



PLANNING BOARD
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MINUTES OF THE PLANNING BOARD WORK SESSION

Thursday, September 05, 2019 – 7:00 p.m. – Town Hall Conference Room

Members Present: Frank Catapano, Steve Gerrato, David Moore, Rich Winsor, Bob Dion (Alternate), Steve Smith (Selectmen’s Rep)

Members Absent: Stu Gerome, John McDevitt, Catie Medeiros (Alternate), Vaughan Morgan (Alternate)

Staff: Mark Fougere - Consultant

Chair Winsor opened the Planning Board work session at 7:00 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

1. CIP Update

The Board received and reviewed copies of the CIP forms that had been submitted by Department Heads and Boards.

Board of Selectmen: (1) It was suggested that the Police Station Maintenance Capital Reserve Fund be repurposed to Town Buildings Maintenance Capital Reserve Fund as a general maintenance fund rather than each individual building having its own. Chair Winsor commented it would be interesting to see if in aggregate it results in a lower capital fund. (2) Chair Winsor suggested discontinuing the Transfer Station Equipment Capital Reserve Fund and put it into a general fund and be able to service. S. Smith thought it was trying to get away from property maintenance small equipment not used all the time. It was questioned what those items would go under. F. Catapano asked the cost of the Transfer Station, including employees and equipment. (3) M. Fougere requested all Capital Reserve Fund accounts be included on the CIP list. The Board was in agreement that snow removal was not capital but an expense, and should not be on the CIP. The building and physical equipment would be capital. S. Smith added that the Board of Selectmen Chairman was concerned about the overage in snow removal this year. (4) It was suggested that this item should be included in the Town Buildings Maintenance CRF [item “1”]. (5) Members of the Board felt the pedestrian bridge was premature; if the State widened Rt. 33 and fixed the intersection, a pedestrian bridge should be included in that project. (6) Increasing the Town General Road Maintenance Capital Reserve Fund to \$500,000 was not enough. B. Dion suggested surge funding then subsistence funding. The road pavement study needs to tie together with the funding. (7) The warrant article for replacing the HVAC system in the Town Hall should be moved to item “1”. It may be a challenge to have a single fund for maintenance of Town buildings due to the amount of money. A warrant article for a smaller amount may be better than a single warrant article for a large amount. If submitting one warrant article, needs must be earmarked. (8) Creating a Municipal Parking Lot Capital Reserve Fund was not supported by the Board. (9) A new fire station was briefly discussed. (10) The cost to expand/reconfigure the Town Office and present fire station for possible future voting was unknown. D. Moore commented that the reason for spending money on the multi-purpose room at the School was to allow voting. (11) Creating an Outbuilding Replacement Capital Reserve Fund was not discussed.

DRAFT: SUBJECT TO CHANGE

The Cemetery Trustees, Conservation Commission, and Library had no anticipated requests. Police Department: The need for a roof in the next two to five years was discussed. The Board felt it was good planning but too much money and could be done for less. A warrant article for the roof was passed in March 2019 in the amount of \$5,000. The roof should be included in item "1". Chair Winsor noted a quote for \$15,000 was received; \$35,000 was submitted in the CIP. F. Catapano suggested a company be hired to analyze Town building needs. D. Moore was concerned a company might double the price because it's a municipality. Chair Winsor suggested a Clerk of the Works to oversee Town/School projects.

Recreation: The correct amount is \$130,000, not \$80,000. M. Fougere reviewed the request; the Board felt more detail was needed.

School: There was a discussion about the School submittal and enrollment. Members were unclear on some of the needs based on enrollment and capacity.

Town Clerk: Doesn't meet the criteria for the CIP at \$15,000.

M. Fougere stated that the Selectmen would submit an updated CIP by the next work session on Thursday, October 03, 2019. Requests would need to be rated at the work session: urgent (cannot be delayed) to "I" (inconsistent, more research needed). F. Catapano asked if the School could be required to get three qualified estimates on CIP items; M. Fougere responded it should be standard operating procedure for the School Board.

Chair Winsor suggested starting the CIP process in January. CIP requests would be due in June or July; any CIP request would need to have the documentation behind it. Capital money would require an absolute grueling justification. A new requirement would be to provide information with the plan. F. Catapano stated he would like to see facilities in Town taken care of; it seems like the School is taken care of, but no one wants to spend money on the Town.

2. Zoning Updates

M. Fougere has spoken to Paul Cincotta, New England Development, regarding the pad adjacent to Target. A broker has contacted P. Cincotta and the Building Department about possible uses; the people the broker is representing do a mix of manufacturing and retail. M. Fougere explained to P. Cincotta the Board was interested in doing an overlay to allow any use with a Conditional Use Permit, possibly residential. P. Cincotta thought it was a great idea; Stop-N-Shop is open to releasing the property.

Work force housing in that area would be a great idea. The sewer capacity is 20,000 gallons per day. F. Catapano suggested micro apartments. Chair Winsor questioned the possibility of another pad; M. Fougere responded there is plenty of parking on that site that could be used for extra pads. It was noted the concept behind parking had changed. The overlay would also have to change the building height requirement.

M. Fougere will draft a document for Board review, leaving the options open. Any use will be allowed through a Conditional Use Permit. A set of criteria that the use would have to generally meet will be included. That would be the test the applicant would have to make; they don't have to meet each requirement. Goals for the district will also be needed. M. Fougere noted that the objective is 20% work force housing, with the remainder market.

DRAFT: SUBJECT TO CHANGE

M. Fougere has reviewed the Town's sewer master plan. Chair Winsor would like this to be used as a catalyst to get sewer up the back of Portsmouth Avenue, that gets Greenland closer to the Village District. M. Fougere noted the pipe is there and is a good size force main; he reviewed the sewer plan with the Board. He also suggested if there was a TIFF District and significant investment in Packard Development, those tax dollars could be used to extend the sewer. Chair Winsor explained that drainage is in place on the Target/Lowe's site, the site is engineered, stormwater management is done, the parking lot is there, and it's impervious.

Chair Winsor stated he would like to see this on the ballot. The goal would be sewer on Portsmouth Avenue or at least started.

3. Approval of Invoices

MOTION: D. Moore moved to approve payment of the following invoices from the Planning Board Escrow Account to Underwood Engineers in the amount of \$949.38 and from the Town budget to Fougere Planning & Development in the amount of \$1,506.39. Second – F. Catapano; all in favor. MOTION CARRIED

4. Approval of Minutes

MOTION: F. Catapano moved to approve the minutes of Thursday, August 15, 2019. Second – D. Moore; four in favor, two abstain (S. Smith, B. Dion). MOTION CARRIED

F. Catapano left the meeting at 7:56 p.m.

5. Other Business

The Building Inspector notified the Planning Board that building codes will be changing in September 2019. The draft of the Vision Statement for the Master Plan will be reviewed at the work session on Thursday, October 03, 2019.

M. Fougere reminded the Board of a discussion at an earlier meeting regarding the Building Inspector providing quarterly reports. S. Smith stated he has spoken to the Building Inspector about informing the Board of any upcoming or larger projects. D. Moore stated there have been concerns about projects in Town; S. Gerrato suggested a list be done. Chair Winsor stated enforcement action by the Planning Board would be revocation of a site plan; the enforcement end is really done by the Selectmen. S. Smith added that was the point of talking to the Building Inspector. M. Fougere stated that in Hollis they use zoning compliance forms. The Board would like a quarterly report from the Building Inspector.

6. Adjournment

MOTION: S. Smith moved to adjourn at 8:05 p.m. Second – B. Dion; all in favor. MOTION CARRIED

NEXT MEETING

Thursday, September 19, 2019 – 7 p.m., Public Hearing, Town Hall Conference Room

Respectfully Submitted: Charlotte Hussey, Administrative Assistant

Approved _____