



TOWN OF  
**NEWMARKET**  
NEW HAMPSHIRE

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**PLANNING BOARD**

January 9, 2024 at 7:00 PM

Town Council Chambers

**DRAFT MEETING MINUTES**

**Members Present:** Eric Botterman (Chair) *via zoom*, Val Shelton (Vice-Chair), Bart McDonough (Director of Planning & Community Development), Scott Blackstone (Town Council- Ex officio), Jane Ford, Jeff Goldknopf, Patrick Reynolds, Timothy Rossignol, and Michal Zahorik (Alternate)

**Member Absent:** Abigail Bachman (Alternate)

The Chair opened the meeting at 7:00 PM. [time on DCAT 4:55]

The seven voting members this evening will be **Eric Botterman, Val Shelton, Scott Blackstone, Jane Ford, Jeff Goldknopf, Patrick Reynolds, and Timothy Rossignol.**

**1. Pledge of Allegiance**

**2. Public Comments**

The Chair opened and closed the public comment period at 7:01 PM. There were no members of the public to comment.

**3. Acceptance of Minutes**

**a. 11/14/23**

No minutes available at this meeting.

**4. Regular Business**

[time on DCAT 6:15]

Read by the Chair:

**a. Pursuant to RSA 36:54-58, the Planning Board shall make a determination on regional impact for a major site plan, boundary line adjustment, and special use permit application proposing a 11,100 sf. mixed-use, three-story building comprising 41 one-bedroom apartments and 2,500 sf of commercial space with associated utilities and parking facilities located on real property with an address at 3 Railroad Street, Tax Map U3, Lot 138A and 5 Railroad Street, Tax Map U4, Lot 16 in the M2A zoning district.**

**Bart** read the criteria in the RSA. The members had questions and discussed the criteria in relation to the proposed application and to determine whether or not the development, if approved, reasonably could be construed as having the potential for

1 regional impact.

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3 **Action**

4 **Motion:** **Val Shelton** moved that, Pursuant to RSA 36:54-58, the project located  
5 at an address of 3 Railroad Street, Tax Map U3, Lot 138A and 5  
6 Railroad Street, Tax Map U4, Lot 6 in the M2A zoning district would not  
7 have a regional impact relative to the factors limited within the RSA.

8 **Second:** **Tim Rossignol**

9 **Discussion:** The criteria of the RSA was reviewed further by each member with  
10 questions/concerns and the definition of regional vs. local impact was  
11 discussed.

12 **Vote:** **Approved Unanimously by Roll Call 7-0-0**

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[time on DCAT 18:58]

16 **b. Master Plan Update discussion with Stafford Regional Planning Commission**

17 **Angie Cleveland**, Principal Planner with SRPC, joined the PC meeting this evening.

18 She began by discussing the purpose of a Master Plan...it is the Town's vision and  
19 should be considered a living, dynamic document. It is an important guide to the capital  
20 investment plan for the Town (our CIP). It is not to be considered a regulatory or a static  
21 document or a burden for the Town. The Master Plan Subcommittee consists of 7  
22 members from the Planning Board, the Conservation Commission, and other  
23 stakeholders. The responsibilities for MPSCom members include attendance at monthly  
24 meetings, assisting with developing goals/trends/content, serving as 'ambassadors' for  
25 the process, serving on MP Chapter 'Teams', attending community events and  
26 engaging with the community.

27 The chapters include:

- 28 1. Vision (a required Chapter)
- 29 2. Housing (with a special HOP Grant – Housing Opportunity Grant)
- 30 3. Natural Resources: Open Space/Water Resources
- 31 4. Energy
- 32 5. Arts, Culture, & Historic Resources (old Chapter was called Cultural & Historic  
33 Resources)
- 34 6. Community Facilities & Utilities
- 35 7. Economic Development
- 36 8. Transportation
- 37 9. Existing & Future Land Use (a required Chapter)
- 38 10. Downtown Riverfront Design

39 The Implementation Guide will be at the end.

40

41 There are also over-arching themes which need to be addressed within each chapter.

42 These might include:

- 43 - regional coordination, resilience, and climate change
- 44 - age friendliness
- 45 - equity, diversity, & justice
- 46 - community and social cohesion

1 Definitions will be forth coming.

2  
3 Chapter 10- the Downtown Riverfront Design is presented in many Master Plans – often  
4 referred to as a Community Design Plan or a Neighborhood Plan and is an important  
5 piece.

6 Examples from four other river-based communities in NH were examined in the slide  
7 presentation:

8 She reviewed the **Nashua** Downtown Riverfront. It is a stand-alone plan and they refer  
9 to this plan in their Master Plan. **Lebanon** called their chapter ‘Community Design with  
10 a focus on Civic Arts’. **Litchfield** wrote a Chapter in their 2019 Master Plan Update.  
11 **Durham** was looking for zoning changes and completed a ‘Downtown & Community  
12 Core’ Chapter some 10 years ago.

13 **Angie** paused for questions and comments. **Val** wished to discuss the chapters so far  
14 as compared to the previous chapters and the requirements of the RSA. Getting buy-in  
15 from the Planning Board is essential in building the chapter composition of the updated  
16 Master Plan. **Scott** asked how old were some of our current plans. **Bart** mentioned that  
17 Transportation was from 2001, Historic Resources 2001, Community Facilities 2001,  
18 Economic Development 2011, Natural Resources 2007 with a minor update later, but  
19 there is no current Energy Plan. In 2020 a Water Resources Chapter was updated.  
20 Work was done in 2016 on the existing and future land use chapter, but it never got  
21 moved forward. **Patrick** mentioned that the chapter that the Energy & Environment  
22 Advisory Committee wrote (and sent to the PB) was prepared by reviewing 10-15 other  
23 community energy chapter plans (recently completed). **Tim** asked about other possible  
24 chapters and **Val** said that there are many and she mentioned a few that might be used  
25 by other communities. **Angie** said that the “Implementation Chapter” will be a separate  
26 piece and may be used by the CIP Committee and the Town Engineering Department  
27 (to name a few) to guide their work. **Bart** emphasized the importance moving forward  
28 that the MP be an engaging and useful working document that does not collect dust on  
29 the shelf. The future work of the MPSCom Teams will be grouped into two buckets: 1) in  
30 January the first set of chapters will be determined, date collection begun etc. and 2)  
31 then the content will be compiled and the Teams will be asked for goals etc. The  
32 Workshop in March will focus on the three first chapters: Housing, Open Space, and  
33 Visioning. There will be another survey for the rest of the Chapters. There will be a  
34 workshop specifically for the Riverfront Chapter and then another workshop for all the  
35 remaining Chapters. **Bart** asked each member if they had any further recommendations  
36 on the Chapter structure. Members expressed excitement and felt that the structure was  
37 very good.

38 **Angie** reviewed the survey responses. There have been 196 respondents so far – they  
39 were hoping for 300-400. Concerted efforts at outreach have been made. It appears  
40 that two age groups are ‘missing’ from the survey more than others - ages 18 to 24 and  
41 45 to 54. **Val** asked if **Angie** could use the census data to see how of the community is  
42 represented by each age group (%wise). She agreed. **Bart** spoke to the Superintendent  
43 who will put the survey out to his parents on the platform that they use. The  
44 Superintendent asked if the School District could be included in the Master Plan –  
45 possibly to be included in several chapters as appropriate. **Val** feels that they are a big  
46 state holder in the Town and should be included. **Bart** thinks that we should ask for a

1 School Board member to serve on the SubCom. Members agreed. The survey is on the  
 2 Town Website and paper copies are available at the Planner's Office (please call 603-  
 3 659-8501 ext 1315). The deadline for the survey has been extended to January 22,  
 4 2024.

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 6 [time on DCAT 1:03:51]

7 **c. Review proposed amendments to Minor Site Plan Review Regulations**

8 **Bart** reviewed the reasoning for the proposed amendments to the Minor Site Plan  
 9 Review Regulations. The idea for these changes is to provide more context and clarity  
 10 on when Site Plan Review is not applicable – trying to be more flexible. The changes  
 11 (pages 1- 16) as discussed by the Board and **Bart** may be seen on website at:

12 [https://www.newmarketnh.gov/sites/g/files/vyhlf3536/f/agendas/item\\_4c-  
 13 site\\_plan\\_regulation\\_amendments.pdf](https://www.newmarketnh.gov/sites/g/files/vyhlf3536/f/agendas/item_4c-site_plan_regulation_amendments.pdf)

14 A Technical Review Committee (TRC), Chaired by the Planning Director, would be  
 15 constituted to review a plan prior to going forward to the PB. The TRC would submit a  
 16 report to the PB prior to the PB review of the Minor Site Plan. After reviewing the new  
 17 proposed changes, the members had a discussion. **Patrick** mentioned that this would  
 18 add more responsibilities to **Bart**, but it does streamline the process. **Bart** said that the  
 19 TRC process would make sure that all the technical elements are in compliance prior to  
 20 board review. It front loads the process and will, hopefully, put a more perfect plan  
 21 before the board. **Val** believes that this will eliminate the difficulties of compliance issues  
 22 coming up during the public hearing process. **Bart** believes that this will move the  
 23 application process more quickly. Everyone was good with the changes. **Bart** asks for  
 24 comments from members in the next few weeks and then he will prepare another draft  
 25 for the next meeting before moving on to a Public Hearing when ready.

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 27 **5. New/Old Business**

[time on DCAT 1:31:05]

28 **Chairman's Report:** The Chair did not have a report this evening.

29 **Committee Reports:**

30 **Energy and Environment Advisory Committee:** **Patrick** reported that the Community  
 31 Power Coalition NH Informational Meeting will be held on January 31, 2024 in the Town  
 32 Hall Auditorium at 7:00 PM. Staff from CPCNH will be present to answer questions. The  
 33 rate has been set at ~.08 cents per kw which is just below the rate from Eversource.  
 34 Letters will go out the community soon about the change to CPCNH.

35 **Conservation Commission:** **Jeff** reported that the ConCom had a good presentation  
 36 from Autumn Scott, from SRPC, about the maps being prepared for the Master Plan  
 37 Update. The ConCom will also be looking at the properties in the Follett's Brook  
 38 watershed area with an eye toward possible conservation.

39 **Town Council:** **Scott** reported that the Town will be receiving a 50% grant from the last  
 40 of the ARPA funds to finish the Bennett Well project which includes some equipment  
 41 and energy efficiency work. The Town is also receiving a grant for ~\$170,000 for  
 42 performing a 10 year Master Water Plan. The Downtown Overlay District changes from  
 43 the Planning Board are being processed. The bids for the new deck (bridge) on Ash  
 44 Swamp Road have gone out. The work on that bridge over the Piscassic will be  
 45 completed one lane at a time to permit some traffic to pass slowly.

1 **6. Adjourn** [time on DCAT 1:35:38]

2 **Action**

3 **Motion:** Jane Ford moved to adjourn the meeting at 8:31PM.

4 **Second:** Val Shelton

5 **Discussion:** none

6 **Vote:** Approved 7-0-0

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9 Respectfully submitted,

10

11 Sue Frick

12 Recording Secretary

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**DCAT:**  
[https://videoplayer.telvue.com/player/XSekdEeRsk0JHQVHAvKJVka7\\_5VjxKP/vi](https://videoplayer.telvue.com/player/XSekdEeRsk0JHQVHAvKJVka7_5VjxKP/vi)

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