

PLANNING BOARD
27 School Street
HILLSBOROUGH, NH
May 4, 2022

DATE APPROVED: 06/01/22

TIME: 7:00 p.m. – 8:07 p.m.

MEMBERS: Susanne White- Chairperson, Melinda Gehris -Vice Chair, Adam Charrette, Ed Sauer, Steve Livingston, Nancy Egner

EX-OFFICIO: James Bailey III

PLANNING DIRECTOR: Robyn Payson

ALTERNATES: Kim Opperman, Dana Clow

Excused: Adam Charrette

Public: None

Call to Order:

Chairperson Susanne White called the meeting to order at 7:00 PM.

Susanne White called the roll and appointed Kim Opperman to sit in place of Adam Charrette.

Minutes: 04/20/22 Melinda Gehris made a motion to approve the minutes. Jim Bailey seconded the motion. The motion carried unanimously.

WORK MEETING

Site Plan Regulation Update

At the previous meeting it was discovered that Lot Coverage was not defined in the Site Plan Regulations. Robyn Payson said, since the last meeting she had researched what other towns (Auburn, Bow, Goffstown, New Hampton, Peterborough, and Weare) used for lot coverage percentages for commercial development. These percentages were either calculated based on amount of total impervious surface or building footprint only.

Hillsborough's Zoning ordinance allows 30% of a lot to be covered. It appeared that this percentage indicates building footprint only was included in that calculation.

Robyn submitted two definitions of Lot Coverage to Attorney Chris Boldt for review. One definition included building footprint only, and the other was for total impervious surface.

In order to fit within the specifications currently in the Zoning ordinance, she recommended using the building footprint only definition now, and then develop a new lot coverage percentage that would include total impervious surface on the lot. This would be on the warrant for Town Meeting 2023. She said this was not an ideal solution, but it was a way to move forward with the Site Plan Regulation update. The other option was that the Board could table the Site Plan Regulation update until after Town Meeting in the spring of 2023.

Following discussion, the consensus of the Board was to use the recommended definition of lot coverage that accounts for only building permit as a place holder until the Lot Coverage percentage is updated.

Melinda Gehris said if they are going to adopt the place holder then then she wanted a commitment to do the research to work on updating the chart for all kinds of development. She said she was concerned about the message it sends to the public for the Board to be making a decision they know is wrong, but she said she can live with it if there is a commitment to getting it fixed by the next Town Meeting.

Jim Bailey made a motion hold the Public Hearing on June 15th for the Site Plan Regulations at 7:00 pm. Nancy Egner seconded the motion. The motion carried unanimously.

Developing Questions for RFQ Interviews

Melinda said she knew the RFQ said the Board would bring in the candidates to ask them questions, but what if they decide the Board is happy with the information that has been provided and didn't feel the need to ask questions?

Steve Livingston said he thought they were missing something because he was concerned that there were only two submissions. He said he could call around to different firms to try and find out why they didn't apply.

Robyn said the ad was posted on "Blue Book" which goes to all of the engineering firms, it was also in the paper and on the Town website.

Mr. Livingston said he could call some firms randomly to see if they got it and why they didn't apply.

Melinda asked Robyn what the firm from Concord (Northpoint Engineering LLC.) said. Robyn said that she told her they would be willing to do work for the Town they just weren't interested in a formal relationship.

Melinda said she thought that would be the reason. The firms chosen would not be able to submit any projects to the Town. She said if she were a small consulting firm, she would not be interested in that.

Jim Bailey agreed. For the amount of work they will be asked for, they would not want to limit themselves. Jim said if we hold the development engineer's feet to the fire over their projects, he was not sure how many questions the Board would need to ask.

Kim Opperman suggested we get three or four firms and get their hourly rates and then contact the firms to find out who has time to work on the project.

Melinda said that was what she was talking about and that she didn't think people needed to come in. She said there are three firms we might call anytime for certain projects. There was a discussion about fees for review.

Susanne White said we don't have to appoint a firm the night of the hearing. She said the point of the RFQ was to have a stable of firms for varying types of jobs so we would not be using one firm all the time.

Susanne White said it will depend of the size of the project how much review is needed.

Dana Clow suggested sending the project out to both firms to get a proposal from them both before deciding which firm to go with.

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Robyn suggested at the first meeting on an application that the Board have an idea of what they want review on so the requests for review can go out as soon as possible.

Melinda said the addition to the Board of Kim Opperman and Dana Clow will help the Board define the scope of review.

Kim Opperman brought up the input given to the Board by the Town Departments.

Robyn said she asks for input but does not always get it.

After further discussion Robyn was tasked with reaching out by phone to Gayle and Comprehensive Environmental to tell them both firms will be called on when projects and the need arises.

Other Business

Susanne White brought up discussion about the Quasi-Judicial aspect of the Board and reviewed personal liability.

Susanne White asked Robyn about the retention time of recordings. Robyn suggested the recordings made for the purpose of preparing the minutes be deleted upon the approval of the written minutes.

There was a brief discussion about updating the Rules of Procedure.

Robyn let the Board know that the Cooper's (LJM Construction) have withdrawn their application.

There being no further business, Melinda Gehris made a motion to adjourn. Ed Sauer seconded the motion.

Meeting Adjourned 8:07 pm

Respectfully Submitted,
Robyn L. Payson, Planning Director