



TOWN OF  
NEW LONDON, NEW HAMPSHIRE

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NEW LONDON PLANNING BOARD

Regular Meeting

Tuesday, April 25, 2017

6:30 PM

**PRESENT:** Paul Gorman (Chair), Bill Dietrich (Vice Chair), Liz Meller, Tim Paradis, Jeremy Bonin, Janet Kidder (Selectmen's Representative), and Michele Holton, and Marianne McEnrue (Alt).

**ABSENT:** Casey Biuso (Alt) and Joseph Kubit.

**STAFF:** Lucy St. John, Planning and Zoning Administrator

**OTHERS IN ATTENDANCE:** Tim Goyeta, Crosspoint Associates; Jennifer Vitiello, Fenwood; Scott Ireland, New London Hospital; and Donald Griffin, New London Hospital.

1. **CALL TO ORDER:** Chair Gorman called the meeting to order at 6:30 p.m.
2. **REVIEW OF MINUTES:** April 11, 2017 meeting.

Jeremy Bonin suggested the following amendments:

- A. Page 2, first bullet, Liz Meller "mad" a motion should be changed to "made".
- B. Page 2, Item 5, second paragraph was actually Mr. Bonin, not Tim Paradis.
- C. Page 3, Item 7, paragraph 3, that starts with "Much discussion" should reflect the result of striking the hours of operation, so that there are no hours specified.

Chair Gorman suggested the following amendment:

- A. Page 5, paragraph 3, that starts with "The Board", the first sentence should end with "in the Accessory Dwelling Unit (ADU) Committee and the Sign Committee".

**Motion to APPROVE the minutes of the regular meeting of the Planning Board of April 11, 2017.** It was MOVED (Jeremy Bonin) and SECONDED (Bill Dietrich) to approve the minutes, as amended. The motion was APPROVED UNANIMOUSLY.

The Board had a discussion regarding the procedures of posting Minutes which included:

- Current practices, including the Right-to-Know Law
- Comparing and contrasting PB with other Boards in the Town
- The necessity for posting Amended Minutes, subsequent to posting Draft Minutes

The Board concluded that it may be more beneficial for the public if the following procedures took place, with regards to posting Minutes:

- The word "DRAFT" be placed on draft minutes, not yet approved by the Board
  - Once the Draft Minutes have been approved, an amended version should also be posted on the website, with the word "FINAL" or "APPROVED"
3. **PUBLIC COMMENT:** The Chair may allow public comment for items not listed on the agenda and may limit the amount of time for public comment.

None.

4. **New London Hospital Association Site Plan Application and Public Hearing.** Located at 273 County Road. Tax Map 072-016-000. Proposal to use the Clough Health Center as office/storage space for the Hospital. Zoned Hospital Institutional District.

Scott Ireland, Director of Facilities for New London Hospital presented the Application. He indicated that what would be repurposed would be 36 rooms, with 2 rooms for storage rooms, and that it would be done as soon as possible. He demonstrated on the plans where the public-accessible cafeteria would be located.

Don Griffin, CFO for New London Hospital, provided more information regarding the expansion, which allowed for a MRI changing area and an office for the Director of Radiology in the hospital; as well as enlarged the laboratory space and the daycare. Ms. St. John read an email from Richard Lee which addressed parking monitoring. She also noted that Deb Langner at the Health Office stated she did not have any concerns.

*Chair Gorman opened the public hearing.*

Jennifer Vitiello commented that she is looking forward to the increased daycare space.

*Chair Gorman closed the public hearing.*

**Motion to APPROVE the New London Hospital Association Site Plan, with the following condition:**

1. Collaborate with Jay Lyon, Fire Chief, to come into compliance with any Fire and Life Safety Codes

It was MOVED (Tim Paradis) and SECONDED (Liz Meller) to approve New London Hospital Association Site Plan Application, with the following condition. The motion was APPROVED UNANIMOUSLY.

The Hospital discussed their generator proposal, which is dependent on any recommendations made by Chief Lyon. Ms. St. John indicated that Chief Lyon has already reviewed the plans, and sees no issues with the proposed location. She also distributed to the Board documentation regarding the TDS Application that came before the Board previously.

Mr. Ireland described the proposal, to include:

- 300kW Generator put on the site, in addition to two (one-300kW and one-800kW) to cover entire medical office building, in case of outage.
- Located behind the building, on the one-way road, 12 feet from the wood line.
- Housed in a soundproofed enclosure, which would significantly decrease noise.
- No impact on the future Continuing Care Facility/Senior Living Community.
- Monthly test, on the last Monday of the month, for half an hour, to ensure it's running properly, at 6:00 a.m.
- Fueled by diesel.

Chair Gorman summarized the Board's concerns to be:

- Noise abatement.
- Site Plan Review requirements.

Discussion was had amongst the Board and the Hospital regarding necessity to guarantee the facility runs during power outages; as well as rationale for choosing location of the generator, which was that it was least disruptive to all who utilize the facility, as well as the neighbors. The Board also suggested that it would be appropriate to notice the abutters. The Hospital concurred, adding that it would allow them time to research the impacts to the abutters, in terms of noise pollution, diesel pollution, location, etc.

**Motion to RECOMMEND the New London Hospital to return to the Planning Board on May 9, 2017 for Site Plan Review for the generator.** It was MOVED (Jeremy Bonin) and SECONDED (Liz Meller) to approve the recommendation. The motion was APPROVED UNANIMOUSLY.

5. **PLANNING BOARD TASKS** – continued discussion from April 11<sup>th</sup> meeting regarding but not limited to:

- ✓ Master Plan update discussion and formation of Subcommittees

Chair Gorman noted that a meeting is being set up with the new Executive Director of Upper Valley-Lake Planning Council to discuss how their organization can assist in updating the Master Plan. He requested again of the Board Members to provide to Ms. St. John the names of organizations and individuals that would form the larger subcommittee.

The inclusion of solar energy in the Master Plan was reiterated. Ms. St. John referenced a Building Permit Application she received today for a residential ground-mounted solar.

✓ Zoning Amendments housekeeping items and other ideas

Mr. Bonin pointed out that the list that Ms. St. John has sent out to the Board includes: solar, wind, existing nonconforming, and shoreland. He indicated that he's spoken with Ms. St. John about graphics/illustrations to assist in discussing Shoreland Applications and existing nonconforming structures. He inquired of the Board if the Board's purview for the year should be limited to those items, as well as the Master Plan, in order to have a greater likelihood of addressing them completely.

Mr. Dietrich inquired of the Board their sentiments regarding focusing on Zoning Amendments that need to be done this year, as it is more on a tighter timetable than the other items. Mr. Bonin clarified that solar and wind are currently under accessory structures, therefore a whole new section wouldn't have to be formulated, but rather they would need to be broken out of the lump that they're in.

Further discussion was held in regards to how to proceed with these issues:

- I. Shoreland
- II. Existing Nonconforming
- III. Wind
- IV. Solar

Ms. Kidder noted that Ms. St. John can make suggestions to the Board regarding how to clarify Zoning Ordinances. Ms. Meller inquired regarding issues with parking, and whether it's something the Board should address. Chair Gorman responded that that should be one of the significant issues the Board discusses. Discussion ensued regarding this topic.

Mr. Bonin inquired whether a Subcommittee should be formed to address Zoning issues. Chair Gorman asserted that the Board should do that.

- ✓ Site Plan Review Regulations
- ✓ Subdivision Regulations

Chair Gorman reminded the Board that changes in Site Plan Review Regulations and Subdivision Regulations do not have to go through a Town Meeting process, although there still needs to be a public hearing. He referenced materials that Ms. St. John had distributed to the Board regarding issues that the Zoning Board of Adjustments frequently deals with, which includes things that relate to shorelines and nonconforming structures.

6. **REPORT FROM PLANNING BOARD REPRESENTATIVES** of following Committees/Boards: Conservation Commission, Energy Committee, Board of Selectmen, Regional Planning Commission (RPC) and Subcommittees.

- I. Tim Paradis indicated that the Energy Commission has been addressing solar, as there is a heightened interest in their utilization, as well as concerns regarding tax assessments relating to solar. They had not had a meeting since the PB's last meeting.

In terms of the Conservation Commission, he indicated that nothing pertains to the PB, as they're working on the trail maps, currently. He added that Ben Nugent from NH Fish & Game attended and made a presentation to the Commission regarding fish and amphibian migration.

- II. Liz Meller informed the Board that she was not able to meet with the Upper Valley group.
- III. Janet Kidder indicated that the Board of Selectman met last night and informed the Board that the Town has gotten the sander to do the roads. She also noted that Representatives Karen Ebel and Dan Wolf, as well as Senator Ruth Ward attended the meeting. Ms. Kidder detailed the topics that were discussed at the meeting, to include: utility pole taxes; Memorandum of Agreement with regard to the Park and Ride video feed; sprinkler and heating unit installation at Town Hall. Ms. Meller made a comment regarding the lack of adequate spaces at the Park and Ride.

Ms. Kidder inquired of the Board regarding suggestions for the Rotary sign that was supported at the last meeting, as far as placement. Mr. Paradis discussed his sentiments regarding the difference between the Welcome to New London sign and signage allowed via the Sign provisions. Ms. Kidder also noted that there are no actions currently taking place with the Welcome to New London signs, although Mr. Bonin has offered to draw up a design for the signs at no cost to the Town.

Chair Gorman offered the suggestion to put the civic organizations signs at the Information Booth, and that those organizations who are interested in sign placement should discuss that with the Chamber of Commerce. The Board discussed the fact that there is a potential for clutter and, due to the current law in place, regarding content-neutral signage, that it would be in the Town's best interest to only install the Welcome to New London signs.

**Motion to SUPPORT only the Welcome to New London signs and none other.** It was MOVED (Tim Paradis) and SECONDED (Jeremy Bonin) to support only the Welcome to New London signs. The motion was APPROVED UNANIMOUSLY.

Chair Gorman offered to speak with Rotary to explain the decision of the Board.

- IV. Janet Kidder inquired what the Board would like to be relayed to the Citizen's Advisory Committee, during the meeting on Saturday, May 6, 2017. She noted that she planned to mention the future work on Master Plan, and discussions about wind and solar. Chair Gorman suggested mentioning the housekeeping work that will be done on the Zoning Ordinances.

7. **OTHER BUSINESS**

- A. Chair Gorman informed the Board that the Town, in the process of shoring up the Pleasant Lake Dam, is going to cut down trees that are within the 50' buffer, which is within the rights of the Town and the State.
- B. The Conditional Use Permit (CUP) for ADUs was discussed. Ms. St. John stated that she clarified the section on abutters, referencing relevant RSAs. She also drafted a memo concerning the related fees. Mr. Bonin inquired if page 3 is included in the Application, to which Ms. St. John responded that she plans to, for the Applicants' records, which reflects the current ADU provisions.

**Motion to APPROVE Conditional Use Permit Application for the ADU, as presented.** It was MOVED (Jeremy Bonin) and SECONDED (Liz Meller) to approve the CUP Application. The motion was APPROVED UNANIMOUSLY.

The Board received the fee structures from other towns, pertaining to ADU Applications. Ms. St. John suggested a fee schedule for the Application process. Mr. Bonin noted that it may streamline the process to have all Applicants pay one flat fee, to encompass all suggested fees. The Board discussed this option.

Mr. Dietrich also inquired as to the normal policy of recording Notices of Decision (NOD), to which Ms. St. John informed that it is not the normal practice to record them, unless explicitly asked to do so by the Board. He suggested seeking legal advice from Town Counsel regarding the NOD requirements, as a matter of policy, to which Chair Gorman concurred.

**Motion to RECOMMEND to the Board of Selectmen a flat fee of \$100 for the CUP Application, to include notification and processing.** It was MOVED (Jeremy Bonin) and SECONDED (Bill Dietrich) to recommend the fee. The motion was APPROVED UNANIMOUSLY.

- C. Ms. St. John indicated that the Colonial Pharmacy submitted a Building Permit, although they are still waiting for their DOT Driveway Permit.
- D. Ms. St. John noted that she had sent the Board Members an email regarding the strengthening facilitation skills training in Maine, and she inquired as to who plans to attend.

E. Janet Kidder informed the Board that the Director of Regional Planning of the Upper Valley Council is going to hold a presentation on June 20th at 5:00 at the Eastman Community Center.

**8. CORRESPONDENCE RECEIVED**

None.

9. **AGENDA ATTACHMENT LIST:** See list for details including correspondence, State applications, informational items and other items.

10. **FUTURE MEETING DATES:** Refer to the Planning Board Meeting Schedule (as revised January 24, 2017) and the Town's website for updated meeting information. Next meeting scheduled for Tuesday, May 9, 2017.

**11. MOTION TO ADJOURN**

**MOTION TO ADJOURN the meeting at 8:48 p.m..** It was MOVED (Liz Meller) and SECONDED (Jeremy Bonin) to adjourn. The motion was APPROVED UNANIMOUSLY.

Respectfully submitted,

Victoria O'Connor  
Recording Secretary  
Town of New London, NH