Agenda
6:30 PM Call to order.

Review the January 10, 2017 & January 23, 2017 minutes

PB12-14 Continuation of Compliance Hearing – to verify the fulfillment of conditions from the 10/23/12 conditional approval of amended site plan review for Riverfront Place sidewalk and the Mill Street parking lot at 14 Mill Street in the Downtown district (U6/5 & 6)

PB17-03 Preliminary Site Plan Conceptual Consultation – proposal to conduct bible fellowship meetings at 267 Main Street in the Downtown district (U5/37)

PB17-04 Preliminary Site Plan Conceptual Consultation – proposal to operate an adult care facility at 100 Autumn Drive in the Rural Agricultural district (R6/10-2)

PB17-05 Preliminary Site Plan Conceptual Consultation – proposal to undertake rooming house accommodations at 270 Main Street in the Downtown district (U5/14)

Planning Board Workshop

Other Business:
- Correspondence
- Other business

Members Present:
Jane Alden (Chair), Judy Tilton, Juliette Harvey, Eric Pyra and Joe Jesseman (ex-officio Selectman)

Others Present:
Robin Fitzgerald (Medical Management and Reimbursement Specialists, LLC), Karen Bownes, MRS (Medical Management and Reimbursement Specialists, LLC), The Reverend Kevin Nichols (Episcopal Diocese of NH), Benge Ambrogi (Episcopal Diocese of NH), Cliff Mills (Episcopal Diocese of NH) and Dari Sassan (Planning Board Staff)

Call to Order
Chairman Alden called the meeting to order at 6:30 PM.

Review the January 10, 2017 & January 23, 2017 minutes
A Board Member provided a correction to the 1/23/17 minutes.

MOVED by Mr. Pyra to approve the minutes of the 1/10/17 & 1/23/17 Planning Board meetings as amended. SECONDED by Ms. Tilton (Jesseman, Harvey abstained).

All in favor, none opposed: MOTION APPROVED.

PB Case 12-14
Chairman Alden said that the compliance hearing for Case 12-14 would be postponed indefinitely while the applicant resolves remaining issues with the Board of Selectmen.

PB Case 17-03
Mr. Sassan said that the applicant was not in attendance. Board Members agreed that the applicant's attendance would be needed in order to make a determination and they decided to address the matter at a future meeting when the applicant can attend.

PB Case 17-04
Mr. Pyra recused himself for Case 17-04 only because he is employed by the applicant.

Ms. Bownes identified the proposed use as an “adult recovery center.” She said that it would not be a medical facility and that no procedures would be conducted in the building. She said that the facility would conduct a 12-step recovery program. Ms. Bownes said that, in the future, they intend to provide therapy and counseling, but that it would not be a part of the initial phase. She said that the facility would initially occupy the first floor, but that it would eventually occupy the second floor as well.

Chairman Alden asked if the facility would be a “halfway house.” Ms. Bownes said that it absolutely would not be a halfway house, adding that it is a “recovery center.” She said that program enrollees would either be dropped off, or they would have their car keys taken from them during their stay. Ms. Bownes said that any program enrollee found to have violated the facility rules would be expelled and taken away from the facility. Mr. Jesseman asked if the facility would be secured. Ms. Bownes said that it would be, adding that video surveillance is being considered.

Chairman Alden asked if any similar facilities are in existence in the area. Ms. Bownes said that Plymouth House in Plymouth is an example of a nearly identical facility. Ms. Dembitzky asked if all rooms would be overnight and about number of bathrooms. Ms. Bownes said that enrollees would be staying for 2 to 5 weeks, and that she is working with the State to ensure the required number of bathrooms are provided.

Chairman Alden asked how a medical emergency would be handled. Ms. Bownes said that a medical assistant would be on site and that the subject would be transferred to a local emergency department. She added that enrollees would be transported to and from any medical or dental appointments scheduled during their enrollment period.
Mr. Jesseman asked if enrollees would be ordered to enroll by a court. Ms. Bownes said that the facility would not be attended by court ordered enrollees, adding that they would accept individuals who are ready on their own. She said that she does expect some referrals from the State. Mr. Jesseman asked where enrollees would originate from. Ms. Bownes said that enrollees could come from anywhere.

Ms. Tilton asked if the commissary and screening room would be shared with the sports center. Ms. Bownes said that they would. Ms. Bownes then said that she had not yet determined how, or whether, the areas would be shared. Ms. Bownes said that the sports center business “may or may not continue to exist.”

Ms. Bownes said that she believes the proposed use falls under the “adult care facility” designation of the Chart of Permitted Uses and asked the Board what additional information they will want to review. Chairman Alden said that children utilize the sports center facility and that security related matters would be of major concern. She said another concern would be the level of strain that the facility might place on police and fire services.

**PB Case 17-05**
Rev. Nichols introduced the proposal, indicating that the lower level of the Trinity Church would house 21-29 year old participants in the Episcopal Service Corps, a community service organization similar to AmeriCorps. He said that some of the participants would be filling a gap year prior to moving on to the next phase of their educations, others, he said, might be considering ministry as a career or simply looking to serve others.

Mr. Ambrogi explained that the lower level of the church would be retrofitted to provide rooming facilities for participants. He said that necessary work would likely include improving the bathroom facilities, and possibly moving some partition walls to create properly sized rooms.

Mr. Jesseman said that the lower floor was once flooded and he asked whether any mold issues might persist. Mr. Mills said that some carpeting will be removed and the area below it will be treated to ensure no mold issues persist. Mr. Ambrogi added that they would likely have a contractor remove some wallboard to check whether any mold exists in the walls.

Ms. Tilton asked if the program would be conducted year round. Rev. Nichols said that each participant begins in August and finishes the following summer, with a new group coming in again in August. Ms. Harvey asked if there might be plans to expand in the future. Rev, Nichols said that he does not imagine moving beyond 6 to 8 participants at any one time.

Mr. Jesseman asked about parking needs. Rev. Nichols said that he expects that he will need to secure 2 or 3 parking spaces for participants' cars. Mr. Mills said that there currently exists one space in a lot shared with the hardware store.
Mr. Sassan said that site plan review is not required for single family or two family residential uses, but that it is required for multifamily residential uses. He said that the proposed residential would be comprised of one kitchen, two bathrooms and a few bedrooms, and he stated that many single family homes consist of more rooms than that. He asked that Board if it sees the proposed use as the type of residential use that requires site plan review, or the type of residential use that does not require site plan review. Board Members expressed that the proposal shall undergo site plan review.

**Planning Board Workshop**

Mr. Sassan distributed cluster development regulations from two NH communities. Chairman Alden asked members to review the regulations, along with the model ordinance previously distributed. Mr. Sassan said that it would be important to make progress at the next meeting because the cluster development zoning amendment would already be in effect, provided the proposed amendment had been adopted at Town Meeting.

**Other Business**

Mr. Sassan distributed a handout regarding the Community Revitalization Tax Relief Incentive. Attendees discussed the potential benefits and expressed interest in learning more about the incentive. Questions focused on what areas of town would be eligible and what level of community benefit would need to be demonstrated.

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Ms. Tilton asked about progress on conditions of approval in Case 14-15, a snow dump. Mr. Sassan said that he would follow up with the applicant. He said that the applicant needs to go before the Conservation Commission. Chairman Alden said that the applicant also needs to provide an interpretation of results to the Planning Board, or he should receive a cease and desist order.

**MOVED** by Mr. Jesseman to *adjourn this meeting*. **SECONDED** by Mr. Pyra.

All in favor, none opposed: **MOTION APPROVED**.

The meeting adjourned at 7:30 PM.