MINUTES OF THE PLAINFIELD PLANNING BOARD
January 24th 2011
Meriden Town Hall

Members Present: Jane Stephenson  Mary Barnes
Allan Ferguson  Jeff Albright

The meeting opened at 7:00pm

The December 20th minutes were approved as amended.

Master Plan Update: The Planning Board completed its review of the land use chapter as drafted by the Upper Valley Lake Sunapee Regional Planning Commission. Chairwoman Stephenson questioned the amount of reported development for the town as compared to other towns in the area. Plainfield is shown has having 13% housing growth from 1990 to 2000, while most other town’s had 4%-5%. The Planning Board did a quick review of reported housing starts for Plainfield from the annual reports and determined that the actual housing growth was closer to 10%, but still higher than others in the area. The amended information will be forwarded to the regional planning commission for inclusion in the edited land use chapter. Once this work is complete and the mapping work is finished the Master Plan Update will be done and the new document posted up on the town’s website. The population chapter will be updated once the new census numbers are available.

Other business: Halleran reported that the town has now had what hopefully will be the final hearing on the Ralph Demasi v. Town of Plainfield lawsuit surrounding the improvements to Townline Equipment some years ago. The judge is to decide the one remaining issue on the case based on the certified record. A decision should be available by early March.

The meeting adjourned at 8:30pm. The next Planning Board meeting will be February 21st.

Submitted,

Stephen Halleran  Jane Stephenson, Chair
MINUTES OF THE PLAINFIELD PLANNING BOARD
May 2nd 2011
Meriden Town Hall

Members Present: Jane Stephenson Mary Barnes
Allan Ferguson Jeff Albright
Mike Sutherland Judy Belyea

The meeting opened at 7:00pm

The January 24th minutes were approved and signed as proposed.

Matthew Jackson: Halleran explained that After FX has now been approved by the
Zoning Board and Joanna Jackson will be attending the board meeting on May 16th to
determine whether a second site plan review for the building is necessary. In receiving
their ZBA approval, the applicant represented that there would be no changes to the
exterior of the building. No signage and no new outside lights are proposed. Four
additional trees have been planted to improve the screening of the building from Route
12A side toward the Sutherland residence.

KUA Field House: CFO Jim Gray will be attending the Planning Board’s June 6th
meeting to discuss with the full board, the school’s desire to not construct at this time the
entry ell on the Field House. This building is intended to have locker rooms and
bathroom facilities. For the first year, KUA would like to have users of the building go
to the hockey rink for lockers and bathrooms.

Other business: The board completed the meeting with a general review of ongoing
projects. Mike Sutherland is nearly finished with his work to convert the now nearly
completed Planning Board Master Plan update to a web based application.

Halleran reported that the Planning Board’s efforts to make accessory apartments an easy
option for all property owners in town has started to produce some results. In several
cases these units provide property owners, additional income, allowing them to stay in
their homes. The relatively affordable rental apartments provide some housing options for
young people moving into town.

The meeting adjourned at 8:15pm.

Submitted,

Stephen Halleran                  Jane Stephenson, Chair
MINUTES OF THE PLAINFIELD PLANNING BOARD

May 16th 2011
Meriden Town Hall

Members Present: Mary Barnes
Allan Ferguson Jeff Albright
Mike Sutherland Judy Belyea

The meeting opened at 7:00pm

Judy Belyea was appointed Chair for this meeting.

Matthew Jackson: Joanna Jackson meet with the Planning Board to determine if it would be necessary for her son Matt Jackson’s business to now go through a second site plan review. Board member Mike Sutherland recused himself from these discussions as he is an abutter. The Zoning Board has now issued a business approval for an auto detailing business at the #830 Route 12A location. At the time the building was constructed, it was for personal use only; but because of the building’s size, it did go through the site plan review process. See attached ZBA approval.

Joanna Jackson explained that since the ZBA hearing Maty has added additional screening for the Sutherland residents and that the business use has no changes proposed for the outside of the building. No signs advertising the business are planned and there will be no changes to outside lighting. Mike Sutherland agreed that the screening has been improved and that the issues concerning employee conduct coming and going from the site have been much improved in recent weeks. There has been no ATV riding on the front of the property and that has been very much appreciated by neighbors.

Halleran noted that the building will soon be receiving a required inspection by both the town’s fire chief and building inspector as was required by the Zoning Board approval.

Selectman Belyea asked if the business would still be interested in helping with the removal of the above ground utility poles that were much discussed when the building was built. Joanna noted that Matt would not resist the removal of the poles, however; she was unwilling to commitment the business to any financial participation.

Given the level of detail in the Zoning Board decision, the lack of exterior changes or even operational changes to the site, board members voted to not require a new site plan review. Board members noted that if the business operations do change or some exterior modification is requested, a second site plan review would be likely at that time.
Other business: Board members held a general discussion about the coming schedule. Meetings will be held on June 6th and June 20th. The May 2nd minutes were approved as amended. The meeting adjourned at 7:45pm.

Submitted,

Stephen Halleran

Judy Belyea Acting Chair
Allan Ferguson recused himself from the KUA field house discussion, as he is a member of the KUA Board of Trustees. Des Hudson, alternate, served in his place. Jim Gray updated the Board on the status of the field house project, and provided a two page summary of the ZBA and PB approvals and conditions, and what KUA has done to date.

1) The ZBA required KUA create 25 additional parking spaces. KUA enlarged the parking lot at Miller, where 30 seniors now park. They built a lot near the hockey field. A new 32 car lot will be built adjacent to the tennis court. Mr. Gray noted that the green space north of the new field house will be graded to try to improve drainage and dry out that area. The net additional parking spaces is 39, which does not include handicapped parking spots that will be created near the entrance to the field house.

2) The culvert permit has been received.

3) A walkway near the tennis courts is planned.

4) The design of the driveway between the hockey rink and the proposed field house has been modified. The driveway will widened, and a turn around area created.

Mr. Gray told the Board that KUA was about to sign a contract with an environmental consultant, Bruce Gilday, who will provide peer review monitoring to ensure that the adjacent wetlands are not adversely impacted by the construction. The Board strongly encouraged KUA to have Mr. Gilday meet with the town engineer, Lou Caron, and Kevin McNamara, the contractor doing the site work for the project, before any site work begins. Mr. Gray said that the field house will not include the smaller 30’ X 40’ entrance building which was shown on the original plans. KUA will be doing a feasibility study over the summer to see if a fitness center could or should be added to the field house building. If they decide to move forward with a fitness center, KUA understands they will have to return to the PB for another hearing. In the meantime, people using the field house will have to use the rest rooms at the hockey rink.

Mr. Gray discussed plans for lighting on the new building, and was reminded that all fixtures need to be full cut off fixtures. Mr. Gray asked if the PB would reconsider their decision to require Campus Way to be widened from 18’ to 20’. This was a condition of the site plan approval. KUA is concerned that moving the fence two feet closer to the edge of the playing field might create a hazard for students playing on the field. KUA will build the larger apron at the Main St. intersection to accommodate fire trucks, but would prefer not to have to move the fence. The PB members stated that since the police chief, the fire chief and the town engineer had all recommended a 20’ roadway, it was unlikely that this decision would change. KUA cannot appeal the original PB decision.
because it has been more than 14 days since that decision was made. However, if KUA wants to request a new site plan review hearing, they could do so, and a hearing could probably be scheduled in July. Jeff Albright commented that the town regulations require 20’ roadways, and Des Hudson mentioned the new International Building Codes do also. Jeff Albright also reminded the Board that the Campus Way Drive had been 20’ a few years ago, but was narrowed by KUA to try to slow traffic. Mr. Gray said another alternative might be to make Campus Way one way, with vehicles exiting onto Chellis Road. He said he will talk about all these options with KUA administration.

Jim Gray also talked about the campus lighting plan. They have hired a landscape architect who will be recommending new light fixtures, and KUA will share that information with the PB when they get it. LED lights are being considered. Des Hudson recalled that the PB had reviewed and approved the previous light fixtures, when they were replaced along Main St. a few years ago. Mr. Gray said that the police chief has concerns about inadequate lighting on Main Street, and consequently the Selectboard had requested that KUA make improvements. We discussed the fact that there may be differences of opinion between the PB, who want to promote “dark skies” initiatives, and the Selectboard, who are responding to concerns by the police and other residents about safety on Main St. We agreed the two Boards might need to meet jointly to review the new lighting plan.

The meeting adjourned at 8:30pm.

Jane Stephenson, Chairman PB
MINUTES OF THE PLAINFIELD PLANNING BOARD
July 18th 2011
Meriden Town Hall

Members Present: Mary Barnes Des Hudson
Allan Ferguson Jeff Albright
Mike Sutherland Judy Belyea

The meeting opened at 7:00pm

Chair Stephenson missed the first portion of the meeting, Mike Sutherland acted as Chairman for the two annexation hearings.

MacLeay Annexation: The posted notice was read and Surveyor Wayne McCutcheon explained the details of the project. Scott and Avis MacLeay have purchased the home located at 44 Dodge Road (260-21) previously owned by David and Priscilla Eastman. Before selling the house, Scott and Avis would like to transfer 9.6 acres to their abutting home (260-22). As a result of this project lot 260-21 will be 14.4 acres and lot 260-22 will be 12 acres. Board members reviewed the plan, noting that the language about future divisions within ten years as minor subdivisions is not on the plan. Wayne noted that his was an annexation; no new lots are being created. However it was pointed out that section 2.35 of the subdivision regulations defines annexation as a minor subdivision. Des Hudson reminded the board that his annexation from last summer was required to have the language on the plan. A quick check of town records revealed that most annexations do not contain this language, but section 2.35 is clear in how annexations are defined.

This being the case, the Planning Board voted unanimously to approve the project with the condition that the ten year rule language is added to the final plan.

KUA Annexation: The posted notice was read and Surveyor Wayne McCutcheon explained the details of the project. Director of Building and Grounds Doug Plummer was in attendance for the school. KUA is annexing .10 of an acre of land to the rear parking area of the Baptist Church. Recently, KUA and the church came to understand that this parcel is not owned by the church. This plan is so that KUA can deed the acreage to the church. Once completed the church would have .40 acre in the Village Residential Zone. Board members reviewed the plan and here too determined that despite the fact that no new lots are being created the language about the ten year rule should be included on the plan. Wayne noted that the church land, even with the annexation is not large enough to be subdivided. Board members then voted to approve the plan subject to the addition of the missing language.

Ten Year Rule note of clarification: In requiring that the ten year rule language be included on these two annexations the Planning Board is acknowledging the language in section 2.35. However, the ten year rule is not a prohibition against subdivision and further it is the Planning Board’s position that an annexation would not disqualify a
division of a property within ten years using the minor subdivision regulations. The purpose of the ten year rule is to prevent an owner from doing two or three or four minor projects that in summation would total a major project just to avoid the extra work required by the major subdivision requirements.

KUA Field House Discussion: Selectwoman Judy Belyea and Town Administrator Halleran updated the Planning Board on the building permit status for the KUA field house. Building and Grounds Director Doug Plummer was also in attendance. The Selectboard has been indicating to KUA that the widening of Campus Center is prerequisite for KUA getting its building permit. KUA would like another opportunity to revisit this issue with the building permit and therefore has asked the Selectboard to accept a bond for the widening of the road, giving the school time to apply for an amendment to the approved site plan review for the field house. Planning Board members noted that KUA was told on June 6th that if they wanted to contest the requirement that Campus Center Way be widened they could do so at this meeting with a properly filed application. No application has been filed. The site plan for the field house was approved back in October of 2010 and no appeal or modification request of that approval has come forward. The current way is 18’ wide and on the recommendation of the town’s police chief, fire chief and engineer a minimum width of 20’ is required as part of the field house project. The Planning Board noted that while they do not issue building permits, a majority of those in attendance felt that starting the project while site plan review issues remained unresolved would not be in the town’s best interest.

The meeting adjourned at 9:15pm.

Submitted,

Stephen Halleran

Mike Sutherland Acting Chair
MINUTES OF THE PLAINFIELD PLANNING BOARD
August 15th 2011
Meriden Town Hall

Members Present: Jane Stephenson, Chair Mary Barnes
Jeff Albright Mike Sutherland
Judy Belyea

The meeting opened at 7:00pm

The July 18th meeting was approved as amended.

Forman/Toms Annexation: Chairman Stephenson opened the public hearing by reading
the posted notice. Surveyor Chris Rollins explained that this application involves the
transfer of land from two adjacent parcels, (.16 of acres from KUA map 101-lot 4 and .15
of an acre from Stephen Taylor 101-03). Once completed the Foreman land will front on
both Colby Hill Road and Main Street and consist of 2.53 acres. This project is related to
Article 7 of the 2011 town meeting which discontinued completely the old section of
Main Street and KUA’s declared intent to donate the land they own at the covered bridge
(map 101-lot 4) to the Town of Plainfield.

Chris pointed out that the plan includes flowage easements for existing town culverts and
easement for the maintenance of existing utility lines that cross the property. There being
no abutters wishing to speak and no comments from Board members the application was
found to be complete and unanimously approved by the Planning Board.

Master Plan: The board made final revisions to the maps for the Master Plan. The
changes will be forwarded up to the regional planning commission. Next, Halleran
distributed copies of the regional planning commission updated land use chapter which
will be discussed at the September 19th Planning board meeting.

Other business: Board members expressed what a great job the 250th Celebration
Committee had done with all the events for this past weekend’s celebration. It was a great
weekend of community building for Plainfield and much thanks is due to this group for
their efforts.

The meeting adjourned at 8:30pm

Submitted,

Stephen Halleran Jane Stephenson, Chair
MINUTES OF THE PLAINFIELD PLANNING BOARD

September 19th 2011
Meriden Town Hall

Members Present: Jane Stephenson, Chair Mary Barnes
Allan Ferguson Mike Sutherland
Judy Belyea

The meeting opened at 7:00pm

James Richardson: Mr. Richardson of Essex Massachusetts met with the Planning Board to discuss his previously approved Route 120 subdivision. The November 5th 2007 meeting minutes indicate that the two driveways to be constructed to serve the project were given a four year exemption for having to comply with the wetland conservation district setback of 50’. This new regulation was being drafted at the time of the Richardson project. Mr. Richardson has had Surveyor Chris Rollins do some initial research and feels that based on the approved language of the wetland conservation district, the two driveways may in fact not be subject to the new regulation at all. No development has occurred on the land, but if he has to he will stub in the driveways this fall to remain in compliance with his approval. The board reviewed a letter from Chris Rollins (see attached) dated September 15th 2011. Planning Board member Mike Sutherland agreed with Chris’s logic, noting that at the time of the initial draft, wetlands of ¼ acre would have been covered by the regulation. However, by the time of approval the minimum size had been increased to ½ acre and larger. Chairman Stephenson moved that based on this new information the previously approved Richardson subdivision is not subject to the requirements of the wetland conservation district. The motion was seconded and voted in the affirmative. Therefore, the driveways can be constructed at anytime as needed to access the lots.

James Gray: KUA CFO Jim Gray met the Planning Board to discuss the school’s plans to install LED lights near the three cross walks on Main Street to improve lighting in these areas. This work is being done at the request of the Selectboard which has received several concerns about the crosswalks not being lighted sufficiently. The new lights will be 28’ and have LED fixtures. Note the 28’ height is very similar to the typical height of a conventional streetlight mounted on a utility pole. Planning Board members were concerned that the lights might be very bright to those with a direct line of sight to the fixtures. The Planning Board, like the energy committee, feels that in most cases less artificial light at night is better than more. Jim agreed and noted that he would prefer to have all the streetlights off after mid-night. At the moment, based on the recommendation of the Police Department the Selectboard does not support this. The new light fixtures will be dark sky compliant.
Land Use Chapter: The Planning Board spent the rest of the evening working on the land use chapter of the master plan. The board made changes will be forwarded to the regional planning commission for inclusion into the draft.

The August 15th meeting was approved as amended

The meeting adjourned at 9:00pm

Submitted,

Stephen Halleran     Jane Stephenson, Chair
MINUTES OF THE PLAINFIELD PLANNING BOARD
October 3rd 2011
Meriden Town Hall

Members Present: Jane Stephenson, Chair Jeff Albright
Allan Ferguson Mike Sutherland
Judy Belyea

The meeting opened at 7:00pm

Schulman Subdivision Preliminary Discussion: Surveyor Chris Rollins walked the board through a possible five lot subdivision of the 68 acre Shulman property on Ladieu Hill. Chris explained that the project is in the very earliest stages and may include a 23 acre parcel along the large beaver pond on the property as a piece of conservation land. This parcel would have road frontage between the brook that outflows from the pond and the existing house on the property. Contained in the parcel is some prime agricultural soil that would also be protected. One common driveway is proposed along with three single lot access drives.

Board members took no position on the project, but agreed with Chris that consulting with the Conservation Commission about the possible set aside parcel was a good next step. Chairman Stephenson noted that this project would qualify as a major subdivision and therefore house sites and their impacts would have to be looked at closely.

GIS Software Options: Member Mike Sutherland reported on a meeting he had with Bill Knight of the Conservation Commission (CC) and Rachel Ruppel of the regional planning commission. Now that the Natural Resource Inventory is in place, the CC is interested in utilizing software to access the town’s GIS information electronically to assist with decisions about prioritizing lands for conservation and development. Rather than purchasing expensive software and having a member go through all the necessary training to use it the Commission is considering outsourcing the work to the RPC. To this end, Planning Board members were given a tour of several web based systems as well as a layered PDF format that is being used in Orford. Board members generally felt that the layered PDF file would be a good place to start. The maps are clear and using them is fairly intuitive.

Other Business: Jane Stephenson updated the board on a meeting she has had with John Yacavone of the KUA Study Committee. John is investigating with Bruch Pacht of Twin State Housing whether an affordable housing project on Bean Road might be feasible. Jane Stephenson worked on a similar project a few years ago, to try and get senior housing built in Plainfield. In the end, the ranking tool by state and federal housing authorities to determine funding ranked Plainfield very low and funding was not likely.

The meeting adjourned at 8:50pm

Submitted,

Stephen Halleran Jane Stephenson, Chair
MINUTES OF THE PLAINFIELD PLANNING BOARD

October 17th 2011

Meriden Town Hall

Members Present: Jane Stephenson, Chair Jeff Albright
Allan Ferguson Mike Sutherland
Judy Belyea Mary Barnes

The meeting opened at 7:00pm

Busy Bee Day Care Site Plan Review: The posted notice was read; Chairman Stephenson opened the hearing by asking owner Linda Barton to explain the application. The facility was granted Zoning Board approval in September. Linda Barton explained that she and her daughter Sara Pushbee hope to convert a former residence at #1284 Route 120 into a state approved day care facility that will focus on early learning for up to 16 young children. While not a true preschool, the day care will focus on early learning skills and will not be accepting either newborns or school age children, but rather will focus on two year olds to five year olds. Hours of operation will be Monday through Friday 6:00am to 5:30pm. Parking will be in the front of the facility; a fully enclosed play area will be toward the back. The driveway is in the process of being expanded to insure that ample space is available to the south of the building for cars to turnaround and exit onto Route 120 front first. More than 70' of parking is available in the front of the facility where children will be escorted up the front walkway. Employees will park behind the building. Halleran noted that site distances from the north of the drive are not as good as to the south. The access point is state approved and has been in existence for many years. Linda Barton was encouraged to talk with the NH DOT District #2 office and see about the possibility of moving the curb cut to the south twenty to thirty yards. The property that goes with the facility has plenty of road frontage for this change if approved by the state.

Member Mike Sutherland felt that all outside lighting should feature full cut off fixtures. Linda Barton agreed to this and noted that from 6:00pm to 5:00am there will be no exterior lights on. Board members noted that an additional light or two on the walkway might be needed to compensate for the full cut off fixture limitations.

Chairman Stephenson opened the hearing to abutters. Hillary Platt who lives in the adjacent house to the north, expressed several of the same concerns that she had at the Zoning Board, but noted that if the facility is operated as approved by the Zoning Board she has no objection. She did note that she enjoys star gazing and hopes that all exterior lighting will feature the mentioned full cut off fixtures.

Member Jeff Albright questioned what was involved in state certification. Linda explained that all aspects of the facility and its features are examined. Things like water quality, temperature, kitchen set up, size and condition of the facility, safety features, etc. Parking, signs, lighting are left to local municipalities to govern.
There being no further questions, Chairman Stephenson moved to approve the application with the condition that all outside lighting be limited to dark sky complaint fixtures. The motion was seconded and voted in the affirmative.

**Other business:** Halleran shared a progress report from engineer Lou Caron who points out that the 8' drip edge along the east side of the KUA field house will be encroached upon by concrete pilings that are part of the super structure for the building. This detail was not on the original plan and basically eliminates the ability to use the drip edge any sort of vehicle access on that side of the building. Halleran has confirmed with the fire department that this does not affect their attack plan for an emergency at the building. The strip was never intended for fire trucks, but was intended for KUA maintenance vehicles.

Controlling sediment and erosion on the construction site continues to be a challenge, but Lou Caron has been working closely with the site contractor on improving the original erosion plan to accommodate the very wet conditions on the site.

The October 3rd minutes were approved as amended.

The meeting adjourned at 8:15pm.

Stephen Halleran                                      Jane Stephenson Chair
MINUTES OF THE PLAINFIELD PLANNING BOARD

Meeting
November 21st 2011
Meriden Town Hall

Members Present: Jane Stephenson, Chair
Allan Ferguson
Judy Belyea    Mary Barnes

The meeting opened at 7:00pm

The Planning Board reviewed and approved as amended the October 17th minutes.

KUA Field House: Steve Halleran explained that KUA has run into problems with the general contractor for the field house. The project has been investigated for several OSHA violations and now the overall quality of the work has been called into question. Given the complexity of the case the town has requested the assistance of the NH Department of Safety. For the moment the project is on hold pending an engineering review of the work done to date. The board held a discussion on what additional reviews the town should place on future KUA projects. Halleran noted that Selectboard will likely in the future require that all KUA large projects are monitored by a third party inspector. KUA’s track record has been very good on these projects; however, this latest has eroded much of that confidence.

Master Plan Update: The UVLSRPC has now returned the land use chapter and the various maps for the master plan. Jane Stephenson agreed to try and update the demographic chapter with the new census data. Mike Sutherland has continued to work at making the entire updated master plan a web based document.

Other Business: Chairman Stephenson signed the approval for the Busy Bee Day Care which was approved back in October.

The meeting adjourned at 8:15pm.

Stephen Halleran      Jane Stephenson Chair