

**LINCOLN PLANNING BOARD
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 28, 2018 – 6:00PM
LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN NH**

APPROVED

Present: Chair Jim Spanos, Vice Chair Joe Chenard, Selectmen's Representative OJ Robinson, Pat Romprey (participating via phone), Mark Ehrman, Alternate Norm Belanger

Members Excused: Alternate Callum Grant

Members Absent: None

Staff Present: Ron Beard (former alternate & Fire Chief), Planner Carole Bont, Town Manager Butch Burbank

Staff Excused: Ellyn Gibbs, (Recorder)

Town Consultants: Town Engineer Raymond T. Korber, P.E. (KV Partners, LLC)

Guests:

First Presentation:

- **Gregory A. Miller**, 61 Emerson Road, Winchester, MA 01890, owner with Tara J. Hamilton of Two (2) lots now-merged Planned Unit Development (PUD) lots at 28A & 28 B Flume Road (aka "Building Envelope 51"), (Tax Map 123, Lot 086 & Lot 087), in the Coolidge Resort a/k/a "Coolidge Falls", in the Rural Residential (RR) District.
- **Attorney Raymond P. D'Amante**, of D'Amante, Couser, Pellerin & Associates, P.A., 9 Triangle Park Drive, PO Box 2650, Concord, NH 03302-2650, representing Gregory A. Miller. Also, resident of 188 Black Mountain Road, (Map 130, Lot 096).

Second Presentation:

- **Kamlesh (Kam) Patel** - d/b/a Green Wood LLC, Portland Hotels, Inc., 1150 Brighton Avenue, Portland, ME 04102 that owns #LO Pollard Road, (Map 122, Lot 001) in the General Use (GU) District.
- **Thomas S. Greer, PE**, Senior Vice President, Walsh Engineering Associates, Inc., One Karen Drive, Suite 2A, Westbrook, Maine 04092

Other Guests:

- **Susanne (Susan) A. Chenard**, resident, 11 Liberty Road, Lincoln NH 03251 (Map 107, Lot 061) and Realtor for Loon Reservation Service, 264 Main Street, Suite 12, PO Box 785, Lincoln, NH 03251-0785, and owner of 19 Maple Street (Map 118, Lot 069)
- **Steve Loynd**, real estate broker from Alpine Lakes Realty, 7 Linwood Plaza, Lincoln, NH 03251
- **Myles Moran**, resident of 11 O'Brien Avenue, Lincoln, NH 03251 (Tax Map 117, Lot 024) whose address is PO Box 184, Lincoln, NH 03251-0184 and Principal/Broker for Moosilauke Realty, 104 Main Street, North Woodstock, NH 03262

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

Chair Spanos called the meeting to order at 6:00 pm. Callum Grant was excused.

Ron Beard informed the Planning Board that on Monday night at the Board of Selectmen's meeting he had resigned as an alternate on the Planning Board because he was in a conflict of interest situation as Code Enforcement Officer. The Board of Selectmen will need to appoint a replacement

Alternate to the Planning Board.

II. CONSIDERATION of meeting minutes from:

- February 14, 2018

Due to lack of a quorum of people who were present for the February 14th meeting, approval of minutes from February 14, 2018 meeting will be delayed until the April 11, 2018 meeting.

- March 14, 2018

Motion to approve the minutes of March 14, 2018.

Motion: Chenard

Second: Belanger

All in favor: 3-0

Chair Spanos asked the members if they had any objection to Pat Romprey participating by telephone. There were no objections. Chair Spanos called Pat Romprey who participated in the meeting on speaker phone.

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

IV. NEW BUSINESS:

A. Request for a Waiver of the Stormwater Management Ordinance (SMO) requirement for a Stormwater Management Plan for disturbing more than 50% of the lot in constructing a Single-Family Residence with an attached garage.

Under the Stormwater Management Ordinance (SMO) property owners are required to submit a Stormwater Management Plan if they disturb more than 50% of the lot.

Applicants:

Gregory A. Miller & Tara J. Hamilton
61 Emerson Road
Winchester, MA 01890

Attorney for Applicants:

Attorney Raymond P. D'Amante
D'Amante, Couser, Pellerin & Associates, P.A.
9 Triangle Park Drive, PO Box 2650
Concord, NH 03302-2650

Property:

Two (2) lots now-merged Planned Unit Development (PUD) lots at 28A & 28B Flume Road (aka "Building Envelope 51") (Tax Map 123, Lot 086 & Lot 087) in the Coolidge Resort a/k/a "Coolidge Falls".
Rural Residential (RR) District

Applicants will be disturbing more than 50% of the area of the now merged Planned Unit Development (PUD) lots at 28A & 28B Flume Road (aka "Building Envelope 51") (Tax Map 123, Lot 086 & Lot 087) in the Coolidge Resort a/k/a "Coolidge Falls" to construct a Single-Family Residence (SFR) with an attached garage. The Applicants are requesting the Planning Board to grant a waiver of that requirement as provided for under Article V, Section E of the SMO, offering an Erosion and Sediment Control Plan (versus a full-blown Stormwater Management Plan).

Both the Town Planner & the Town Engineer support this request, providing the run-off from the site during construction does not negatively impact waterways and that the application provide documentation confirming the proposal is built as originally planned.

Presentation:

Attorney Raymond D'Amante for Gregory Miller & Tara Hamilton

Attorney D'Amante wanted to give some background information about the Miller-Hamilton home. The retaining walls came up in conversation early on. These walls will be engineered walls in accordance with state law, so that is not an issue. The Miller-Hamilton project has a New Hampshire engineer, and as Town Engineer Ray Korber says, "The key is execution and inspection."

Planner Bont reminded him that, Article V General Regulations, Section K, of the Land Use Plan Ordinance also spells out what needs to be done.

Attorney D'Amante said the absence of a waiver is a pretty serious matter for the subject property owners, because requiring a stormwater management plan can increase their construction costs on this building envelope by \$50,000, so that's why they are here. For semantic reasons, the Stormwater Management Ordinance applies to "lots" that are disturbed by more than 50% by construction. Technically, this piece of property is not a stand-alone lot. It is a building envelope (probably another name for a condominium unit), but it is the stand-alone building envelope with all the common area around it. All the owners of the envelopes have undivided interest in the common area, so drainage historically has been going throughout that development. This development was approved by DES (Department of Environment Services) back in 1985. In 1985, Lincoln did not have a zoning ordinance (that came in 1986), no town regulations (those came in 1986), at least not an active planning board. The Planning Board was voted in and created in 1985, but the ordinances weren't there. The DES did the review and the compliance on the design. Coolidge Falls Resort is approximately 85% built up at this point. In all cases but recently, storm drainage was dispersed throughout the condominium common areas. Each envelope owner has an interest in that common area, so it is land that they own. A waiver works in this instance because the common area is part of the overall condominium. The Town Engineer has reviewed the plans and by all indications will approve the granting of the waiver.

The drainage flow at Envelope 51, was designed by New Hampshire engineers as well, Keach-Nordstrom, and will meet all requirements of the ordinance in that respect. For execution purposes, there's been payment made (monies paid into an escrow account) to the Town for inspection during construction. In his letter from January 31, Attorney Malia advised that the town engineer and town planner would recommend the waiver be granted, and that they would accept the erosion and sediment control plan as submitted, instead of the full-blown project on site. So they asked the planning board to grant that waiver.

Planning Board Questions

Chair Spanos asked whether the stormwater runoff would be on the common area only and that none of the runoff would go onto adjoining properties. Attorney D'Amante replied yes.

Attorney D'Amante passed out copies of the site plan and pointed out the building envelope at the northern part.

Rompfrey commented that he is very pleased someone has finally come before the Planning Board with a proper plan and requesting proper oversight on engineered walls.

Town Engineer Ray Korber, P.E. with KV Partners LLC said that they have not done a formal review of the erosion and sediment control plan. The plan was received, but they did not review it as they were unsure of the Planning Board's vote on the request for a waiver. For a recommendation regarding the waiver, they feel that given the constraints on the site and the footprint of the building, it's going to be very difficult to meet prior run-off requirements, also because the Coolidge Falls Resort is at 85% developed. He continued that he felt that what is critical from the Stormwater Management Ordinance perspective is the runoff during construction activity. Once the site is stabilized, it's going to be very much like the envelopes of the adjoining properties. What is really critical is not only submitting an erosion sediment control plan that is actually going to work, but during construction, making sure those measures are inspected and well maintained, and if there is an incident, ensuring that the contractor is going to respond quickly. There have been instances in the community where that has not been the case. However, since the grade is so steep from where the building lot is located, there has been a great amount of water coming onto these sites that can quickly erode much of the exposed property. Fire Chief/Compliance Officer Ron Beard has photo documentation that the water is actually discharging from the property at Coolidge Falls all of the way down to the East Branch Pemigewasset River. From a technical standpoint, the water that leaves the site should be clear. That is the threshold the State uses for their stormwater pollution prevention plans when they issue Alteration of Terrain (AoT) permits. That is the threshold the State would like to see achieved on this project. It will be challenging, given the steep slopes. KV Partners, LLC, will work with the applicant's engineer to try and come up with a solution that mitigates any erosion and sediment runoff coming from the site.

Rompfrey asked Town Engineer Korber if he was referring to a typical standard erosion control or something above that. Town Engineer Korber replied that for this particular site, it's not only the measures put into the ground that are important but also the construction sequencing. Given the size of this building and its footprint, it will be difficult for them not to clear cut and expose the whole site. They would like to see if they can leave the upper portions of the site wooded while they put in the foundation. It's something that would have to be discussed directly with the contractor and the applicant's engineer. As far as specific measures, it's about controlling the runoff coming from the upper portion of the site, the wooded hillside that flows onto the site. It has been seen at 14 Highview Rd., it pours off the hillside and takes the exposed soil straight down to the culverts and through the drainage system to the East Branch Pemigewasset River. That's the critical issue we see here. Whatever it takes, maybe small sedimentation basins, it should be worked out during the submission of the erosion and sediment control plan, with a commitment that that is the plan that will be implemented, but those are not the only measures that will be taken to ensure that there's no significant sediment and erosion leaving the site.

Ehrman asked what measures they will take for inspection during the course of construction because the temporary measures, such as the mats and haybales, are susceptible to displacement. Not just erosion, but undercutting and ways they can be dramatically less effective.

Town Manager Burbank said Town Engineer Ray Korber is under contract orders to tell the Town the plan. Fire Chief/Compliance Officer Beard is watching for compliance. Fire Chief Beard usually tours the Town once a day as part of his fire chief duties. If something pops up, Fire Chief Beard will probably find it. There is a procedure that would put us in touch with the contractor

and bring Town Engineer Ray Korber in to look at the filtration and make sure the erosion control measures comply with what was designed.

Ehrman asked if they could put in a proactivity requirement in the exemption you grant. He would recommend it considering the nature of the exemption and argument of the common area. Mr. Town Engineer Korber replied yes and they could put specific requirements in the plans, for example, “our contractor shall inspect [and proactively maintain] all erosion and sediment control measures after a storm event.”

Planner Bont said that because the retaining wall will be in the common area, it will require a separate land use permit with the homeowners’ association signing off for them; however they do this they will be required to sign off on that retaining wall.

Attorney D’Amante responded he had read some correspondence on this issue, and he said he thought Coolidge Falls Resort Homeowners Association gave a blanket permission and if they require something specific they will give that approval as well.

Planner Bont said the Town and Danielle Black from the Coolidge Falls Homeowners Association have worked well together for the most part. We are going to try and make sure the condominium association is on this application for the retaining wall, since it will be on the common area and not the PUD.

Applicant/Property Owner Gregory Miller said that the Coolidge Falls condominium association documents have been amended, so the homeowner is now responsible for the construction and maintenance to the standard of those documents. It’s been amended in the association bylaws per October for Coolidge Falls, leaving him to be unsure of the legal nature of some of these arguments as to who is on the application. Miller continued that according to the amended condominium documents he would be responsible for the construction, maintenance of the retaining walls that support his construction project and that he would be responsible for meeting the state standards per the condominium documents for Coolidge Falls.

Chair Spanos said he believes we just want someone to take responsibility for the retaining walls when it is built rather than five years down the road when something goes awry.

Town Manager Burbank said that the Board may need a current copy of the bylaws for Coolidge Falls as the amendments just happened last October.

Norm Belanger asked who owns the wall on the common property. Attorney D’Amante said he does not know, that’s a legal question. However, whoever owns the wall will be responsible for it as well as the maintenance. He believes the owner of the retaining wall is the building envelope owner.

Planner Bont said that will be interesting, as in that same development there are a couple places with a wall that protects two different PUDs. The owners were fighting over who was responsible for fixing the retaining wall. The homeowners association said it was the legal responsibility of the two PUD owners who benefited from the wall, whereas the two PUD owners said it was the homeowners’ association’s responsibility. Planner Bont said the Town will need to know who owns the wall in order to issue a permit.

Mr. Miller said the revised document states that the walls constructed in relation to a specific project are the responsibility of the homeowners. It is different if it is a common area wall for the

road or something similar. This amendment establishes that the homeowner accepts their responsibility to maintain and care for their own retaining walls.

Motion to open up public comment: Ehrman

Second: Chenard

Realtor Steve Lyond said he believes Coolidge Falls have their amendments posted online for the public to view. Planner Bont asked if there something like were sixteen (16) separate amendments. Loynd said there were that or more. Realtor Loynd stated he also believes that at one time there was a statement saying you could build twelve feet (12') onto the common land so people could install garages or buildings but the space built on common lands could not act as living space.

Planner Bont asked if Applicant Miller could send her the amended condo documents which include the amendment.

Motion to close public comment: Romprey

Second: Ehrman

Motion carries.

Robinson asked a procedural question: will every other undeveloped lot at Coolidge Falls need to come in for a waiver that the Planning Board will have to judge and examine individually? This is not a blanket project that covers everything.

Planner Bont said he should look at the pictures of all the other lots up there.

Chair Spanos said the Planning Board had already received a question as to whether Coolidge Falls could get a blanket waiver, it was voted down.

Attorney D'Amante responded this waiver being voted on tonight applies only to Building Envelope 51.

Motion to approve the waiver subject to a satisfactory erosion and sediment control plan.

Motion: Romprey

Second: Ehrman

Motion carries.

Planner Bont wants to ensure that Miller will not only evaluate the erosion and sediment control plan, but that he will follow through with the plan, the object being constructive and accordance with the plan, and that the engineer will sign off on a Construction Control Affidavit as well as the Erosion Control Plan.

Chair Spanos replied yes those are administrative items and will be completed – included without saying in the motion.

- B. Conceptual by James Champagne, 28 West Street, PO Box 1045, Lincoln, NH 03251-1045 re: potential purchase of business property and possible requirements re: proposed use. The property is in the General Use (GU) District.**

Withdrawn. Representatives were not present.

- C. Conceptual by Thomas S. Greer, PE, Senior Vice President of Walsh Engineering Associates, Inc., One Karen Drive, Suite 2A, Westbrook, ME 04092 engineer/agent for Kamlesh (Kam) Patel d/b/a Greenwood LLC, 1150 Brighton Avenue, Portland, ME 04102 re: potential hotel for Map 122, Lot 001 in the General Use (GU) District.**

Chair Spanos reminded the Planning Board this is only a conceptual review so no public comments will be heard.

Presentation

Engineer Thomas S. Greer thanked the staff members for their help and agreement to hear their presentation. They only have a few questions for the Planning Board as they are in the beginning of their design phase. They understand they will need to meet the Alteration of Terrain (AoT) Permit, and that they need to meet the storm water requirements for the Town and the State. It is understood they will have to extend sewer and water lines, and will need a curb cut (or an entrance permit) for NH Route 112. They would like to work out the height and how the building is measured. Their goal is to leave the smallest footprint possible for this building while getting the number of rooms they are looking for.

The future plan for the hotel is to add housing that can be used for staff or be offered for sale. If time allows they would like to discuss density requirements.

Planner Bont reminded Engineer Greer that this is a conceptual review only so no binding decisions will be made.

Engineer Greer gave a brief explanation of the location if the proposed project. It is between NH Route 112 and Forest Ridge Drive. The two red buildings would be future condominium units. The hotel would run parallel to NH Route 112 with the entrance being off NH Route 112 and looping around the building. The road that loops around building is very helpful to the fire department. There are a little over one hundred (100) parking spaces which complies with the ordinance of one parking space per hotel room. They are planning to construct ninety-eight (98) hotel rooms, but this is subject to change.

Engineer Greer said the hotel has a conventional lobby and the pool is located so it works with the steeper grade of the land. The site slopes dramatically from the east side up. They are trying to set the thirty-five feet to the primary eave height restriction on the east end and carry it across the structure.

Planning Board Questions**Curb Cuts**

Romprey asked where Engineer Greer is proposing his curb cut in relation to Forest Ridge Drive.

Town Manager Burbank replied that the proposed curb cut would line up with the Lincoln Station driveway.

Vice Chair Chenard said the curb cut is in a dangerous location making the entrance a hazard. The NH Department of Transportation (NH DOT) suggests a slow-down lane for that type of situation.

Engineer Greer said that yes, something to that effect would be what he applied for when the building is in that stage.

Bike Path

Engineer Greer said the slow-down lane would not affect the bike path.

Town Manager Burbank said that when he met with Engineer Geer previously it was noted the bike path must remain. Engineer Greer agreed that they would accommodate the bike path, which would involve changing their plan if it affects the path dramatically.

Wetlands

Romprey said he has walked through that area many times and has noticed four-season running water on the site. How does the applicant plan to deal with this water?

Engineer Greer described the streams Romprey had mentioned. One of the streams flows down to a twenty-four inch (24") culvert that crosses Forest Ridge Drive. Another wetland stops, but then sends a channel diagonally across the site. The site is approximately six acres (6 Ac) with approximately ten to twelve acres (10-12 Ac) above it that they will be modeling as part of the storm water management. Engineer Greer said he admits the site is frightening from an engineering point of view. They will have to have a robust plan in place which also keeps their water separate from the runoff for treatment.

Romprey asked if Engineer Greer would complete a wetland filing. Engineer Greer replied they have two (2) very small wetland impact areas, both together equaling about two hundred to three hundred square feet (200-300 sf). Their goal is to deal with the wetland areas as little as possible.

Romprey is still concerned about the proposed access.

Building Height

Engineer Greer said that on the map, the building is shaded from dark green to light green to show the lower and upper areas. The elevation is to be eight hundred ninety-six feet (896') at the lower area and nine hundred sixty-eight feet (968') at the upper area. There is about seventy feet (70') of elevation difference from one end of the lot to the other. The building is to be located close to the flatter grades going from nine hundred feet (900') to nine hundred twenty-four feet (924'), so there will be approximately twenty-four feet (24') of elevation difference working across the site. They are looking for roughly a thirty-five foot (35') eave height that will be carried across the site. In the upper area, the foundation will be one story up which is where they would like to have the pool.

Roof Type

The Planning Board members said that the roof is a concern - how it will work and what it will look like. The Planning Board would prefer the building have a pitched roof.

Floor of Living Space

Chair Spanos asked how many floors of living space they plan of having. The plan is four (4) levels where the main portion of the building is and three (3) floors where the pool is. On the higher end (the left) the building will be forty-five feet (45') at its highest eave.

Calculation of Lot Coverage and Density

Vice Chair Chenard asked Engineer Greer whether Greer's calculated six acres (6 Ac) included the access roadway going to Forest Ridge Resort. Greer said yes. Vice Chair Chenard said Engineer Greer could not use roads or walkways as part of the acreage calculation according to the Town's ordinance so this would cut down his density from 100.

Vice Chair Chenard clarified that Engineer Greer eventually wants to install sixteen (16) condominium units in addition to the hotel. Vice Chair Chenard asked the Planning Board how much square footage was needed for each condominium unit.

Chair Spanos said for each condominium unit Engineer Greer will need to allocate fifteen thousand square feet (15,000 sq. ft.) that is used for nothing else. That means that between five and six acres (5–6 Ac) of the property would already be used up for the condos. The parcel is around six and three tenths acres (6.3 Ac), including the hotel and parking. There is no density requirement for the hotel, however, in the General Use (GU) District he can only cover seventy percent (70%) of the lot for the combined condos and hotel.

Parking Spaces

Vice Chair Chenard also said Greer should have more parking spaces than one per hotel room, as he will need somewhere for employees to park, however Planner Bont replied that a requirement for employee parking spaces is not in the Land Use Plan Ordinance (LUPO).

Calculation of Lot Coverage and Density continued

Further discussion on density and density for parking allowances.

Engineer Greer said the hotel units require a lot size similar to the amount of land remaining on the site, so they were hoping to have some allowance for workforce housing. If the Planning Board says they need to subtract out something for the hotel then they will look at a different avenue than condos.

Vice Chair Chenard said the rights-of-way and the road are supposed to be removed from the lot in order to calculate density and the land across the road does not count.

Rompney said that the conceptual of ninety-eight (98) hotel rooms and sixteen (16) condominium units on six acres (6 Ac) is a gross overbuild and there is no way he would support it.

Vice Chair Chenard asked Engineer Greer if the proposed hotel would be a wood structure with fire walls made of stone block to which Engineer Greer replied yes. Engineer Greer also said that the hotel would be a brand name hotel and to get the brand name they needed to follow the design rules the brand lays out.

Engineer Greer said his biggest concern is getting the right number of hotel rooms to make it work. Engineer Greer said it sounds like the plan for adding condominiums will not work out so they will come up with a different plan, such as a small business.

Planner Bont asked if she understood Engineer Greer correctly that the wetland area was only around three hundred square feet (300 sf) because the wetland area also would have to be subtracted out when determining the maximum lot coverage for the lot. Engineer Greer replied yes, but they have not done the final grading yet, but they have designed around it. Robinson said when talking about density, the property owner must subtract the size of all the wetlands on the property not only the wetlands he intends to directly disturb.

Curb Cuts continued

Vice Chair Chenard suggested Engineer Greer get a curb cut from NH DOT as soon as possible because NH DOT only allows a certain number of curb cuts on NH Route 112. Engineer Greer's reasons for re-scaping the entry off Forest Ridge are a matter of steep inclines and correct building height. He wants to do as little earth work as possible.

Rompney said he thinks Engineer Greer may have some issues with getting a curb cut from NH DOT at all because he understands that the people who own the lot on the corner of Dodge Place and the Kancamagus Highway requested, but were not issued one. (Map 117, Lot 008).

Kamlesh Patel of Portland Hotels, Inc., & Green Wood LLC, said he had met with NH DOT District Engineer for District 1, Philip L. Beaulieu at the DOT offices the day before and sent Beaulieu his conceptual plan; the focus of this meeting was to see what the possibility was of getting a curb cut. Vice Chair Chenard said Patel should make sure they know about the mandatory limits of curb cuts, as the DOT representative Patel spoke with “is on the other side of the state”.

Building Height

Patel asked if the Planning Board would accept the 45 foot (45') height to the primary eave on the high end of the building. Town Manager Burbank said the Planning Board has required most developers in Town to measure from the primary eave to the ground on the uphill end of the building, so the Planning Board would be hard pressed to change that methodology for Patel in an effort to bring him down to thirty-five feet (35').

Employees

Vice Chenard asked where the employees would come from - if they would be American or imported. The Planning Board members interrupted Chenard and responded that who Patel hires to work for him is not within the Planning Board's jurisdiction.

Building Height

Mr. Burbank added the Planning Board would be hard pressed to not allow the height measurement of this hotel to be on the uphill side as it has been allowed to happen all over Town. Robinson added the ordinance does state the uphill side of the property.

Test Borings Data Available

Vice Chair Chenard said to Engineer Greer that if they need test borings done they can go to the old county courthouse in Haverhill and there the County of Grafton has complete test hole information for the area every fifty feet. Engineer Greer said they already completed the borings as it is part of the Alteration of Terrain (AoT) permit application.

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.

Patrick Romprey excused himself at this time.

Letter to Harry Schofield

Planner Bont said she gave everyone a copy of the letter responding to Mr. Schofield's concerns about the public hearing on January 10, 2018, when the Planning Board discussed obtaining the approval of homeowners associations and condominium associations. The Planning Board thought the letter was adequate.

Resignation of Fire Chief Ron Beard as an Alternate on the Planning Board

Robinson said that when Fire Chief Ron Beard came onto the Planning Board as an alternate he was a part-time fire chief. However, Fire Chief Beard is now a full-time fire chief/code enforcer. Fire Chief Beard believed it is not fair to have the code enforcer sitting on the Planning Board deciding on matters and then enforcing each project coming before the Planning Board. This could create a conflict of interest. Fire Chief Beard submitted his letter of resignation because of this

concern and the Select Board has accepted his resignation. A third alternate will be sought out.

Planner Bont said she thought it would be helpful if people know someone who might be interested to pass on the names to Select Board Chair Robinson.

Annual OSI Spring Planning and Zoning Conference

Planner Bont said that the members of the Planning Board who want to attend the April 28, 2018, Spring Planning and Zoning Conference in Concord and to take a course should look for the specific courses they would like to sign up online.

ZBA Hearing for Brian Holub Administrative Appeal

Vice Chair Chenard asked about the upcoming ZBA hearing on April 4th for Brian Holub. Planner Bont warned the Board they cannot discuss it or talk about the Holub case as a group so it is up to each individual member of the Planning Board to decide whether they want to attend the ZBA meeting as a citizen. Planner Bont forwarded Town Attorney Peter Malia's email to the Board to keep them informed.

Revise Planning Board Rules of Procedure

Planner Bont said there is no longer a SelectBoard member on the ZBA as that leads to too many conflicts. They do need to reflect this change in their Rules of Procedure.

Burbank said an audio/video recording of the minutes are coming which means we will have a live stream of all these meetings. These will all be time-stamped by topic.

Work Force Housing Grants

Robinson said an email from Plan NH was received stating that New Hampshire's population has changed dramatically and the state's existing housing inventory could not meet current to future demand. This is in part due to outdated local ordinances and regulations. Plan NH's Municipal Technical Assistance grant program provides funding through a competitive application process to communities who wish to expand housing options through zoning regulations. Funds are available to hire a consultant to assist with reviewing current zoning regulations, identifying housing needs and updating or creating new regulations that enable housing to address those needs. A 25% cash match is required as community's reach out and engage in the process. There's an information session at the end of April and applications are due by June 1.

Robinson said that when they were doing the workforce housing hearings, there was discussion about amending, adapting or changing Lincoln's zoning regulations to allow for workforce housing; whether that be through overlay districts or specific ordinance changes in the land use plan. Here's an opportunity to have Plan NH pay 75% of hiring a consultant to help us do that.

Vice Chair Chenard said he has taken a couple of courses on this and there are several options. You can allow an extra condominium unit to be put in with a condominium development; simply built with less expensive materials than the one next door. You give a greater density for the condominium units and screen whoever comes in. This encourages full-time residents to have on-site housing. There are rules about them making profit off it and it is controlled by the town and the state. The town buys it and takes it into inventory until they have a buyer.

Robinson said that is only one idea. This is why you would hire a consultant.

Planner Bont said she is wondering if we could hire someone to help with the grant application as

she cannot fit it in with her other job responsibilities. The money for this would have to come from the planning budget.

Ehrman suggested hiring a graduate student in planning or urbanism.

Robinson said that applications are due June 1. There is a presentation at the conference on the 28th where previous recipients of the grant discuss their experience. He thinks it would be worth going.

Ehrman said he would like to attempt to get the funds for a consultant. Vice Chair Chenard asked how much it would cost to apply for the grant and then for the 25% down. Robinson clarified that applying for the grant is only to hire a consultant to help with proposed changes to the zoning ordinances.

ACTION: Planner Bont will find out how much money it would cost to hire someone to write a grant.

VI. ADJOURNMENT

Motion: Chenard

Second: Robinson

Motion carries. (3-0).

Ellyn Gibbs
Recorder

Date Approved: 4/11/2018


James Spanos, Chair