



**PLANNING BOARD**  
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**MINUTES OF THE PLANNING BOARD**

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Thursday, May 06, 2021 – 6:30 p.m. – Virtual via Zoom

Members Present: Bob Dion, Stu Gerome, Steve Gerrato, Catie Medeiros, David Moore, Steve Smith (Selectmen's Rep), Frank Catapano (Alternate)

Members Absent: John McDevitt

Staff: Mark Fougere – Consultant

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Co-Chair Gerrato opened the Planning Board public hearing at 6:31 p.m. A roll call was taken by S. Gerrato; he announced a quorum was present and the meeting was being held virtually through Zoom and recorded by audio. A checklist to ensure meetings are compliant with the Right-to-Know Law during the State of Emergency was read into the record by Co-Chair Gerrato.

Attendance of Planning Board members was taken by roll call: B. Dion – present; S. Gerome – present; C. Medeiros – present; D. Moore – present; S. Smith – present; F. Catapano – present; S. Gerrato – present.

1. Capital Improvement Program

Board members received copies of the 2020 Capital Improvement Program information. B. Dion recommended starting the CIP process earlier this year. M. Fougere agreed. Information will be sent to department heads and the School, with requests being returned to the Planning Board in early July; the goal to complete the CIP will be the end of August.

Discussion included Town roads, Bayside Road, and the road survey to be done by Altus Engineering. There was a concern about requests in the CIP for specific items and allocated funds being used elsewhere. C. Medeiros suggested a question be added to the letter and request form: 'Were any items on the CIP included/funded in a previous budget? If yes, when and amount.' It was also suggested that three estimates accompany CIP requests. F. Catapano noted that the point of the CIP was to help budget larger expenses. M. Fougere added it was good financial planning. Members were reminded that the School is a separate entity from the Town and has their own budget.

M. Fougere stated that there was an issue with another Committee that needed to be clarified by the Planning Board. When the CIP was done for 2020, there was a discussion between the Planning Board and Board of Selectmen about discontinuing the Town Equipment Capital Reserve Fund and transferring those funds to the Transfer Station Capital Reserve Fund. The Planning Board voted to research the issue and no action was taken. There is approximately \$77,000 in the Town Equipment Capital Reserve Fund. The Selectmen would like to use some of the funds in that CRF to purchase emergency lifesaving equipment for the Fire Department. S. Smith explained that in order for the Trustees of Trust Funds to allocate the funds, they have requested the Planning Board add it to the CIP so the Fire Department can purchase equipment using money from the Town Equipment CRF. M. Fougere noted that the Planning

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Board never voted to discontinue that Town Equipment CRF and the Selectmen did not approve the change. He recommended the chart be amended to read 'Town Equipment Capital Reserve Fund', noting there is \$77,979.60 in that account. The Town Equipment CRF was originally established for any Town equipment purchase. S. Smith clarified that this was brought to the Selectmen's attention last month when it became necessary to purchase lifesaving equipment.

MOTION: B. Dion moved to change the name on the 2020 CIP Rankings – Planning Board Approved Chart from 'Disc. Town Equip. transfer to Transfer Station' to 'Town Equipment Capital Reserve Fund'. Second – S. Gerome; roll call vote: B. Dion – yes; S. Gerome – yes; C. Medeiros – yes, D. Moore – yes; S. Smith – yes; F. Catapano – yes; S. Gerrato – yes. All in favor. MOTION CARRIED

MOTION: F. Catapano moved to have the CIP letter and form sent to department heads and the School as soon as possible to be returned no later than Thursday, July 01, 2021 for the Planning Board work session. Second – S. Gerome; roll call vote: B. Dion – yes; S. Gerome – yes; C. Medeiros – yes, D. Moore – yes; S. Smith – yes; F. Catapano – yes; S. Gerrato – yes. All in favor. MOTION CARRIED

B. Dion asked for clarification of the Budget Committee's responsibility and the Planning Board's role in the CIP. M. Fougere explained that under statute, the Planning Board oversees the Capital Improvement Plan process. The Planning Board presents the CIP to the Board of Selectmen. The Selectmen, through the budgetary process, make the decision to follow the recommendations as well as add/not add funds. The Budget Committee has input if the Selectmen add funds to a warrant article that was part of the CIP. The CIP is a process between the Planning Board and Selectmen; the Budget Committee has no real involvement. The CIP is a Planning Board document.

### 2. Village District

The concept of a Village District in Greenland has been discussed for many years. At one point, there had been a discussion about two village districts. M. Fougere asked the Board what they felt was the village. F. Catapano suggested from the School to the intersection of Post Road and Portsmouth Avenue, and left and right on Portsmouth Avenue to Rt. 33 (including Dunkin' Donuts). F. Catapano stated it should be a combination of residential and commercial. M. Fougere noted that for the Village District to be successful, sewer would be needed.

M. Fougere has contacted New England Development (Target/Lowe's). They have spoken to some residential groups about the pad; there are two parties that are interested. As major tenants, Target and Lowe's must sign off in order for anything to be done in the plaza; that is one of the biggest challenges.

F. Catapano added that the purpose of the Village District was 'to provide the opportunity for an integration of limited commercial, professional and service-oriented businesses with existing residential and civic uses.' He continued there is an existing area that is similar but may need more business and professional and limited commercial. Existing civic is the Town Hall, Fire Department, School, and new Library, in addition to residential. Retail is missing from the Village District.

Members suggested continuing up Post Road to the Maloney Field. S. Gerome added that including the former Suds N Soda to McDonald's had been discussed as the second side of the Village District; that area could be done in the future. B. Dion stated that could be a stepping-stone to getting sewer into the real Village District. It was noted that water comes in from the back right-of-way behind Lowe's and sewer is located in the front corner of the parking lot as you enter Target/Lowe's. M. Fougere suggested creating a TIF District (Tax Increment Financing) to pay for sewer.

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S. Gerome noted there was a lot of work done on the Village District years ago and suggested forming a Village District Subcommittee to review that information. A subcommittee could do work outside the Planning Board; they could update the Board once a month.

M. Fougere stated a district could be created with the understanding that sewer is not available at this time but water would be available. Every site would have to be able to accommodate whatever the soils are for the property. If there is an opportunity for sewer in the Village District, it would change the complexity of potential development; it can be adjusted accordingly.

M. Fougere explained a TIF District. Any new taxes paid through a new land use would be put into a fund to pay for capital costs. The revenues would not go directly to the Town or School; they would go into a separate account and be used to pay a bond for specific improvements. New development taxes would be used to pay off a bond payment. Once the bond was paid in full, the taxes would be diverted to the Town and School as normally done. A TIF District is a way to fund capital costs without borrowing money.

F. Catapano asked if the point of a Village District was to have a downtown area where people can shop and walk and live. Or was the Board looking to jam 2,000 housing units in that area. If water and sewer were available and the lot usage was based off sewer, water, and density, the area would be limited by parking, etc. F. Catapano continued that in the Village District there should be more residential. B. Dion stated the Board needed to look ahead and envision what the area should look like. F. Catapano added that the Village District should be defined.

Members volunteering for the Village District Committee: F. Catapano, C. Medeiros, D. Moore, and S. Gerome. They will give a report at the Planning Board work session on Thursday, September 02, 2021.

MOTION: F. Catapano moved to form a Village District Subcommittee with members F. Catapano, C. Medeiros, D. Moore, and S. Gerome. The Subcommittee will report to the Planning Board on Thursday, September 02, 2021. Second – S. Smith; roll call vote: B. Dion – yes; S. Gerome – yes; C. Medeiros – yes, D. Moore – yes; S. Smith – yes; F. Catapano – yes; S. Gerrato – yes. All in favor. MOTION CARRIED

### 3. Approval of Minutes

MOTION: B. Dion moved to approve the minutes of Thursday, April 15, 2021. Second – C. Medeiros; roll call vote: B. Dion – yes; S. Gerome – yes; C. Medeiros – yes, D. Moore – abstain; S. Smith – yes; F. Catapano – yes; S. Gerrato – yes. Six in favor, one abstained (D. Moore). MOTION CARRIED

### 2. Approval of Invoices

MOTION: B. Dion moved to approve payment of the invoice from Fougere Planning & Development in the amount of \$1,423.75 from the Planning Board Town Budget and \$736 from the Planning Board Escrow Account. Second – S. Gerome; roll call vote: B. Dion – yes; S. Gerome – yes; C. Medeiros – yes, D. Moore – yes; S. Smith – yes; F. Catapano – yes; S. Gerrato – yes. All in favor. MOTION CARRIED

MOTION: F. Catapano moved to approve payment of the invoice from Donahue, Tucker & Ciandella in the amount of \$129.50 from the Planning Board Escrow Account. Second – S. Gerome; roll call vote: B. Dion – yes; S. Gerome – yes; C. Medeiros – yes, D. Moore – yes; S. Smith – yes; F. Catapano – yes; S. Gerrato – yes. All in favor. MOTION CARRIED

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MOTION: F. Catapano moved to approve payment of the invoices from Altus Engineering: 177 Winnicut Road in the amount of \$3,961.01 and 410 Portsmouth Avenue in the amount of \$3,388.51 from the Planning Board Escrow Account. Second – S. Gerome; roll call vote: B. Dion – yes; S. Gerome – yes; C. Medeiros – yes, D. Moore – yes; S. Smith – yes; F. Catapano – yes; S. Gerrato – yes. All in favor. MOTION CARRIED

### 3. Other Business

Lonza Expansion: There was a discussion on the Lonza expansion; they are adding 250 jobs. M. Fougere reminded the Board that two years ago Lonza was approved to build a shell. If they wanted to expand any of that space to be occupied, they would have to go back to the Portsmouth Planning Board for approval. The newspaper article indicated they were going to use existing space; the shell is considered existing space. They do not have to go back to the PDA, but they may have to go back to the Portsmouth Planning Board. M. Fougere will contact the Portsmouth Planning Board.

S. Smith stated he walked through the expansion with the Portsmouth Fire Department. They are not using office space; they are only using the production facility. His understanding was that once they fit out the office space areas, they would have to go back to the Portsmouth Planning Board. M. Fougere stated that it was described to the Portsmouth Planning Board as ‘unused, unoccupied space’ when it was approved. Any use was supposed to go back to the Portsmouth Planning Board.

S. Gerrato noted that Greenland’s interest was getting funding for Rt. 33. M. Fougere agreed, adding that the Greenland Planning Board had a new attorney that has been vetted. The PDA keeps making excuses as to why they cannot help due to the way they were crafted and created. There are many ways that they could help.

F. Catapano noted that Susan Parker is now Greenland’s representative on the PDA and requested she meet with the Greenland Planning Board. F. Catapano gave a brief background on S. Parker. F. Catapano stated that they were not trying to stop Lonza from expanding. The Board’s interest was solving the traffic problem caused by Pease. Pease is a critical component to the entire region.

Montessori School: There was a scoping session several weeks ago regarding the traffic that may be generated by the Montessori School. Included in the meeting were DOT, police, several Planning Board members, representatives from the Montessori School, and others. The purpose was to hear DOT’s expectation of the study. Their engineer will prepare a study that meets that criteria and submit it to DOT; there will be a meeting after the study is submitted. S. Gerome added the right turn exit is being heavily evaluated. The Planning Board and Chief Laurent will have to review the safety aspect due to increased traffic entering and exiting Tide Mill Road.

### 4. Topics for Public Hearing: Thursday, May 20, 2021

Items for the public hearing were briefly reviewed. M. Fougere noted that 529 Portsmouth Avenue will be coming back to the Board with updated plans. However, the wetlands are still an issue; the applicant has been unable to locate a wetland scientist. S. Gerome added it was a wetland nightmare and needed to be dealt with quickly. S. Smith noted that the Building Inspector has met with the applicant on site. The applicant has received permission to regrade the swale and fix the issue. The septic has been approved and inspected.

5. Adjournment

MOTION: S. Gerome moved to adjourn at 8:07 p.m. Second – B. Dion; roll call vote: B. Dion – yes; S. Gerome – yes; C. Medeiros – yes, D. Moore – yes; S. Smith – yes; F. Catapano – yes; S. Gerrato – yes. All in favor. MOTION CARRIED

NEXT MEETING
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Thursday, May 20, 2021 – 6:30 p.m., Zoom

Submitted By: Charlotte Hussey, Administrative Assistant