

**PLANNING BOARD
27 School Street
HILLSBOROUGH, NH
March 17, 2021**

DATE APPROVED: 4/7/21

TIME: 7:00 p.m. – 9:00 p.m.

MEMBERS: Gary Sparks- Chairman, Susanne White-Vice Chair, Adam Charrette, Ed Sauer, Melinda Gehris, Nancy Egner

EX-OFFICIO: James Bailey III

PLANNING DIRECTOR: Robyn Payson

ALTERNATES: Denise Deforest

Excused: Denise Deforest,

Others Present:

Consultant: Glenn Sheppard GWTS LLC

Public: Anthony Licciardi, Brian Jones, Chris Sieg, Erik McCauley, John Segedy, Kathy Bigwood, Kevin McCauley, Richard W. Head

Chairman Sparks called the meeting to order at 7:00 PM and read the “Right to Know Meeting Check list” (at end of document).

Chairman Sparks called the roll:

Adam Charrette-Present; no one in the room.

Susanne White-Present; no one in the room.

Ed Sauer-Present; no one in the room.

James Bailey- Present; no one in the room.

Melinda Gehris- Present; no one in the room.

Gary Sparks- Present; no one in the room

Nancy Egner-Present; no one in the room.

Gary Sparks said, if anyone wanted copies of the minutes or recording to contact Planning Director Robyn Payson.

Minutes

03/03/21 Susanne White made a motion to approve the minutes. Jim Bailey seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y, the minutes were approved.

Election of Officers

Chairman-Susanne White made a motion to appoint Gary Sparks to be Chairman. Jim Bailey seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-AB, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y

Gary Sparks was appointed Chairman of the Planning Board

Assistant Chair- Jim Bailey made a motion to appoint Susanne White Assistant Chair of the Planning Board. Melinda Gehris seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-AB, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y

Susanne White was appointed Assistant Chairperson of the Planning Board.

Appointment of Alternates

Denise Deforest-3 Year Term
Bob Hansen-1 Year Term

Susanne White made a motion to appoint Denise Deforest to a 3-year term as an Alternate and Bob Hansen to a 1-year term as an Alternate.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y

Denise Deforest and Bob Hansen were appointed as alternates.

Appointments to Committees

Historic District Commission

Gary Sparks made a motion to appoint Melinda Gehris to be the Planning Board representative on the Historic District Commission. Jim Bailey seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-AB, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y

Melinda Gehris was appointed to be the Planning Board representative on the Historic District Commission.

Economic Development Commission

Adam Charrette said he needed to resign from the Economic Development Commission due to

work commitments. No one on the Planning Board was interested in the position at this time.

Central NH Regional Planning Commission

There are three seats for Hillsborough representatives on the Central NH Regional Planning Commission. Gary, as Chairman occupies one of the positions. Susanne White said she was interested in continuing and Nancy said she was interested in serving.

Jim Bailey made a motion to appoint Susanne White and Nancy Egner as representatives to the Central NH Regional Planning Commission. Melinda Gehris seconded the motion.

Roll Call Vote on Susanne White-Jim Bailey-Y, Susanne White-AB, Gary Sparks-Y, Melinda Gehris-AB, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y

Susanne White was appointed.

Roll Call Vote on Nancy Egner-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-AB, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-AB

Nancy Egner was appointed.

Minutes 03/03/21-Susanne White made a motion to approve the minutes. Jim Bailey seconded the motion.

Roll Call Vote-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-AB, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y, the minutes were approved.

Richard Head

- Old Mill Farm Conservation Easement
- Partner's Farm M7, Lot 119
Modification of Conservation Easement

Richard Head said that there was no further comment on the Old Mill Farm Easement issue and there had been a change to the Partner's Farm matter that required further discussion by the Conservation Commission.

Public Hearing

Site Plan Amendment

Map 11P Lot 230
492 West Main Street
Keith Edwards
Case No. 2021-07

Adam Charrette recused himself because he knows one of the investors.

Robyn Payson introduced the application as a Site Plan Amendment for the former Village Discount property. The applicant wants to change the use of the property from Commercial Retail to vehicle sales and service. Robyn said they could not find the original site plan file.

Gary Sparks asked if the application was complete. Robyn Payson said it was sufficiently complete for consideration.

Ed Sauer said he disagreed and that it was not complete. He said there should be a full site plan application if the original could not be found. Susanne White also expressed concern that the original site plan could not be found.

Jim Bailey made a motion to accept the application for consideration. Susanne White seconded the motion.

Roll Call Vote on Nancy Egner-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-AB, Adam Charrette- Y, Ed Sauer- N, Nancy Egner-Y the application was accepted for consideration.

Ed Sauer said that in order for this application to be considered there needed to be more information, a survey and there were environmental concerns as well.

Mr. Licciardi said he had filled out the application the way he was told. He said he was there so he could move the process forward and rent out space.

Robyn Payson said she had advised Mr. Licciardi to fill out the application the way other similar applications had been in the past. This was a pre-existing developed property and she thought designating the parking areas on the aerial photo would be sufficient.

Gary Sparks asked Mr. Licciardi if he had anything to say about the application. He said he filled it out the way he was directed to by Mike Borden and Robyn Payson. He said they had done everything they were asked to do and need to move forward. He asked what the Planning Board wanted him to do.

Gary asked about the type of business that was being proposed.

Mr. Licciardi said it would be auto sales and service, with service being done out of the bay.

Gary asked, in addition to sales, what kind of service. Mr. Licciardi said brakes, oil changes, anything related to automotive.

Susanne White asked what kind of cars will be sold. Mr. Licciardi said used vehicles would be sold there.

Susanne White asked if large commercial trucks and vehicles would be sold there. r. Licciardi said it would be cars, pickup trucks and SUV's.

March 17, 2021 - Planning Board Meeting Minutes

Susanne White asked about disposal of the used oils and liquids derived from the service. Mr. Licciardi said they will be stored in large containers that are made for those types of liquids and then Clean Harbors comes and picks up the old coolant and oil.

Ed Sauer asked how many parking spaces there would be, and if the lot was paved. Mr. Licciardi said about 86 spaces and that the parking lot is not paved.

Jim Bailey said his biggest concern was that there was no site plan and that there should be one so the Board can deal with some of the issues that are listed as “not applicable.” He said he was worried about cars leaking oil into the ground.

Mr. Licciardi said he was instructed to fill out these things as “not applicable” because they don't apply because he is just looking for parking spaces. He said it's a business going in whether there's automobiles that are there for sale or not.

Jim Bailey said that it is a business that is different than what was already there. The previous use was “retail.” He said he was concerned that cars could be sitting there for a month or two.

There was discussion about the number, size and location of the parking spaces.

Mr. Licciardi asked what he needed to do to move forward. Jim Bailey said he needed to put a site plan together and present that with the application.

Mr. Licciardi said he wasn't told to do a site plan. Gary Sparks said that the Planning Board would tell him what they needed. He asked Mr. Licciardi if they were already doing business because he saw a lot of trucks out front.

Mr. Licciardi said he hadn't and that he had vehicles that are registered to him that are on site at the moment. They are moving stuff there and working on the inside of the building.

Melinda Gehris said she was also concerned about the groundwater and the drainage. She said she didn't know anything about this site, working on vehicles and having vehicles sitting on that parking lot months at a time which is different than having them come in and come out. She said she is going to want more information on water and the drainage on that site. She said an old site plan might be helpful, but they don't have one. Susanne White said she agreed.

Gary Sparks said that the use is allowed but there is definitely a change to what was originally approved.

Jim Bailey made a motion requiring a complete site plan be provided by the applicant. Ed Sauer seconded the motion.

Roll Call Vote on Nancy Egner-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Ed Sauer- Y, Nancy Egner-Y. The hearing was continued until a full site plan was received by the Planning Board.

Richard Head, Chairman of the Conservation Commission asked to be recognized. He said the application had been discussed at their meeting last night and the Conservation Commission does not have a position on the proposed use per se. But they did have some concerns about the contents of the application and suggest, in addition to what you've already requested, perhaps requesting some additional information so that you have it available for your consideration, mostly dealing with fluids. How the fluid on the service side of things will be stored? What is the, where is the location of all fuel storage, on what type of material will fuel or any other liquids be stored? What is the actual type of container that they would be stored in? What is the maximum amount that would be stored on site at any one time, before it's taken off for disposal?

He asked if there has been a survey of drains within the building, which could provide access or a pathway to contamination of the groundwater. Could any floor drains that may exist within the building become a source of contamination into the soil and groundwater. Also specific plans as to location, quantity, and type of liquids that would be on-site. What would be the mechanisms that would be used to ensure that if there are releases of any liquids from those cars that they be identified, and there be a plan for removal?

Site Plan Review

Map 25 Lot 15

6 Wall Street

Storage Barn of Hillsborough, LLC

Jessica Smith

Case No. 2021-04

Brian Jones of Allen and Major Associates Inc. addressed the Board. The application is to replace a barn that had been demolished with two new storage buildings and make improvements to the drainage. He said the applicant had worked with the abutters (Janet and Chris Sieg) to improve the site plan. Changes to the plan included:

- Adding some screening trees along this northerly property line.
- Adding a curb to ensure that the stormwater is directed towards our basin on site.
- Tweaking the pavement grades to make sure that that storm water gets into the basin.
- A certification statement be added to the plan stating that there is no increase in stormwater runoff from the design storm events, particularly the 25-year storm.

These changes were provided to the Town's peer reviewer (Scott Bourcier of Gayle Associates) who provided a letter back to the Town stating that the changes were consistent with what had been done before, and no further review was needed.

Gary Sparks thanked Mr. Jones and asked for comment.

Chris Sieg was present by video but his audio was not working. He indicated with a "thumbs up" that he was happy with the enhancements to the plan.

Robyn Payson said that all she had to add is that one of the conditions refers to "test pits" being dug. She requested that the Board agree that this be done at the time of construction when the equipment was already on site. There was no dissent by the Board members.

There being no other comment Gary closed the Public Hearing.

Jim Bailey made a motion to APPROVE the application for a Site Plan Amendment submitted by the Storage Barn of Hillsborough located at 6 Wall Street. (Tax Map 25 Lot 15) for the construction of 2 new Self Storage Units and improve storm water management by constructing an infiltration basin with the following conditions:

1. All signatures and professional stamps/seals on final plan set
2. Copies of all applicable Federal and State Approvals
3. Submission of updated drainage report with test pit information (depth to ledge and to seasonal high groundwater table) and graphical test pit location(s) in relation to the proposed infiltration system, performed in accordance with Standardized Test Pit / Boring Protocol outlined in Chapter 2-4 of the NH Stormwater Manual
4. A Pre-construction meeting with the Applicant, the Applicant's Contractor, the Hillsborough Town Engineer, Planning Director and Building Inspector be completed prior to the commencement of construction
5. Inspection by an independent third party, of all drainage structures one year after installation to ensure they are functioning as designed
6. The Applicant demonstrate an adequate surety (cash, letter of credit, not bond) is in place to cover costs related toward the drainage infrastructure and erosion control
7. Certification that all town engineering review fees have been paid in full
8. All conditional approvals granted by the Board shall expire eighteen (18) months from the date of conditional approval per chapter 185-10, D of the Town of Hillsborough Site Plan Regulations

This approval is subject to all local, state and federal laws and regulations.

Susanne White seconded the motion.

Melinda Gehris requested some additional language be added to condition #5. The language added would read:

Inspection by an independent third party, of all drainage structures one year after installation to ensure they are functioning as designed *to be paid for by applicant and results provided to the town.*

Jim Bailey amended his motion to include that language.

Roll Call Vote on Susanne White-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y

The Site Plan Amendment was approved.

Site Plan Review

March 17, 2021 - Planning Board Meeting Minutes

Map 1 Lots 21-1 & 27
25 & 31 Carr Rd.
Kevin McCauley
Case No. 2020-02

Gary Sparks stated that the purpose of this meeting is to review the first draft of the proposed Conditional Approval. No public comment will be taken.

The Planning Board held an extensive conversation with the McCauleys during which all of the proposed conditions were discussed.

The conditions with amendments will be sent out to the Planning Board for review at the next meeting. After that meeting, (April 7th) they will be finalized and forwarded to Town Counsel for review.

Melinda Gehris asked about the letter from the Town Engineer received earlier in the day. She pointed out that there were still corrections that needed to be made, some of them that were repeated in previous letters. She didn't understand why they hadn't been addressed.

Mr. McCauley said they had not seen the letter yet.

Robyn Payson said it had been received late in the day.

The McCauleys said they would read the letter and get the corrections to their engineer and to the Town Engineer for review.

Jim Bailey made a motion to continue the McCauley hearing to April 7, 2021.

Ed Sauer seconded the motion.

Roll Call Vote on Susanne White-Jim Bailey-Y, Susanne White-Y, Gary Sparks-Y, Melinda Gehris-Y, Adam Charrette- Y, Ed Sauer- Y, Nancy Egner-Y. The hearing was continued.

Meeting Adjourned 9:48 pm

Respectfully Submitted,

Robyn Payson, Planning Director

Town of Hillsborough
Right-to-Know Law Meeting Checklist
Meeting 03/03/2021

As Chair of the Hillsborough Planning Board, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

We are utilizing the GoToMeeting platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/343400829>

You can also dial in using your phone.

Phone Number: +1 (669) 224-3412

Access Code: 343-400-829

We previously gave notice to the public of how to access the meeting using GoToMeeting and instructions are provided on the Town of Hillsborough's website at: www.town.hillsborough.nh.us.

If anybody has a problem, please call Planning Director, Robyn Payson at **603-464-7971** or email at: **robyn@hillsboroughnh.net**

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

**McCauley Recommended Condition-First
DRAFT**

1. ATV's, UTV's and Dirt Bikes are not allowed to be driven on any campground road, trail, or any location on the property at any time.
2. Weddings and Public Events are prohibited
3. Annual days of operation for seasonal RV Resort shall be May 15-October 15
4. Quiet hours at the campground shall begin no later than 10:00pm.
5. Fireworks are prohibited
6. Park Model" Recreational Vehicles or their equivalent are prohibited
7. The applicant shall implement the review comments, including traffic related off-site improvements submitted by, Vanasse & Associates.
8. Test pits in relation to the modeled infiltration rate be performed in accordance with Standardized Test Pit / Boring Protocol outlined in Chapter 2-4 of the NH Stormwater Manual, Volume II (dated December 2008) as published by the New Hampshire Department of Environmental Services (NHDES). The results of the test pit information (infiltration rate, depth to ledge and to seasonal high groundwater table) be included within the drainage report and the location of the test pits be graphically illustrated on figures included in the drainage report; and, the updated report be submitted to the Town for review.
9. The Owner's signature, and all professional stamps/signatures (including, but not limited to Land Surveyor, Wetland Scientist, Soil Scientist, and Engineer) be included on the final plans.
10. Submission of all Federal and State approvals (including but not limited to, NHDES Environmental Permits, EPA Notice of Intent (NOI), Alteration of Terrain, Stormwater Pollution Prevention Plan (SWPPP), SWPPP Field Reports, etc.).
11. A pre-construction meeting with the Applicant, the Applicant's Contractor, the Hillsborough Town Engineer, the Highway Director, Building Inspector and Planning Director and any other Town Departments be completed prior to the commencement of construction.
12. The Applicant will provide the Town a surety (cash or letter of credit, not bond) to cover construction costs related toward the drainage infrastructure and erosion control. Gale has calculated a construction surety estimate of \$60,000; see enclosure.

13. Submission of certification that all Town engineering review fees have been paid in full prior to the signing of the subdivision plan by the Planning Board Chair.
14. Expansion of the number of campsites is prohibited without Planning Board approval.
15. This notification on website and in leasing agreement and shall be strictly enforced as a condition of this site plan per 676:4-a "Revocation of Recorded Approval"
16. All conditional approvals granted by the Board shall expire eighteen (18) months from the date of conditional approval per chapter 185-10, D of the Town of Hillsborough Site Plan Regulations