

Town of Lincoln Planning Board – Meeting Minutes  
December 8, 2010 – 6:00 pm

**Present:** Vice Chairman Joe Chenard, Clerk Jim Spanos, John Hettinger, Peter Moore, Charlie Cook, Deanne Chrystal,

**Staff Present:** Planning & Zoning Administrator Matt Henry, Town Manager Peter Joseph

**Excused Absences:** Tom Adams, Chairman Pat Romprey,

**Others Present:** Steve Jones, Mark Jamro, Susan Chenard

**I. CALL TO ORDER** by Clerk Jim Spanos at **6:00PM**;

Acting Chairman Jim Spanos called the meeting to order. Alternates Charlie Cook and Deanne Chrystal were seated.

**II. CONSIDERATION** of the Draft Meeting Minutes of 11/10/2010.

The following revisions were made to the Draft Minutes:

- 1) Page 1: Replace the word “Manner” with “Procedure”
- 2) Page 1: Replace the word “Something” with “Zoning Amendments”
- 3) Page 1: Replace the word “their” with “the”
- 4) Page 2: Replace “they were” with “Subway was”
- 5) Page 2: Replace “it he” with Matt Henry
- 6) Page 2: Replace “is” with “should be”
- 7) Page 2: Replace “you” with “the reader”
- 8) Page 2: Replace “of it” with “evidencing the change”
- 9) Page 2: Replace “Crystal” with “Chrystal”
- 10) Page 3: Replace “it” with “the board”
- 11) Page 3: Add “housing” after “section 8”
- 12) Page 3: Replace “it was decided” with “the board decided”
- 13) Page 3: Replace “something” with “a structure”
- 14) Page 3: Replace “it” with “the board”
- 15) Page 3: Replace “something” with “a structure”
- 16) Page 3: Replace “it was decided” with “the board”
- 17) Page 3: Replace “top” with “to”
- 18) Page 3: Replace “now” with “during other seasons”
- 19) Page 3: Add “to” before “follow up on”
- 20) Page 3: Replace “on the same page” with “in agreement”
- 21) Page 4: Add “do” between “to” and “their”
- 22) Page 4: Delete “that that”

**MOTION: John Hettinger made a motion to approve the 11/10/2010 minutes as amended. Jim Spanos seconded the motion. The motion carried unanimously (5-0-0).**

Vice Chairman Joe Chenard took Jim Spanos’ place as acting chairman and Jim Spanos took the place of Alternate Charlie Cook.

**III. CONCEPTUAL DISCUSSION/REVIEW for Price Chopper regarding the addition of a receiving area and relocation of solid waste disposal location (Tax Map 113, Lot 002)**

**Proposal: None**

**Planning Board: Conceptual discussion regarding addition of a receiving area.**

**Public Hearing: Not Required**

Matt Henry began by explaining that the reason Site Plan Review is required is because it is clearly “commercial development” as described by the Town of Lincoln Site Plan Review Regulations. Matt Henry said that the plan is in the Conceptual Review stage at this point. Having a Conceptual Review is helpful for the applicants to get an idea of some issues that may arise during the Site Plan Review. The representatives for the Price Chopper improvements were Steve Jones & Mark Jamro. They explained that Price Chopper is planning on adding a new receiving area to the back end of the store. They said that the new area will allow for two tractor trailers to be backed into the loading dock at one time. The new area will include some additional alterations such as relocating an existing compactor in the back area.

Matt Henry said that town staff supports the change to the concrete pad where the compactor currently sits. He said adding a pan will alleviate some of the seepage that may occur. It will be helpful for the Planning Board to see a maintenance plan stating how the pan will be monitored and maintained.

Peter Moore asked if there will be adequate room to turn the tractor trailers around and exit. Mark Jamro responded that there is little change to the current route, but he will provide a traffic flow plan and describe any changes as required in the Site Plan Review Regulations.

Charlie Cook asked if Mark Jamro has spoken to the property owner yet. Mr. Jamro said that the property owners name is Paul Bartlett and indicated that Paul Bartlett supports the project. Matt Henry asked that a letter of authorization be written from the property owner stating that the applicant has the authority to act on the property owner’s behalf. The Board thanked Mark Jamro and Steve Jones for providing a conceptual review for the Planning Board.

**IV. CONTINUING & OTHER BUSINESS (Staff and Planning Board Member/Alternates).**

**A. Master Plan Discussion – Process**

Matt Henry began by explaining that the Master Planning process was last conducted in 2003. The Revised Statutes Annotated (RSA) is pretty specific about who is responsible for Master Planning, what must be included, and what may be included. Matt Henry explained that the current Master Plan has all of the recommended chapters in it with the exception of an “implementation” section. In Matt Henry’s opinion the implementation section may be the most important section because it describes the steps that the town should take in order to execute the plan. The RSA recommends that towns take a fresh look at their Master Plan every 5-10 years. Lincoln is approaching the latter end of that timeframe.

Matt Henry then went over the following recommended timeline:

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Phase 1: Planning to Plan

- 1) Deciding to Plan
- 2) Evaluate public support
- 3) Prepare budget
- 4) Prepare personnel/budget
- 5) Prepare a work plan
- 6) Finalizing Resources and ensuring the resources enable the work plan

Phase 2: Community Visioning

- 1) Community Visioning: Engage Public in revising vision statements, goals, and objectives

Phase 3: Information gathering and data analysis

- 1) Data Collection & inventory: Community Assessment & Land Use Map
- 2) Data Analysis: Revise future development scenarios based on visioning and information gathering

Phase 4: Building the Plan

- 1) Data Evaluation: Considering Future Development Scenarios
- 2) Selecting a development scheme
- 3) Preparing & Adopting a plan

Phase 5: Implementing the Plan

- 1) Identifying how, when, and by whom recommendations are to be implemented
- 2) Monitoring the Plan: Develop a mechanism to revisit the plan
- 3) Updating the plan: Determine when the plan will be revised again (recommended 5 - 10 years).

Matt Henry said that Lincoln is currently in the “planning to plan” phase and he feels it is important to have a good process in place. Matt Henry indicated that at the Planning Board’s request at the November Meeting, Tara Bamford from North Country Council is using the 40 hours of grant time allotted for Lincoln in order to recommend areas in the Master Plan that should be revised. Jim Spanos asked what the per hour cost would be if they wanted to contract North Country Council on an hourly basis. Matt Henry said he is unsure but will find out from Tara Bamford. However, it may be beneficial for the Planning Board to revise the Master Plan “in-house” since the Planning Board are the entity most knowledgeable of the needs of the town.

Charlie Cook said that he understands the value of a good master plan. However, the economy causes lot of uncertainty right now and he does not know if it is an appropriate time to revise the Master Plan. After the economy turns around we may be able to gauge where Lincoln wants to go in the future a bit better than Lincoln can right now. Matt Henry said that although he agrees with Charlie Cook, it may be beneficial to conduct Master Planning during a slower time such as now so

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that the Planning Board can commit the time and resources that a Master Plan requires and the Planning Board will have the “breathing room” to concentrate on good planning.

Peter Moore suggested that the Planning Board wait for Tara Bamford to get back to the Board so the Board has a better understanding of exactly what revisions are suggested. The Board agreed.

**V. REVIEW AND COMMENT** on the MATRIX REPORTS and OPEN FILES pertaining to:

- A. Building Permit Applications
- B. Land Use Subdivision and Site Plan Applications/Approvals
- C. Sign Permit Applications
- D. ZBA Applications

Vice Chairman Chenard passed around a sympathy card for John Patterson’s wife whose husband recently passed away. John Patterson was a former Planning Board member and Chairman. The members each signed the card.

Matt Henry updated the Planning Board on the industrial arts shop inspection that was conducted by the State of New Hampshire electrical inspector. Matt Henry said that he, Superintendent Michael Cosgriff, Fire Chief Nate Haynes, Electrical Inspector Kenneth Vallery, and Fire Marshall John Raymond conducted a walk around the school. The State Fire Marshall’s office informed Michael Cosgriff of possible safety issues including but not limited to the Industrial Arts shop and told Michael Cosgriff to use licensed contractors for the work. Matt Henry said that Michael Cosgriff agreed not to have anyone occupy the rooms and Michael Cosgriff will be submitting new plans to both the Fire Marshalls office and the Planning Department. Matt Henry said that he should be receiving official correspondence from the Fire Marshall’s office in the next few weeks and Matt Henry will inform the board when he receives it.

**VI. PUBLIC INPUT** on Specific Issues

**VII. ADJOURNMENT:**

**The meeting was adjourned at 7:00 pm.**

Respectfully submitted,

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Matt Henry

Dated: December 22<sup>th</sup>, 2010

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Pat Romprey, Chairman