**NEWMARKET PLANNING BOARD MEETING**

**JANUARY 29, 2019**

**MINUTES**

Present: Val Shelton (Vice Chairman), Diane Hardy (Town Planner), Jane Ford, Daniel Lewis, Jamie Bruton, Sarah Finch, Gretchen Kast (Town Council ex officio), Bill Doucet (Alternate)

Absent: Michal Zahorik (Alternate), Janice Rosa, Dale Pike (Town Council ex officio Alternate), Eric Botterman (Chairman) – all excused

**Agenda Item #1 - Pledge of Allegiance**

**Agenda Item #2 – Public Comments**

None.

**Agenda Item #3 - Review & Approval of Minutes** 12/11/18

 Val Shelton appointed Bill Doucet to sit in for Eric Botterman.

 **Action**

 **Motion: Jamie Bruton made a motion to approve**

 **Second: Sarah Finch**

Val Shelton amended the minutes with some minor edits, not substantial changes.

 **Vote: All in favor**

**Agenda Item #4 - Regular Business**

***Merger of Lot Lines – Town of Newmarket owned lands on Youngs Lane, Tax Map U3, Lots 48 & 49.***

 Diane Hardy stated the Town is entering into a lease agreement with AT&T to locate a cell tower in back of the fire station. It will have the benefit of expanding cell service in town and also has emergency dispatch enhancements. There was an initiative to expand cell service in NH and this is part of that. Newmarket was selected as a location for the enhanced service. They will be before the Board, perhaps in March, with an application for a cell tower, which is a minor site plan review. She met with them and they have a letter from the Town Administrator authorizing them to submit an application. They looked at several sites in town and talked about dead zones and areas that may not be suitable. Then they looked at the fire station/ public works site. It is out of the way. You can see it from the river, but you can’t see it from a distance. They did a balloon test and identified different locations in town and assessed whether you could see the tower from them. There were one or two residences near the Sleepy Hollow Cooperative Mobile Home Park, where people could see it. It sounded like a good location. They did radio frequency tests and it met the criteria. The Town will receive some revenue from it.

 Jane Ford stated she is a telecommunications professional and she would be happy to assist looking the contract over. She stated a key thing for a cell provider is a company comes in and says here is a tower and everyone is excited for the coverage. People forget other carriers jump onto the tower. The revenue the Town gets is only based on the first carrier. Another thing to consider is, as the community develops, we need to make sure they will map to that or, if the community around it changes and the appearance becomes an issue, they have to help with the appearance. It adds value to the community. Most contracts do not contain those types of elements and she would be happy to assist. Diane Hardy stated she would forward that information to the Town Administrator.

 Bill Doucet asked why the Town wanted to merge the lots. Diane Hardy stated the Town acquired three lots in back where the Town buildings are and two of the lots were side by side. In the site plan there will be a lease area. This boundary between the two lots bisects the lease area. Typically, you want to have a lease agreement all on one property.

 **Action**

 **Motion: Jane Ford made a motion to authorize the Vice Chairman to sign the Merger**

 **Second: Gretchen Kast**

 **Vote: All in favor**

**Agenda Item #5 - New/Old Business**

 ***Discussion – Master Plan***

 Val Shelton went over the RSAs pertaining to the Master Plan. It is one of the Planning Board’s duties to adopt a Master Plan. She read from the RSAs for the benefit of the public watching the meeting.

 She stated the Master Plan needs to be current and updated every ten years. Newmarket has been accruing money for the updates. This Board has elected to update chapters individually, as funds have been available and the Planner’s time has been available, as this is a lot of work. The Board has worked in conjunction with Strafford Regional Planning with grants and Newmarket has been able to update chapters every other year. The Board needs to think about what chapters are most relevant to have in the Master Plan and where to prioritize. In March, they will have potentially new people on the Board. There should be a workshop to go over where to focus.

 Diane Hardy stated they have not worked recently on drafting new chapters. They have been working on implementing the recommendations of the Master Plan, such as the Skilled Nursing Living Overlay District and other zoning changes.

 Val Shelton stated the Vision Statement was updated in 2015. They did the population and housing chapters and future land use came after that. They were done almost together. There are several chapters way out of date. Are they chapters the Board still wants to have? Are they a priority to update? Should we form a subcommittee? It takes a lot of time and especially the Planner’s time, so the Board needs to be conscientious about this. Diane Hardy stated it is very labor intensive. There is a lot of data collection, mapping, data analysis and putting the narrative and justification and producing the report, with graphics. Communities with staff may have one or two people whose job it is to update the Master Plan.

 Bill Doucet asked what we were lacking that affects the Master Plan the most. Diane Hardy stated the Town Council, at the joint meeting with the Planning Board in September, talked about an initiative that they feel strongly about and want to move forward with. Their interest was moving forward with implementation of some of the economic development related recommendations that were in the Future Land Use and Economic Development chapters. The Town Council has asked they look at the three gateways going into Newmarket as potential business development areas, being the areas north of downtown on Route 108, the south by the country club and industrial park, and the B3 zone toward Lee, where there are several hundred acres zoned for business. There has been some commercial development over the years in that particular area, but not to the extent that was envisioned by the Town when that zoning was changed in 2001. The gravel pits are coming to the end of their useful life, so it makes sense to look at that area. The EDC recommended zoning the area as a site for potential site for a continuing care retirement community. The Town has entered into a contract with an economic development firm. Stuart Arnet was the State Economic Development Director and now has his planning business. He has a team of people to work with the Town to come up with some strategies and take a second look at the concepts put forth by the EDC and to focus on the gateways. The northern gateway has the most potential, because of the road widening and sidewalk improvements that have been made there, by the State. The Town had to upgrade the water and sewer there as part of the State’s reconstruction project. So now, there is excess water and sewer capacity in that area, where there wasn’t before. The Town is now in a much better position to attract development to that area.

 Val Shelton asked if they should think about tackling a chapter or what chapters should be in it and if it would make sense to have a subcommittee. She stated, under the RSAs, they are developing a master plan and, from that, come ordinances that meet the vision statement and chapters. The Board will be adopting subdivision and site plan regulations from this Master Plan update process.

 Bill Doucet stated it would make sense to have a subcommittee. Val Shelton stated that could be on the March agenda.

 Diane Hardy stated, in the past, these projects have been driven by what is available through Strafford Regional Planning Commission for funding from various sources. Val Shelton stated the Subcommittee could look at where funding might be found. Diane Hardy stated Kyle Pimental from SRPC had some ideas on funding including for a disaster plan and water resource updated. There is some money available.

 She stated the Town is working with the ADG consulting firm, headed by Stuart Arnett, to put together an economic development project and the gateways have risen to the top of the list. The Planning Board can ask for a summary of how that zoning proposal or whatever they come up with fits in with the Master Plan. And, it is doesn’t perfectly match, then, the Consultant could recommends some revisions for the Planning Board to consider, which could be an amendment to the Economic Development chapter or Future Land Use section. The Planning Board could then consider those revisions. It does not have to be a laborious process.

 ***Update - Stormwater Regulations***

Diane Hardy stated since the first meeting with the subcommittee, they were able to update the subdivision and site plan regulations. She gave a history of the committee that met last year. Some communities have already adopted regulations based on information from the Southeast Watershed Alliance. They have cleaned up the “old” draft and she has distributed the new draft to the Board, as well as an updated spreadsheets showing a comparison of the existing language and the new language. She gave a background on the grant and funding. She believes they are back on track and ready for a new draft. She would also like to send this out for a peer review to get perspectives from others. She suggested a 60 day review period. She stated some of the material is complicated, so they may want to have another work session, or discuss at a regular meeting before the public hearing after the review period for the Board to consider any changes or modifications.

***Chairman’s Report***

Val Shelton stated two positions will open for the March election. One Alternate position will open. The Planning Board appoints the Alternates.

 ***Committee Reports***

Gretchen Kast stated there were resolutions for the Town. Two were passed to put two bonds on the March ballot for water and sewer upgrades and the renovation of the dam.

 She stated there are other positions open for election and the Deliberative Session will be on Feb 2. The election is on March 12.

Sarah Finch stated the Conservation Commission is working on something for later this year with photos of town for a calendar.

 ***Planner’s Report***

Diane Hardy thanked the Conservation Commission for their due diligence with their expediting the wetlands permit for the Macallen Dam Rehabilitation project.

**Agenda Item #6 - Adjourn**

 **Action**

 **Motion: Bill Doucet made a motion to adjourn**

 **Second: Jamie Bruton**

 **Vote: All in favor**