.

The Planning Coordinator, Shannon Silver clarified that because the Planning Board would not meet again before the deadline, she would provide the information to the interim Road Agent to submit any changes or new projects directly to SNHPC.

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1 Ed Carroll **MOVED** to adjourn the meeting at 8:01 p.m. Amy
2 Sanders seconded the motion and it **PASSED** unanimously.
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4

5 Respectfully submitted,
6 Nadine Scholes, Planning Board Assistant

Minutes Approved: 10/27/20