

**LINCOLN PLANNING BOARD
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 29, 2016 – 6:00PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

APPROVED

Present: Chairman Jim Spanos, OJ Robinson - Selectmen's Representative, John Hettinger, Ron Beard (alternate & Fire Chief), Callum Grant (alternate)

Members Excused: Vice-Chairman R. Patrick Romprey, Paula Strickon, Norman Belanger (alternate)

Members Absent: None

Staff Present: Town Manager and Town Planner Alfred "Butch" Burbank, Planning and Zoning Administrator Carole Bont, and Wendy Tanner (recorder)

Guests:

- **Karen Fitzgerald** – Landscape Architect - FitzDesign Inc., 1222 Bennington Road, Francestown, NH 03043-3014
- **Darin Whippman** – Reporter for newspaper The Littleton Courier, 33 Main Street, PO Box 230, Littleton, NH 03561-0230

I. CALL TO ORDER by the Chairman of Planning Board (PB); announcement of excused absences, if any, and seating of alternates(s), if necessary.

II. CONSIDERATION of meeting minutes from:

- June 22, 2016

Motion to move consideration of the minutes of June 22, 2016 until later in the meeting.

Motion: John Hettinger Second: OJ Robinson

All in favor: (3,0)

III. CONTINUING AND OTHER BUSINESS (Staff and Planning Board Member/Alternates).

1. **6 P.M.: Master Plan Update 2015-2016:** Karen Fitzgerald of FitzDesign to work on and review drafts of Master Plan Chapters. **This is a work session. There will be no public input.**

The latest chapters of the draft Master Plan were handed out to the Planning Board.

Karen Fitzgerald said that the Public Facilities chapter is in progress and information is being received from the various departments. There are a lot of departments that need to submit information to complete the Public Facilities chapter so it is taking longer than other chapters.

Bont asked if the different departments needed prodding.

Fitzgerald said that she has asked for more information via email, sending out the rough draft copies of the chapters and asked for the current information to be updated. Fitzgerald felt that

process was working well. The section about the library was sent to Carol Riley, the Librarian, who edited the section and sent it back.

The Board discussed the Public Facilities chapter and which sections needed updating. Fitzgerald cautioned the Board to not delve too deep into changing the chapter because there will be more updates coming. Beard will supply updates to the section on Fire and Emergency Services and the Fire Department web site will be added. Public Works Director, Nate Hadaway has yet to respond to Fitzgerald's request for more information but Town Manager/Planner Burbank felt he may be too busy at this time. Town Manager/Planner Burbank will help obtain the updated information for the Public Works department.

Fitzgerald said that the water treatment facility has not been updated and until the information is clear it will not be added to the document. That section will include, water treatment, water utilities, and storage.

Fitzgerald said that she did get information from Police Chief Smith to update the Police section. Budget information and school data is available from tools online. The other chapters that were given to the Board have been edited in previous meetings and all changes have been incorporated. Bont submitted updates for the Economic Development chapter.

Implementation Plan

Fitzgerald said, at this point the focus should be on revisiting the Goals and Strategies. Those are the items that will be incorporated into the Implementation Plan which is a spreadsheet that roles up all the goals into a timetable.

Chair Spanos said that the Board had not decided if the Implementation Plan would be used and that only a draft was given to the Board at the last meeting but no decision was made to incorporate it into the Master Plan.

Fitzgerald said that the implementation plan is exactly the same as the goals put into a spreadsheet with responsible parties and target dates.

Chair Spanos said that the implementation plan was not discussed by the Board and should not be included.

Fitzgerald said that it should be discussed to see if the Board thinks it is a good idea or not.

Chair Spanos said that historically the Board reviewed everything on a year by year basis and did not have any goals or timetable to implement anything and that has worked well.

Fitzgerald said that it is totally up to the Board and added that other towns find the implementation plan helpful years later when they update their Master Plan they can look back and see where the big issues were.

Chair Spanos voiced Vice Chair Romprey's comments that he felt the implementation plan was not needed.

Chair Spanos said that we have always done it year by year.

Bont asked what has been done year by year.

Chair Spanos said that shortly before town meeting the Board had a calendar of what wasn't working for the town and what the Board needed to enact. The Board did not have a play by play or a checklist, projects were enacted as needed.

Robinson asked if there was a draft of the implementation plan.

Fitzgerald said that it was an excel spreadsheet but it is not included in this packet.

Bont stepped out to make copies of the implementation plan for the Board.

Fitzgerald said that it is pretty straight forward and it just takes all the goals and strategies and puts them in a spreadsheet form under the heading of every chapter. There is a column for whether it is a Planning Board item or Zoning Board item or maybe an Admin item depending upon the goals. Fitzgerald said that target dates do not need to be specific dates, but could only be a year (e.g. 2018) or a month such as June. Fitzgerald added that it does not really bind the Board to anything.

Chair Spanos said, "From what I understand, none of this is legally binding."

Fitzgerald said that it is only legally binding in the sense that you have to have one, e.g. a Master Plan.

Bont returned with copies of the Implementation Plan for the Board.

Town Manager/Planner Burbank compared the implementation plan to how the process is done in the Capital Improvement Plan (CIP) and did not think it would be any different in the Master Plan. Like the CIP, it's only advisory. Town Manager/Planner Burbank felt it would lay out what this current board considers priorities simply by the timeframe the Board thinks it should be addressed. If the Board put a date 10 years into the future for a specific item, then obviously it wasn't very high on the priority list. But if the Board put it 2 years out, this is something that would keep it in the forefront of the priorities.

Chair Spanos said that we have always enacted things as needed and did not see anything that is pressing right now that would make the work of creating the implementation chart worth the effort.

Fitzgerald said that the Board works really hard on the Master Plan and no one takes any actions. It is an easy thing to summarize on a couple pieces of paper, what was talked about and what the Board would like to do.

Chair Spanos asked if it would be just as easy each November to schedule a meeting to discuss the Master Plan.

Fitzgerald said that she is just here to write the Master Plan and make suggestions. Fitzgerald believes an implementation plan is a good idea but the Planning Board is going to be using it, so they must decide.

Town Manager/Planner Burbank said, if residents are checking out the Master Plan because they are potential developers or residents that want to upgrade, and they see by the Master Plan that the town is going to address one of their issues in 2 years, that would be more beneficial than waiting year to year when we sit down on spur of the moment. Town Manager/Planner Burbank said, “The whole idea of the Master Plan is so people can look at it and say where is the town headed, or at least for the next 10 years according to the Planning Board. It’s just guidelines, it isn’t chipped in granite.”

Bont explained that the Master Plan is not saying the Town or the Planning Board must do these specific goals within 2 years.

Chair Spanos said he understands that.

Town Manager/Planner Burbank said that people ought to know that the Planning Board is going to talk about these topics. Town Manager/Planner Burbank thought that the downside to the way it has been done in the past is that it is too late for folks in town trying to plan their futures to wait once a year in November and maybe miss the meeting or if the Planning Board doesn’t discuss the issue residents have.

Hettinger asked Fitzgerald if this spreadsheet can be updated annually.

Fitzgerald said that is up to the Planning Board. Typically what happens is the Master Plan is updated and done all at once, chapter by chapter and then the Board would review the ordinances to see if they reflect the new Master Plan. Those types of things are typically in the list of action items that will be on the implementation plan. The other thing that the implementation plan could help with is grant money. For the Town to say, “we have an implementation plan”, it sounds like the Town is serious about getting stuff done. Fitzgerald gave an example of the zoning ordinance for housing saying that there is a grant out there right now from the New Hampshire Housing Finance Authority that would help hire someone to review that type of thing. Saying, “This item is in our new Master Plan or implementation plan”, could be a stronger stance for getting grant money. Fitzgerald said that many towns are actually looking at their Master Plan in that way in order to strengthen their position for grant money. So little grant money and so many people needing it.

Bont explained that if towns can meet the deadlines for application submittal, right now the deadline is July 1st for towns wanting to make their neighborhoods more pedestrian friendly, the whole complete street idea, there is grant money available.

Fitzgerald said, still talking about the implementation plan, it is a tool that is helpful.

Town Manager/Planner Burbank said that the general public could look at the implementation plan any time and see a window into what the Planning Board is thinking.

Chair Spanos said they have a window of what the Board is thinking looking at the Master Plan.

Town Manager/Planner Burbank thought that the implementation plan was a better way for residents to see when specific goals are happening. The timeline Fitzgerald is suggesting would tell what the Planning Board is thinking and when. Town Manager/Planner Burbank reiterated that the dates on the implementation plan are not chipped in granite, but they do tell just how important each goal is to the Planning Board.

Robinson said that the implementation plan is a good tool to use on an annual basis. Robinson gave an example of the first meeting in June and every year for the next 10 years the Planning Board would review this spreadsheet. Town meeting will have just ended, the Board would be in time to start saving for specific items and fund for them in CIP. That would put the Master Plan items in ahead of the CIP plan that the CIP Committee starts in June and it also gives the Board what priorities to work on for that year. Maybe the Board wants to focus on looking at the ordinances relating to land use issues and get something in for next town meeting. But once a year the Planning Board should review this list after town meeting and before CIP meetings begin.

Town Manager/Planner Burbank said that this would accomplish what he was saying. This would always be in the Master Plan so anybody looking at it would have the most current thinking of the Board.

Chair Spanos said, “That at least that way there is nothing there saying we have to do it, we just have to take a look at it”.

Robinson said it allows the current Planning Board to reprioritize, and the members are all going to change in 10 years, it is not going to be the same group. That prioritization is not going to matter who is on the Board, it is going to matter upon what is being developed and what problems have come about. What is going to be the biggest issue in 2020, is it going to be traffic, workforce housing or the need for more sidewalks?

Beard said it is going to be the economy.

Robinson said, “Is the economy going to tank, is the economy going to explode, we don’t know. But if we look at it every June we can use this as a tool to reset the short term priorities in terms of the Master Plan”.

Fitzgerald asked if Robinson was saying every three years or five years.

Robinson said every year in the first week of June the Planning Board reviews this spreadsheet. In June of 2017 the Planning Board will go down this list and focus on the main issue at the time

(e.g. reviewing the land use ordinances along U.S. Route 3.) The Board schedules that into a Planning Board meeting the following March and maybe what will come out of that meeting is a zoning change or an ordinance change or a density change.

Fitzgerald said that it does take that long to do it.

Robinson said that the Board does not have to act on things every year. The Board might say that nothing is happening on U.S. Route 3, and just pass over it and go on to the next item.

Chair Spanos said, “There might not necessarily be a need to do it, we set an arbitrary deadline to have it and after there might be no need to do it”.

Robinson agreed, but if the Board reviews it every year, the Board can adapt to the changes. Robinson said he was agreeing with Chair Spanos and what he said was correct, but it is hard to say right now what the town will be doing in 2022. If the Board forces themselves to go through this every June, they can reset the priorities and look at the ordinances or at the density changes or whatever is required.

Town Manager/Planner Burbank said that the implementation plan should be in the Master Plan but it should be reviewed annually. After the review, anyone getting a copy will have the latest thinking of the Planning Board and what was shuffled around and in a chart form they could see those changes.

Bont said that June 1st would be the best time because she has already started to schedule CIP in July.

Chair Spanos said we are talking about next June.

Robinson said we just finished the Master Plan, and next June we do the first annual review of it.

Chair Spanos said we don’t really know how to change that around. The Board will not have a timeline of enactment, and will be reviewing the Master Plan goals every year.

Robinson said that the Board could use it as such but did not think it should be called an implementation plan, but an *annual review model*.

Fitzgerald said that it is important to review the goals. Instead of going through all the data, it might be a good idea to revisit the goals and give me your feedback with new thoughts or changes because those will be in that spreadsheet. They are all in the first vision chapter.

Chapter Review

Chair Spanos said that the Board should look at some of the chapters that have been floating around for a while and see if anyone wants to make any suggestions.

Fitzgerald said that you have seen all these chapters and I have incorporated all the changes anyone suggested into these chapters.

Bont asked if the Board decided not to do the Energy chapter.

Fitzgerald said we did go over the energy chapter. It is very short but did not get printed. There are a couple of other things on the Admin side, like acknowledgements that need working.

Fitzgerald said that she could use the old wording from the 2003 Master Plan for the Adoption Certification and change the Planning Board member list. Along with this will be a whole bunch of data and addendum backup, appendix for the survey and any other data. The Bibliography will be in there.

Fitzgerald said that the other thing that will be included is the final Land Use Plan that her GIS person, Dan Sundquist is working on. A plan showing available land for development and anything that is not developed and then the final land use plan will be included. The only change that you will see is new zoning where the Board talked about the new General Use zoning on US Route 3.

Chair Spanos said that there is a sentence that reads to consider expanding the Village Center District to Dodge Place.

Fitzgerald said, “Yes”. The wording has been done, but the map is still in the works to make the legend match the wording. The maps will be poster size and should be fold outs, as 11 x 17 inches.

Town Manager/Planner Burbank asked if the expansion of the waste water treatment facility was discussed. Bont said that will be in the Public Facilities chapter. Town Manager/Planner Burbank asked if we generally discussed it or not.

Chair Spanos said that we talked about it during CIP.

Robinson pointed out that in the Public Services and Facilities Goals and Strategies (1PSF.) it reads:

Ensure public infrastructure meets the needs of the town's future growth needs and goals.

And that the second bullet under that reads:

Review water and/or sewer services and create a plan for improvements where needed.

Robinson confirmed that in the broad scope of things the expansion of the waste water treatment facility is covered. Town Manager/Planner Burbank concurred.

Fitzgerald said that Hadaway had mentioned adding a fourth filter at the waste water treatment facility. The other item is the levee upgrade that is currently happening.

Town Manager/Planner Burbank thought that it should still be listed in this Master Plan even though it is ongoing.

Hettinger questioned if any of the water treatment section is updated.

Fitzgerald said none of it is updated.

Town Manager/Planner Burbank will ask Hadaway to work on it.

The Board had a brief discussion about the finished Master Plan and how to distribute it to the public. It would be distributed in .PDF format via the Town of Lincoln web site. Whether to post individual chapters or the document as a whole was discussed. Having the Master Plan itself on the web as one document was the consensus of the Board. Since the maps and other addendums were of various sizes, it was decided that these documents should be a separate document and download from the main Master Plan document.

Robinson said that as far as what is left to do, Public Facilities was the only chapter that was missing information. Robinson said that he did not have a draft of the Energy chapter in his older documents and wondered if the Board had reviewed that chapter.

Fitzgerald thought that the Energy chapter was one of the first that was reviewed. Fitzgerald will send a copy of the Energy chapter to Bont and she can forward it to the Board.

Fitzgerald said that the committee is reviewing the goals and strategies and she is still obtaining information from the Public Facilities chapter and pulling together the table of contents and addendums.

Public Facilities (Physician)

Grant said in the Public Facilities chapter there is going to be a change of physician coming up in the future, is that something that the town addresses or is this entirely a commercial thing.

Chair Spanos said he thinks it is a separate commercial medical entity.

Fitzgerald questioned if there would be only a change of doctor but that there still will be one at the clinic.

Grant said that he believed so.

Robinson said that it would be an issue.

Grant said that it is an issue that the public would be interested to see that the town is acutely aware of in its 10 year planning.

Chair Spanos said with the number of well educated, year round residents, he believes that is the kind of people that will demand healthcare. Chair Spanos thought that a doctor would be happy to relocate to Lincoln and have built-in clientele.

Grant asked if that was something that the town actively supports or participates in or is it purely a commercial thing.

Town Manager/Planner Burbank said that he thought the town would move to actively support it and encourage it.

Chair Spanos said it is up to the current doctor if he wants to sell the business and retire, it has nothing to do with the town.

Town Manager/Planner Burbank said that he was not sure where the current doctor was in terms of retirement, but he hoped that there would be a transition to another physician. Town Manager/Planner Burbank thought that Grant brought up a good point that it should be in the Master Plan that the town is striving to keep a walk-in clinic or someplace for medical treatment.

Chair Spanos said that technically it is not a walk-in clinic.

Hettinger said that it is something that we should look at because there are a lot of aging residents that would use it, the alternative is to drive to Plymouth to get healthcare. Hettinger believes that it is something that the Board should promote.

Town Manager/Planner Burbank asked if Grant thought it should be worded differently.

Grant said that the chapter just breezes through it and does not state the relationship that the town healthcare facility has, if it is just a commercial enterprise in the town as opposed to something that the town encourages, supports and desires.

Bont said that originally when Lincoln was a company town, the hospital was owned by the company. When the company went belly up, the town scrambled to get a clinic. So the clinic was a town creation originally. The clinic is only there because the town took steps to create it and recruit someone to run it. It is the same guy that was recruited way back then who is thinking about retiring.

Town Manager/Planner Burbank said that the Planning Board would encourage and support continuation of having a physician or a physician's assistant in Lincoln to maintain a clinic or medical facility.

Fitzgerald said that maybe that needs to be added to the Healthcare part of the Public Facilities chapter.

Robinson looks at the clinic like workforce housing, the town is not going to build workforce housing but we are going to support it, encourage it and if it comes down to any zoning or density issues, we want to keep in mind that, that is an important part of town. The same thing

with a medical clinic, we want to do what we can to support that it is in the towns best interest to have a full time doctor in town.

Chair Spanos asked if someone else applied to open up a clinic in town, is that something we would encourage.

Town Manager/Planner Burbank said that there are at least three dental clinics in town and no one has raised a flag about that. Doctors have to be affiliated to a medical facility and to have a second doctor come in could be good for the town.

Bont said what we were talking about was a couple, do you have all the things that would attract them. Do you have broadband, do you have lots of cultural things, do you have somebody to do backup for them. One of the things that has happened over where Bont lives is that they have gone through a whole series of doctors because they don't want to stay, they have worked at the hospital they get lured there and suddenly they are working 80 hours a week which is not what they want to do. So they leave and you have to be very pro-active to get those people and keep those people, this is not Boston or a place where they are going to want to come without some kind of incentive.

Town Manager/Planner Burbank asked who would give the incentive.

Grant said that was the question he was asking, is the town involved in that process.

Robinson said that he does not know if the town is involved in the process, but he definitely thinks that it should be in the Master Plan that the Planning Board support keeping a full time medical facility staffed by a full time physician.

Chair Spanos said, "I don't think that we should put something in there that we offer a cash incentive".

Town Manager/Planner Burbank said that politically we could not do that.

Fitzgerald asked if the Board would want to set up a medical facility zone in town and was not sure what extra benefits that would bring.

Fitzgerald said that maybe the Planning Board should review zoning to see if there was any way to further support a healthcare facility.

Robinson said that we should just say that we support a medical facility, so that if it comes time and they want to add a second story on that building and it does not meet our density requirements that we can say that it is a goal of the town to retain a medical facility. If it's in the Master Plan that we want to take action to keep a medical facility here, that gives us incentive to change the zoning in the business park or the density downtown, or whatever it takes.

Chair Spanos polled the Board to see if they wanted to say that the town would look favorably at a second medical facility in town.

Robinson said, “I did not say a second medical facility. I said a year round full time physician medical facility”.

Town Manager/Planner Burbank said, “The Planning Board may wish to continue to strongly support the creation and maintenance of a year round medical facility staffed by a physician and appropriate staff.

Town Manager/Planner Burbank said that the Planning Board should include that idea in the Master Plan. That way the Planning Board would put the idea out there that we have not forgotten about the Town’s medical needs. That way the Planning Board can highlight their view that an adequate medical facility is a very important part of creating a vibrant Town. If the Planning Board includes their concerns about maintaining a medical facility in Town in the Master Plan it will show people that the Planning Board has been looking at this issue.

Town Manager/Planner Burbank said that at one time the ambulance service ran very closely out of the clinic. Who’s to say in years to come that that concept of having the ambulance service closely associated with a medical facility would not reemerge as a new organization with a physician attached to it with support staff. Perhaps the medical facility would eventually become a walk in facility with a doctor and be located at the Lincoln Industrial or Business Park. Perhaps in the future there would be a new medical facility at the industrial park combined with an ambulance facility. The Planning Board would want to support such an idea.

Town Manager/Planner Burbank said that as of July 11th Ron Beard will be full time and will have more time to update the Fire Department information as well.

Robinson said that our homework is to look at all the goals and review the Energy chapter.

Chair Spanos said to send any changes to Bont.

Robinson said we are not looking for grammatical corrections, like capitalization or punctuation and stuff like that, we are looking for content changes.

Fitzgerald said that she has someone going through this who is a really good editor and they will pick up all of the grammatical and spelling corrections.

Robinson said that the three action items for the Planning Board are:

1. Review each chapter for content
2. Review Energy chapter
3. Review the goals for each chapter

Fitzgerald said that the changes have been minor so far but it is easier to see everything together. If there are any questions about the data, don’t hesitate to ask. Some of it is a little confusing because the census has a certain way of categorizing things.

Fitzgerald said that Hettinger had a question about one of the terms in the economic development section. Fitzgerald hesitates to change those terms because they come right out of the census and once you change the terminology there is no way to compare. They are not always what you would think.

Robinson said in the Economic Development first goal there are several bullet points that go with that and in section 1ED, the last bullet point says: Strengthen streetscape character on north side of Main Street to reflect similar scale as south side. Shouldn't that be reversed?

Fitzgerald said yes, that should be reversed. Good catch, that is a good one.

Chair Spanos said do you want to set another meeting now?

Town Manager/Planner Burbank said should we get all the edits in before we schedule another meeting.

Chair Spanos said that is fine, we have a little time.

Robinson said just to make the best use of Fitzgerald's time now that we are in the final stages, Robinson said three things to work on, but the fourth thing is updating the Public Facilities chapter and sending that around for the Board to review. There are 4 things that need to happen between now and the next meeting.

Fitzgerald said there are a couple things we need, a really final draft, and until we have all those pieces we cannot get a final draft.

Chair Spanos said that is what Robinson is saying that the board review a final draft and have a final meeting with you after that.

Fitzgerald said that then we need a public hearing to finalize and adopt it. So there are definitely two more meetings that we need.

Town Manager/Planner Burbank said, two more meetings with Fitzgerald. This Board could meet again and get the draft together and then have two meetings with Fitzgerald.

Fitzgerald said that if we had a goal for the adoption it could be worked back from there. If you want to get this thing done and sewn up and adopted by September, then we work back from there.

Chair Spanos said the end of the summer and have an adoption hearing the end of October.

Bont said, so public hearing in October.

We would have to have the final draft to work on for our work session on the 24th of August in time to email it and print it out.

Dates were discussed for the meetings as follows:

August 24, 2016 – semifinal draft with Fitzgerald

Sept 28, 2016 – last meeting with Fitzgerald

Oct 26, 2016 – public hearing.

Consideration of the meeting minutes of June 22, 2016.

Motion to approve the minutes of June 22, 2016 as amended.

Motion: OJ Robinson

Second: John Hettinger

All in favor: (3,0)

IV. NEW BUSINESS

- V. PUBLIC PARTICIPATION AND OTHER BUSINESS:** Public comment and opinion are welcome during this open session. However, comments and opinions related to development projects currently being reviewed by the Planning Board will be heard only during a scheduled public hearing when all interested parties have the opportunity to participate.

VI. ADJOURNMENT

Motion to adjourn at 7:08 PM

Motion: OJ Robinson

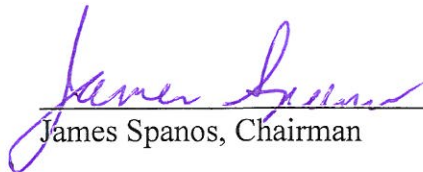
Second: John Hettinger

All in favor: (3,0)

Respectfully submitted,

Wendy Tanner,
Planning and Zoning Recorder

Date Approved:


James Spanos, Chairman