

**PLANNING BOARD
RINDGE, NEW HAMPSHIRE
January 15, 2013**

DATE: January 15, 2013 **TYPE: Planning Board Meeting** **APPROVED: February 5, 2013**
TIME: 7:00 PM to 8:30 PM
CALL TO ORDER: 7:04 pm
ROLL CALL MEMBERS: Chairman Kirk Stenersen, Vice Chairperson Kim McCummings, Phil Simeone, Hank Whitney,
ROLL CALL ALTERNATES: Charlie Eicher,
EX OFFICIO: Roberta Oeser
PLANNING DIRECTOR: Matt Henry
PLANNING SECRETARY: Susan Hoyland
APPOINTMENT OF ALTERNATES: Charlie Eicher to sit for David Tower
OTHERS PRESENT: Edward Yapchain, Bob Gashlin, Sharon Grason, Rufus Grason, Daren DuCharme, Bruce Donati, Peggy O'Keefe, Bob O'Keefe, Kathy Peahl

CALL TO ORDER:

Chairman Kirk Stenersen called the meeting to order at 7:05 pm.

ANNOUNCEMENTS

APPROVAL OF MINUTES

- 1) January 8, 2013

Motion: Roberta Oeser moved to “approve the meeting minutes January 8, 2013”. Phil Simeone seconded the motion. Vote: 5-0-0

NEW BUSINESS

Chairman Stenersen introduced the first application for consideration this evening.

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| <p>a. CONSIDERATION OF an application for a Technical Subdivision submitted by Peter Sherwin, John Jeffrey Sherwin and Diane Cote located on Colburn Lane, Map 19 Lot 1:3 and Map 3 Lot 13.</p> |
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Matt Henry presented the Board with an outline of the request and recommended that the Board accept the application as complete.

MOTION: Roberta Oeser moved to accept the application as complete. Phil Simeone seconded the motion. Vote: 5-0-0

Kim McCummings arrived and was seated.

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Chairman Stenersen opened the Public Hearing and said that discussions would start with the Planning Board and then be opened to the general public for comment. Chairman Stenersen asked if someone was in the room to address the application.

Matt Henry replied that he had contacted the surveyor with the meeting time and date but that he was not present.

Matt Henry said that this lot line adjustment makes the three lots more conforming and also corrects a small deed error from 1993 to the southern portion as it pertains to the low water mark. This plan will correct that error.

Roberta Oeser said that anytime a non-conforming lot is made more conforming, it is a good thing.

Chairman Stenersen asked if there were existing septic systems noted on the plan.

Matt Henry said that that was not a requirement and that it was not noted on the plan.

Daren DuCharme of 104 Colburn Lane spoke in favor of this application. He said that anytime lots could be made larger, he sees it as a good thing.

Peggy O'Keefe of 151 Hubbard Hill Road asked for guidance in showing her where her lot was located in relation to this subdivision. Roberta Oeser, Matt Henry and Chairman Stenersen assisted her in locating her parcel on the plan.

Edward Yapchain of 86 Wellington Road asked if Colburn Lane will remain private. Chairman Stenersen said that a condition of the approval shall clearly label Colburn Lane as a private road.

As there were no further comments, Chairman Stenersen closed the Public Hearing.

Matt Henry said that the conditions for this application were standard and outlined them as follows:

- 1) *Prior to recording the final plat, the property corners of all lots shall be set.*
- 2) *Prior to recording the final plat, the typo on the locus map which reads "TM 17 L 8-1" shall be changed to "TM 17 L 6-1".*
- 3) *Prior to recording the final plat, the status of Colburn Lane shall be clearly labeled by adding "(private)" following the road name. This is intended to clearly indicate that Colburn Lane will remain a private road.*
- 4) *Prior to recording the final plat, a zoning statement shall be added explaining that while the lots still do not conform to the 2 acre minimum lot size, the lots are more conforming than had existed prior as a result of this lot line adjustment.*
- 5) *This subdivision remains subject to any previous conditions placed on it by prior Planning Boards.*

Matt Henry said that Chairman Stenersen had pointed out a typo on the word Subdivision and suggested a correction of this as a sixth condition of this approval.

Hank Whitney said that the pins had already been set. Confirming that, the Board removed that from the suggested conditions.

MOTION: Roberta Oeser moved to approve the Technical Subdivision with the following 5 conditions: Charlie Eicher seconded the motion. Vote: 6-0-0

- 1) Prior to recording the final plat, the typo on the locus map which reads “TM 17 L 8-1” shall be changed to “TM 17 L 6-1”.
- 2) Prior to recording the final plat, the status of Colburn Lane shall be clearly labeled by adding “(private)” following the road name. This is intended to clearly indicate that Colburn Lane will remain a private road.
- 3) Prior to recording the final plat, a zoning statement shall be added explaining that while the lots still do not conform to the 2 acre minimum lot size, the lots are more conforming than had existed prior as a result of this lot line adjustment.
- 4) This subdivision remains subject to any previous conditions placed on it by prior Planning Boards.
- 5) Prior to recording the final plat, the typographical error on the title word Subdivision shall be corrected.

Chairman Stenersen introduced the next application before the Board:

b. CONSIDERATION OF an Application for Minor Site Plan Review submitted by Rufus L. and Sharon P. Grason. The site is located at 1134 NH Route 119, Map 31, Lot 6 (former Cyprus Grove Restaurant site). The applicant is seeking to change the use from restaurant to office, research and development.

Matt Henry said that the applicant is proposing a change of use from restaurant to office/research/development. The proposed use is likely to have less impact on traffic and there is ample parking for the site (20+ spaces). Office/research/development is allowed by right in the Gateway East Zone. Matt Henry said that the applicant had supplied all necessary information except for grades, drainage and contour intervals and soils data, which were not necessary as there was no building going on and he recommended the Board accept this application as complete with the two waivers.

Roberta Oeser said that perhaps the Board could look at this type of change and consider an ability to waive site plan review when a new use would have less impact than the previous use. Chairman Stenersen said that this would be looked at by the Site Plan Review subcommittee.

MOTION: Phil Simeone moved to accept the application as complete and grant the following waivers: Roberta Oeser seconded the motion. Vote 6-0-0

- a. Section VI, 4 – grades, drainage and contour intervals.
- b. Section VI, 12 – Soils Data

Chairman Stenersen welcomed Rufus Grason to address the Planning Board.

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Mr. Grason said that his company specializes in rubber parts that fit in to the human ear for use in the telecommunications industry, the medical industry and the military. He said that he will be doing order fulfillment from the Rindge location but manufacturing will continue to take place in the Fitchburg area. He said that they will expect perhaps 20 visitors a year, except for the UPS truck and he does not expect a huge impact.

Phil Simeone asked about hours of operation. Mr. Grason said that for the most part, it would be 8AM to 5PM although he does have one employee who is a night owl and may be at his desk until 10PM.

At the request of Matt Henry, Mr. Grason outlined the minor changes that he intends to make to the property which included:

- Existing fence serving as a buffer for the dumpsters will be shortened.
- Walk-in coolers will be removed
- Lighting will be altered to be downcast in order to lessen impact
- Landscaping will be added to beautify the entrance. Landscaping stones and plantings will be added to the east and west of the existing driveway access.
- The sign will remain the same with a name change so that it is an address sign.
- Eventually, coolers will be removed.

Matt Henry recommended that the Board approve this Site Plan with the following conditions:

1. This Site Plan is subject to all relevant conditions from any previous Site Plan approvals.
2. Any conditions placed by other governmental entities shall be considered a condition of this approval.
3. The existing fence shall not be shortened to such an extent where it fails to act as an adequate buffer. The fence is still intended to shield the existing solid waste container from public view.

MOTION: Hank Whitney moved to approve the Minor Site Plan as presented with the three aforementioned conditions. Kim McCummings seconded the motion. Vote 6-0-0

Chairman Stenersen introduced the next item on the agenda as:

c. Preliminary Conceptual Consultation with KJK Wireless re: NH#1 Rural Cellular Inc. (US Cellular) regarding potentially adding three new antennas to an existing tower at 19 Jones Drive, Map 6, Lot 69-1.

Roberta Oeser recused herself as an abutter.

Matt Henry said that he invited the applicant to address the Board after having received a Building Permit Application requesting the addition of 3 antennas and 6 cables to an existing tower. This is a very minor renovation and Matt Henry wanted to be sure that the Planning Board was aware of the extent of the improvements and given the opportunity to request Site Plan Review if they deemed it appropriate. Matt Henry said that the current Ordinance does not require a waiver, although the previous ordinance did allow for a waiver.

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Chairman Stenersen invited Bob Gashlin (for US Cellular) to address the Board.

Mr. Gashlin said that there are two sets of antennas on the tower, US Cellular on top and Verizon antennas below. These are 4 x 8 foot tall panels, 11 inches wide and 40 feet long. Verizon has 8 and US Cellular currently has 6. US Cellular would like to add three more. Mr. Gashlin brought a photograph of the existing tower which showed additional mounts awaiting the new antennas and said that basically, they would hire someone to attach three more panels and the job would be complete.

Kim McCummings asked Mr. Gashlin if this change would alter the height. Mr. Gashlin said no.

Kim McCummings asked the purpose of adding new antennas.

Mr. Gashlin said that all the companies are encountering a problem as the new BlackBerrys and Smart Phones are using a large amount of bandwidth, LTE (long term evolution) and those additional antennas will increase their capacity.

Matt Henry asked the Board if this is significant enough to trigger a Site Plan Review or if they don't think it's extensive enough, they can forego the process.

Roberta Oeser (speaking as an abutter) said that Jones Farm is a large parcel of land and that this impact would appear to be insignificant.

Kim McCummings said that it appears that no significant change would be happening. If they were altering the height, or the footprint, she might request a Site Plan Review, but didn't think it was necessary.

Hank Whitney asked if the original application outlined a specific number of antennas. Matt Henry said their original application only requested the initial antennas. Hank Whitney said he did not see this as a significant change.

Chairman Stenersen said that the Planning Board sees no need to request a Site Plan Review for this minimal change and gave Matt Henry permission to move forward with the Building Permit Process with Mr. Gashlin.

MOTION: Roberta Oeser moved to go to Non Public Session pursuant to RSA 91-A: 3IIb. Phil Simeone seconded the motion. Roll Call Vote: Phil Simeone: Aye; Kim McCummings: Aye; Kirk Stenersen: Aye; Hank Whitney: Aye; Roberta Oeser: Aye; Charlie Eicher: Aye.

NON-PUBLIC SESSION pursuant to RSA 91-A:3IIb

PLANNING DIRECTOR REPORT

Matt Henry thanked the Board for their support during his tenure and wished them well. He offered his willingness to answer any questions via phone or email after he leaves and to support the Board in any way that he can during this transition. Chairman Stenersen said that Matt Henry had been a

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valuable asset to the Town of Rindge and would be missed. The Board concurred and wished Matt well.

The Board discussed office coverage and plan review processes that might be used during this interim time until a new Planning Director could be hired. The Board discussed the legal timeframes from receipt of application to public hearing

Matt Henry said that the Board would need to accept an application within 30 days of receipt but would then have 65 days to act upon it. Kirk Stenersen said he would not have a problem reviewing the applications as part of his elected position as Planning Board Chairman.

Matt Henry advised the Board of an application submitted for a 3 lot subdivision for Randy Burt that has been forwarded to ConCom due to wetlands.

Chairman Stenersen asked Susan Hoyland what her schedule was at this time. Susan Hoyland said she presently works on Tuesday and Thursday from 7AM to 4PM or later on meeting nights. 15-20 hours per week. Chairman Stenersen asked Susan Hoyland if she could cover office hours Monday through Thursday until 1PM to offer open hours to residents. On meeting days, the Board is not concerned about hours and suggested that Susan Hoyland continue to work long days on those days. Susan Hoyland responded that, for the short term, to help out this would be fine but not for a long term schedule change. The Board agreed that Susan Hoyland would cover the office during these hours, minus the days that she has previously scheduled commitments. Susan Hoyland said she would let Chairman Stenersen know in advance of those scheduling conflicts. Kim McCummings asked that this new schedule be posted on the door and on the website.

The Board discussed their process during the absence of a planning director and considered having a work meeting once a month for the purpose of conceptual review at 15 minute intervals. Noticing requirements for a conceptual review is only 24 hours and the Planning Board could call a meeting if needed.

Vice Chairman McCummings asked Chairman Stenersen to draft an email to send to Carlotta and to the Board of Selectmen to let them know how the Planning Office will be run in the absence of a Planning Director.

ADJOURNMENT

The meeting was adjourned at 8:35 pm.

NEXT MEETING
February 5, 2013

Respectfully submitted,

Susan Hoyland
Planning Secretary