MEMBERS PRESENT:

Sarah Paratore, Chair                      Robert Haberman
Nick Canzano                                   James Dwyer
Katherine Dawson, Ex Officio

OTHERS PRESENT:

Justin Burgess
Tim Pearson
Chief Cormier
Normand Boudreau

AGENDA

6:30 p.m. Call to Order
Minutes of the March 25, 2008
Correspondence
Any other business

6:35 p.m. Informational to discuss the plans for the Tilton Police Dept.
61 Business Park Drive, Tilton, NH 03276 to convert
Industrial warehouse space for the police station and
Emergency operation center. Tax Map R20 Lot 1-7

7:00 p.m. Reschedule Case #08-03 Site Plan review for Justin
Burgess. Applicant proposes to set-up a new business
Lakeview Cigars at 765 Laconia Rd, Tilton, NH 03276.
There is no change to the existing structure.
Tax Map R-9 Lot 23-A

7:15 p.m. Public hearing for proposed Subdivision Application Fee
adjustments. Copy of the proposed changes is available at
the Land Use Office at the Tilton Town Hall.

Meeting was called to order at 6:33 pm.

Sarah asked the board if they had a chance to review the minutes to the March
Minutes for March 11, 2008 require a change to Item # 13 on the conditions for approval of Lochmere Meadows to state “Legend and map symbols shall agree”.

Sarah made a motion to accept the minutes with that one change. Motion seconded by Katherine Dawson. Motion passed.

Board was asked if there were any changes or corrections for the March 25, 2008 minutes.

Sarah made a motion to accept the minutes to the March 25, 2008 workshop. Motion seconded by Mr. Dwyer. Motion passed.

6:35 p.m. Informational to discuss the plans for the Tilton Police Dept.
61 Business Park Drive, Tilton, NH 03276 to convert Industrial warehouse space for the police station and Emergency operation center. Tax Map R20 Lot 1-7

Tim Pearson took the floor to bring us up to date on the new police station:

1) We have spoken to all the abutters. They are very much in favor of the town being in that location. In fact Home Depot is willing to see about having a break away gate in the back for emergency access from the property to Rte 3.

2) Tim met with Casey Nickerson and also the owner’s representative to negotiate the covenants. Being a business park it has certain covenants which has restrictions. Basically the town has a complete release of all those covenants as long as the town owns the property, if we sell any of the property to an individual out side the municipalities control the covenants would revert back to the original property.

3) We have discussed keeping the cultural of the business park intact. The only building we would be doing is the interior with a few minor modifications to the outside. Plans are to remove one of the big doors which will become the new entryway. We have not selected an architect or project manager and we have not closed on the property yet.

4) There will be a ramp outside and landscape changes. If at some point we incorporate fire there or fire services or house fire services there it may change things.

5) Where the loading areas will be made into the sally port. This will enable to drive the cruiser in and the door will close before the prisoner is removed from
the car. There will evidence room off from there and holding cell area so a suspect would not in any common area.

6) The welfare person will be moved over there as she often has office hours during the evening and there would always be someone at the police station. This will make for a safer situation.

Sarah asks if the town is going to hire an architect.

We have an architect who has give us a proposal but considering the builder to design the interior. Structurally the building is fine. We will need to put in ceiling for heating/cooling reasons. We will need new HVAC units in several areas, like over the cells.

Tim explained that we have very good project head of us and are very committed to seeing that we manage the money wisely.

The Planning Board needs to send a letter to DOT. Joyce has prepared a memo to the Tilton Planning Board addressing the NH Driveway Permit # 451-376.

Driveway Permit for Nickerson Business Park. The Planning Board needs to send a letter to DOT stating we have approved the site plan for the police department and the impact on Rte 132 would not exceed 50 cars per day.

Correspondence:

1) Letter from KJK Wireless submitting report of final inspection from All-Points Technology Dated 4-1-08 at 402 Calef Hill Rd, Tilton, NH (Map R-2 Lot 12A)

2) Save the date June 23, 2008 LRPC Annual Meeting

3) LRPC letter dated March 19, 2008 Request for Nominations for the annual Kim Ayers Award.

4) Annual DES Drinking Water Source Protection Workshop May 19 from (9:00 am to 4 pm) at the NH Technical Institute in Concord.

5) Brochure for workshops are the Local Government Center if anyone is interested.

6) Issue of Sustainable Land Development
Chief Bob Cormier arrived a little late to present his plans. Tim explain the plans pointing out the large overhead door that would be the sally port entrance and showed where it would be back filled and the landscaped entrance. This is what the architect envisions, not cast in stone at this point. The plans also showed parking area for the officers.

Sarah asked if they had gone to DES to discuss the road at all.

Tim went to the Conservation Commission to discuss an easement down through and they said even with their approval we would still have to go to DES and go to court. For fire vehicles the road with have to meet certain criteria. At this time the break away thru Home Depot is the best option.

Pictures of the interior of the building where shown. There is currently about 900 sq ft of offices, but it won’t take much to build out the offices.

Tim also explained that even through the rough period of winter the concrete was dry and the roof drains were working very well.

7:05 pm   Case #08-03 Site Plan review for Justin Burgess. Applicant proposes to set-up a new business Lakeview Cigars at 765 Laconia Rd, Tilton, NH 03276. There is no change to the existing structure. Tax Map R-9 Lot 23-A

The application appears substantially complete.

Sarah makes a motion to accept the application. Motion seconded by Katherine Dawson. Motion approved.

Justin Burgess took the floor to explain that he has a selection of cigars, tobacco products and cigarettes. He states that he is the only employee that will be working there.

Nick questioned Justin about the employee but Justin said he had a person covering for him while he was in Florida for a funeral.

How much parking is there? Justin states 4 or 5 spaces.

Do you share that entry way with the units behind you? He thinks that it is divided.

What will the store hours be? Tuesday – Saturday 11 am to 8 pm and Sunday 12 pm to 6 pm.
Sarah explained to Justin that he needs to present some drawings or plans that show the building, where the parking is, where snow storage area is, and the type of lighting.

Sarah noticed that Justin does have a port-a-potty. Justin stated that he had rented because he was told that he had to have one. Our zoning ordinance states that a port-a-potty would comply.

Mr. Dwyer asked if there were 2 exits in this building. No this building is only the size of a small shed and only needs one exit.

Discussion was opened and closed to the public.

The Board feels that we can’t site plan him without plans specifying the building on the lots, parking spaces, snow storage vs road, and lighting of the area.

Sarah made a motion to continue Case #08-03 Site Plan Review for Justin Burgess on April 22, 2008 at 6:35 pm. Motion seconded by Mr. Dwyer. Motion approved.

Normand Boudreau, Chairman of the Zoning Board of Adjustment is here to sit in on the public hearing on fees in the interest of uniformity the ZBA fees should fall in line with the Planning Boards.

7:15 pm Public hearing for proposed adjustment of Subdivision/Site Plan applications fees.

Copies of the proposed fees changes passed out to Board members and the public.

Augusta pointed out to the boards attentions that fees for our notices and application is less than what it cost the town to do these items. The board look at the schedules from surrounding towns Northfield, Belmont and Sanbornton to find an amount that covered the costs and did not put us in the negative for doing the processes. The result of this is the document that you have in front of you.

We found that the other towns are far more expensive than we are.

We decided it might be a good idea to break out site plan fees based on whether it was a residential or commercial use. If commercial is it was new commercial use with improvements or change of use with no improvements. This is how we determined the fees under site plan.
We did the same under subdivision. We thought about the work generated based on each process as far as time in the office and mailing.

Sarah opens to discussion to the public.

Mr. Haberman the number items on the new sheet is far less than what we had. Sarah informed Mr. Haberman that he was looking at the Belmont sheet that we followed to make up our sheet. Tilton currently only has 4 items listed for fees.

Belmont was used a guide as to how we setup our sheet.

Under Land use ordinances book @ $25.00 includes all of the ordinances and regulation in a binder. (must add in binder to the form)

Under Master plan, NRI. What does NRI stand for? National Resources Inventory. Our NRI will be part of the master plan. NRI can be removed.

Augusta states that she has not added a recording fee. We currently get charge at the registry of $30.00 per sheet plus the drive up there.

Discussion of what the fee should be. It was decided to make the recording fee at $50.00 per sheet. The cost of gas is always going up.

Normand has a question regarding the setting fees. Is it in the jurisdiction of the planning board or do you recommend to the Selectmen who has the jurisdiction to set fees?

Sarah agrees that this is a recommendation to the Selectmen to set the fees but Katherine is looking it up.

The board will figure out if we recommend to the selectmen and they have to hold a hearing or just approve it.

Katherine states that the governing body sets the fees which is the selectmen.

The fee schedule will be corrected for the noted changes and sent to the Board of Selectmen to act upon.

7:55 pm Public hearing closed.
Election of Officers:

Katherine makes a motion that Sarah Paratore remains as Chairman of the Planning Board. Motion seconded by Nick Canzano. Vote taken motion passed.

Sarah makes a motion to nominate Mike Curley for Vice Chairman, seconded by Katherine Dawson. Vote taken, motion passed.

Sarah makes a motion to nominate Nick Canzano as Secretary, seconded by Katherine Dawson. Vote taken, motion passed.

John Bernard is present to have the mylars signed. The board laid the new mylar over the original prints to verify that the wetland areas are the same. Sarah and Mr. Dwyer signed the mylars and prints.

Hunt Brook II had to have the mylars resigned as the Registry stated they need to have the surveyors stamp on the first page and the registry needed a block in the right hand corner for them to work in. Sarah and Mr. Dwyer signed the new mylars.

Sarah suggests that we may want to define argi-tourism. The states definition of agri-tourism means attracting visitors to a working farm for the purposes of eating a meal, over night stays, enjoyment of the farm environment, education of farm operations, or active involvement of the activity of the farm.

Given the farms in the area this might come up but what they are running into is people interrupting this very broadly and once a month having concerts in their barns and calling it agri-tourism. They suggest the towns amend their ordinances to define what each town means by agri-tourism, so if it’s more of a commercial use like a concert you could require a site plan. (RSA 21:34-A)

Katherine noted that our description for agriculture or farm is very broad.

This is an issue we should put on our list for next October.

Motion made by Sarah to adjourn the meeting. Motion seconded by Jim Dwyer. Motion passed.

Meeting adjourned at 9:00 pm

Minutes prepared by Augusta Marsh

(These minutes are subject to the review and approval of the Planning Board)