

TOWN OF CHESTERFIELD, NH
PLANNING BOARD
Monday, May 11, 2020

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:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-929-205-6009 and password 82746933003 or by going to the following website address:

<https://us02web.zoom.us/j/8274693303>

b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Chesterfield website at: <https://chesterfield.nh.gov/>.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access; If anybody has a problem, please call 603-499-6534 or email at: tricia.lachenal@nhchesterfield.com.

d) Adjourning the meeting if the public is unable to access the meeting.

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.

Present: Jon McKeon, Jeanny Aldrich, James Corliss, Joe Parisi, John Koopmann, Joe Brodbine and Roland Vollbeh

Call to Order

James Corliss called the meeting to order at 7:05 PM.

James Corliss moved to adjourn the meeting for 20 minutes at 7:06 and return by 7:30 to meet with counsel. The motion was seconded by Roland and passed unanimously by roll call vote.

James Corliss reopened the meeting at 7:43 PM

Seat Alternates

Review of the Minutes

May 4, 2020

Joe Brodbine moved to approve the minutes from the May 4, 2020 meeting as amended. The motion was seconded by Jeanny Aldrich and passed by majority by roll call vote. (Abstain: Vollbehr)

Appointments

Items for Discussion

Update to Rules of Procedure – Final wording before Public Hearing

Jon McKeon moved that the Planning Board accept the changes to the rules of procedure as amended. Jeanny Aldrich seconded the motion.

Discussion:

Brodbine noted that the rules do not include a need for roll call voting. McKeon noted that the rules are intended to work in the future as well as for the COVID-19 pandemic and therefore they should not include items that will not be relevant in the future. Aldrich noted that the rules were intended only to assist with opening the meeting, and the rest should be left up to the chair. Corliss noted that he hesitates to make changes now as he would like to make the rules effective now to ensure that if the meeting is lost for a technical reason, it is automatically continued to the next meeting. Lachenal noted that this is the meeting with the final wording of the rules, and the public hearing will follow unless the board makes a special motion to adopt the rules tonight without another hearing.

Brodbine noted that he understands it is important, but noted that the documents we are changing are the rules of procedure and not the rules of zoom. Brodbine noted that there are things missing that need to be addressed and if we are not going to address them now, it should be revisited in the future. Aldrich noted that the wording covers the board now and if changes need to be made later the board can make them.

Corliss noted that the motion is out of order because the board is unable to approve the changes without a motion allowing the board to approve them at this meeting.

James Corliss moved to accept the rules of procedure as presented tonight, waiving the requirement to have alterations in writing at a preceding meeting. The motion was seconded by Joe Parisi and passed unanimously by roll call vote.

Review for Completeness – FedEx Parking Lot

The board reviewed the application with the checklist noting the following:

The plan does not show abutters. It was noted that the abutters need to be keyed to the plan. It was noted that sheet S-1 has abutters located on it.

It was noted that State, Local and Federal permits need to be noted. Hitchcock noted that DES septic and an Alteration of Terrain have been submitted and are pending. It was noted that sheet N-1 notes they are required.

It was noted that there are two sheet S-1 pages and one does not require a signature by the board as it is a soils sheet done by the soil scientist and is only required for the Alteration of Terrain permit, not Town regulations.

It was noted that the high and low points are not marked, but need to be marked on the plan.

Setback drawings were not found on the plan. Hitchcock noted that there are no new buildings. It was stated that they need to be shown for existing per the regulations. Hitchcock noted they are shown on sheet S-1.

Solid waste collection location needs to be shown on the plan.

Hitchcock is able to have the prints sent to him after signature and is able to then print them and provide the necessary copies to the Town if that is possible at the time of approval.

It was noted that the public hearing for the application has already been scheduled for May 18, 2020.

Review for Completeness – Small Vendor Permit Application – Mary’s Kitchen

Corliss asked the applicant if she was interested in having a conceptual consultation with the board. Corliss noted that a conceptual consultation is non-binding on either party, but affords the opportunity to talk. Mary Johnson noted she would be willing to do that with the board.

The board began the conceptual consultation. No minutes were taken.

The board reviewed the application utilizing the Land Development regulation checklist.

It was noted that the application does not include “Signed statement from Vendor understanding that approval may be revoked by the Town for cause by the Planning Board or upon determination that the enterprise is contrary to the interest of the town by vote at a public hearing of the Planning Board.

It was noted that State licenses are needed. Johnson noted that her NH Vendor license number is included in the packet. Corliss noted that a State inspection is required. Johnson noted that is only possible after the Fire Department signs off on it.

Corliss noted that something that is not in the regulations, but is needed is an site plan for the existing commercial enterprise.

Parisi noted that the abutters list is not on the plan. Brodbine noted that the last page does have abutters listed. It was noted that the page is a plan from when they wanted to divide the property, but that could be updated to show current abutters.

Corliss noted he does not believe it is complete enough for review.

McKeon noted that it used to be an ice cream place and that may be the last approved site plan on that property before Wesfield bought it and moved their warehouses there. It was noted that was probably 20 years ago.

Johnson noted that her proposal is a roadside food cart and she does not understand all of the things that is being asked. Johnson noted that she has given everything that she has. Mary left and her husband came on noting that she has given everything that has been asked and has talked to many people in the Town and nobody seems to know what she needs in order to get this approved.

McKeon noted that if Mary was to work with Andrew, he could get the site plan and give some assistance. Mr. Johnson noted that she got a lot of the information provided from Andrew. Corliss noted that it sounds like the interface with the Town was not good, but this is the Planning Board and the first the board is hearing of it is with the application. Koopmann asked if the EDC could be of help in situations like this. Aldrich noted that they could, but due to COVID, they have been unable to meet.

Mr. Johnson asked exactly what she had to do. Corliss noted that the board needs a complete application as determined by the board which lets the board discuss the application and then vote to

accept or deny. Corliss noted without a complete application, the board cannot hold a hearing. Corliss stated that he understands it is just a food truck, but noted that the board does not have a food truck in the regulations to point to and say this is what is needed. Mr. Johnson asked if that meant the board does not know what she needs. Corliss noted that if you want to start a business, you have a site plan and you own the property and do a normal site plan. It was noted that Lachenal will send the information from this meeting to the applicant via email this week.

Items for Information

Corliss asked Aldrich if the Selctboard had thoughts on a new member. Aldrich noted that they are working on it as it has only been a week and a half and COVID-19 is still a major component that is put in front of the board consistently.

Other Business

Items for signature

Adjournment

Jon McKeon moved to adjourn at 9:16 P.M. The motion was seconded by Joe Brodbine and passed unanimously by roll call vote.

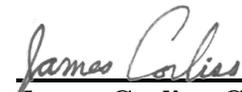
The next meeting will be held virtually at 6:00 PM May 18, 2020, please see the Town Website calendar (<https://chesterfield.nh.gov/events/>) for the meeting ID.

Respectfully Submitted by:

Patricia Lachenal

Planning Board Secretary

Approved by:



James Corliss, Chair

3JUN2020

Date