



TOWN OF HUDSON

Planning Board

Vincent Russo, Chairman

Rick Maddox, Selectmen Liaison



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HUDSON PLANNING BOARD MEETING MINUTES January 22, 2014

I. CALL TO ORDER

Chairman Russo called this Planning Board meeting to order at 7:05 p.m. on Wednesday, January 22, 2014, in the Community Development's Paul Buxton meeting room in the Hudson Town Hall basement.

II. PLEDGE OF ALLEGIANCE

Chairman Russo asked Ms. McGrath to lead the assembly in pledging allegiance to the Flag of the United States of America.

III. ROLL CALL

Chairman Russo asked Secretary van der Veen to call the roll. Those persons present, along with various applicants, representatives, and interested citizens, were as follows:

Members

Present: James Barnes, Glenn Della-Monica, George Hall, Vincent Russo, Ed van der Veen, and Richard Maddox (Selectmen's Representative).

Members

Absent: Tim Malley (excused).

Alternates

Present: Marilyn McGrath and Jordan Ulery.

Alternates

Absent: Charles Brackett (excused) and Nancy Brucker (Selectmen's Representative Alternate, excused).

Staff

Present: Town Planner John Cashell.

Recorder: J. Bradford Seabury.

IV. SEATING OF ALTERNATES AND ANNOUNCEMENTS

Chairman Russo seated Ms. McGrath in place of the absent Mr. Malley. He then announced that the next order of business would be election of officers for the 2014 year..

V. ELECTION OF OFFICERS

Chairman Russo asked for a nomination for the position of Chairman.

Selectman Maddox nominated Mr. van der Veen as Chairman. Ms. McGrath seconded that nomination.

No other nominations being brought forward, Mr. Hall moved to close all nominations and to elect Mr. van der Veen by acclamation.

Mr. Barnes seconded the motion.

VOTE: Chairman Russo called for a verbal vote on the motion. All members voted in favor except for Mr. van der Veen, who abstained, and Chairman Russo declared the motion to have carried (6-0-1).

Chairman Russo asked for nominations for the position of Vice-Chairman.

Mr. Barnes nominated Mr. Hall for the position of Vice-Chairman. Selectman Maddox seconded the nomination.

No other nominations being brought forward, Mr. Barnes moved to close the nominations and to elect Mr. Hall as Vice-Chairman by acclamation. Mr. Della-Monica seconded the motion.

VOTE: No further comment being brought forward, Chairman Russo called for a verbal vote on the motion to elect Mr. Hall as Vice-Chairman by acclamation. All members voted in favor except for Mr. Hall, who abstained, and Chairman Russo declared the motion to have carried unanimously (6-0-1).

Chairman Russo asked for nominations for the position of Secretary.

Ms. McGrath moved to nominate Mr. Malley for the position of Secretary. Mr. Barnes seconded the motion.

Chairman Russo asked for a motion to close nominations and to elect Mr. Malley by acclamation. Ms. McGrath so moved; Mr. Hall seconded the motion.

VOTE: Chairman Russo called for a verbal vote on the motion. All members voted in favor, and Chairman Russo declared the motion to have carried unanimously (7-0).

Mr. Russo then turned the gavel over to Mr. van der Veen the newly elected Chairman, adding that he would take over as Acting Secretary.

Selectman Maddox expressed thanks to Mr. Russo for his long service as Planning Board Chairman, eliciting a round of applause.

VI. MINUTES OF PREVIOUS MEETING(S)

A. 11/02/11 Minutes - 01/22/14 Packet

Chairman van der Veen addressed the minutes for the meeting of November 2, 2011, asking if there were any changes or corrections.

Mr. Della-Monica said he had found nothing in the 11-02-11 minutes to change. No change requests being brought forward by other attending members, Mr. Della-Monica then moved to approve the minutes as submitted.

Ms. McGrath seconded the motion.

VOTE: Chairman van der Veen called for a verbal vote on the motion. All members present voted in favor, and Chairman van der Veen declared the motion to have carried (7-0).

B. 04/11/12 Minutes - 01/22/14 Packet

Chairman van der Veen addressed the minutes for the meeting of April 11, 2012, asking if there were any changes or corrections.

Mr. Della-Monica requested the following changes:

- Page 6, 4th paragraph, last line – change “ion” to “on.”
- Page 9, last paragraph — probably should say asked about the partition noted on the plan.

No further changes or corrections being brought forward, Ms. McGrath moved to accept the 04-11-011 minutes as amended; Mr. Hall seconded the motion.

VOTE: Chairman van der Veen called for a verbal vote on the motion. All members present voted in favor, and Chairman van der Veen declared the motion to have carried (7-0).

C. 06/06/12 Minutes - 01/22/14 Packet

Chairman van der Veen addressed the minutes for the meeting of June 6, 2012, asking if there were any changes or corrections.

Mr. Della-Monica requested the following changes:

- Page 3, 6th paragraph, 4th line — “damn” should be “dam” in two places.
- Page 7, Item C, 3rd paragraph, 2nd line — the word “spending” before “legislation” should be “pending.”
- Same page, last paragraph, 3rd line — there should be a beginning quotation marks ahead of “lot.”
- Page 8, last paragraph — He said the last two lines did not make sense to him; saying there should be an opening quotation mark somewhere in the last sentence but it did not seem to relate to what Mr. Ulery had said. He suggested that the Recorder should review the audio record.

No further changes or corrections being brought forward, Ms. McGrath moved to accept the 06-06-12 minutes as amended; Mr. Barnes seconded the motion.

VOTE: Chairman van der Veen called for a verbal vote on the motion. All members present voted in favor, and Chairman van der Veen declared the motion to have carried (7-0).

D. 08/01/12 Minutes

- 01/22/14 Packet

Chairman van der Veen addressed the minutes for the meeting of August 8, 2012, asking if there were any changes or corrections.

Mr. Della-Monica said he had found no corrections.

No changes or corrections being brought forward by other members, Mr. Della-Monica moved to accept the minutes as amended; Ms. McGrath seconded the motion.

VOTE: Chairman van der Veen called for a verbal vote on the motion. All members present voted in favor, and Chairman van der Veen declared the motion to have carried (7-0).

VII. CASES REQUESTED FOR DEFERRAL

No cases had requested deferral from this scheduled date.

VII. CORRESPONDENCE

Handout items in the meeting packet were taken up under **Other Business** at the end of the meeting.

IX. PERFORMANCE SURETIES

A. Road Guarantee Estimate Form - Jarry Subdivision

Reference: memo from Patrick Colburn, Town Engineer, to John Cashell, Town Planner, dated January 2, 2014

Chairman van der Veen read aloud the letter of petition for the case identified above.

Selectman Maddox moved to establish a security in the amount of \$172,599.25 for the completion of the Jerry subdivision (Bush Hill Road and Moose Hill Road, Map 207/Lot 008) in its entirety, and in accordance with the written recommendations of the Town Engineer, Patrick Colburn [see interoffice memo in file, dated January 2, 2014], noting that the said security shall be established in the form of a Hamptons-style letter of credit or cash deposit held by the Town.

Ms. McGrath seconded the motion.

VOTE: Chairman van der Veen called for a verbal vote on the motion. All members voted in favor, and Chairman van der Veen declared the motion to have carried unanimously (7-0).

Chairman van der Veen affirmed that Mr. Russo was serving as the Acting Secretary for this evening's meeting.

X. ZBA INPUT ONLY

No **ZBA Input Only** items were addressed this evening.

XI. DESIGN REVIEW PHASE

No **Design Review Phase** items were addressed this evening.

XII. OLD BUSINESS

No **Old Business** items were addressed this evening.

XIII. DESIGN REVIEW PHASE

No **Design Review Phase** items were addressed this evening.

XIV. CONCEPTUAL REVIEW ONLY

No **Old Business** items were addressed this evening.

XV. NEW BUSINESS/PUBLIC HEARINGS

No **New Business** items were addressed this evening.

XVI. OTHER BUSINESS

A. Discussion on the Cost Allocation Procedure (CAP) Fee Assessment Update Report, prepared by VHB, Inc.

Town Planner Cashell recalled the prior discussion and then reviewed the Board's decision at the January 8, 2014, meeting.

Selectman Maddox said he had talked with the Board of Selectmen, and the Selectmen had requested a meeting with the Town Attorney. He said he would report back when the Board of Selectmen decided where to go, following that consultation.

Ms. McGrath moved to defer further action on this matter to the meeting of February 26th, 2014. Selectman Maddox seconded the motion.

VOTE: Chairman van der Veen called for a verbal vote on the motion. All members voted in favor, and Chairman van der Veen declared the motion to have carried unanimously (7-0).

B. Discussion of Capital Improvements Program (CIP) for Fiscal Year 2016.

Town Planner Cashell reminded the Board members that at the January 8th meeting the Board had requested Selectman Maddox and Selectman Brucker to bring this matter up before the Board of Selectmen and for them to consider requesting the Planning Board to conduct a CIP for FY2016. He noted a staff report on the item, together with a letter from the Chairman of the Board of Selectmen had been provided in the meeting packet, authorizing the Planning Board to conduct a CIP, as requested.

Mr. Cashell noted that there were a number of issues that could be discussed and taken action on this evening. He said his staff report gave a report on the 16 projects that had been voted on by the CAP Committee in 2008, ranging from infrastructure projects to water improvement projects, as well as some Benson Park projects and some school improvement projects. He noted that he had included a detailed description of the seven-step process required for each project. He said that the CIP committee would conduct the CIP and then rank the projects and submit them in a report to the Board of Selectmen and the Budget Committee. He then pointed out that the sole purpose of a CIP was for the budgetary purposes of the community, so that the community through the Selectmen and the Budget Committee could plan for the needs of the community and finance those projects—adding that it was up to the Selectmen and the Budget Committee to determine what projects would be done and in what year they would be funded. He emphasized that the actual implementation sequence of the projects might change, depending on the budget and other factors.

Town Planner Cashell said the Planning Board Chairman would appoint the members of the CIP Committee, consisting of a chairman and two other volunteers from the Planning Board, in addition to four other citizens. He noted that there was also a lot of administrative work to be done "behind the scenes," noting that letters would be sent out to department heads, asking them to participate in the process. As

coordinator, he would then retrieve the electronic responses and start the meeting schedule.

Referring to Page 6 of 16 of the second report, he noted there was a tentative schedule outlined, with the process beginning on Friday March 28th, with all departmental responses due by that date, and with the Committee to have its first organizational discussion on Monday, April 14th, meeting with the Community Development Department, the Library, and the Recreation Department. Then the next meeting would take place on Monday, April 21st, reviewing proposals from the School Department, the Police Department, and the Fire Department,. Then, on the following Monday, April 28th, the CIP Committee would review proposals from the Highway Department, Conservation Commission, Board of Selectmen, and any public proposals and proposals from the Benson Park Committee . He said the CIP then would move toward prioritizing the projects in accordance with the Master Plan, with the published draft to be distributed on June 11th, with a public hearing and Planning Board vote on the CIP on June 25th, followed by a July 11th distribution of the final report.

Selectman Maddox said this looked like the same old form, noting that Mr. Hall had always had heartburn with this. He asked if there were anything newer, using a better formula. Mr. Cashell said he would suggest to the department heads that they feel free to narrate their proposals in any format they might want, saying he would try to do everything electronically (PowerPoint, etc.).

Selectman Maddox said his concern was about the evaluation criteria. He asked if Town Planner Cashell could check with other communities to see if there were anything more modern being used by those communities.

Selectman Maddox asked why there was such a gap between April and June, asking if that calendar could be tightened up. Town Planner Cashell said there was a lot involved in producing the final report, saying it always took longer than anticipated. He emphasized that this was only a tentative schedule.

Selectman Maddox noted that the budget process would be in progress by March 28th, and he questioned having everything on three Mondays in a row, reiterating his question as to whether there was something else being used by other communities.

Town Planner Cashell said it made sense to give the department heads as much time as they needed in order to do a good job.

Mr. Della-Monica clarified for the viewing public that capital improvement projects were defined as nonrecurring expenditures for projects or facilities having a useful life of at least five years and generally involving a gross expenditure of at least \$50,000, excluding vehicles, adding that it was not repaving roads or not any ongoing things, but special projects.

Mr. Ulery asked if the electronic presentations could be made available online ahead of time, thereby saving time at the public hearing. Chairman van der Veen expressed agreement. Mr. Ulery clarified that the online material could be in whatever format the department heads wanted. Selectman Maddox suggested that Town Planner Cashell talk to the IT Director, to make sure this was feasible.

Town Planner Cashell noted the issues of requiring the department heads to go before the Board of Selectmen first, to get a go/no-go decision, before coming to the CIP Committee.

Mr. Della-Monica suggested getting the material set up in a twitter account.

Mr. Russo noted that the public hearings did not get a lot of attendees, saying the longest part of the meeting was the presentations.

Mr. Ulery said it seemed to him that if department heads wanted something they would do a good job of justifying it. He said departments could not sell but could present well.

Selectman Maddox said he had always considered the CIP process to be "Off-Broadway," giving the department heads an opportunity to stretch their legs. He said the Board of Selectmen had said "No" to some things in the past because there either was not the money or not the will to press these things forward. He noted that this year the Board of Selectmen was trying to separate the water and sewer utilities, and he suggested that the Board might want to separate projects for those entities in the CIP.

Chairman van der Veen said the first motion pertained to naming the chairman of the CIP, as well as appointing two other members. He asked if anyone wished to volunteer. Mr. Russo noted that he was too busy right now. Mr. Hall said he would volunteer, but he pointed out that the CIP Committee chairman should be appointed by the Planning Board Chairman, not voted in by the Planning Board members. Chairman van der Veen said he would take Mr. Hall's suggestion, and he then appointed Mr. Hall as Chairman of the CIP Committee relative to developing the FY2016 CIP for the Town of Hudson in compliance with the requirements set forth in NH RSA 64:5, and he further appointed Mr. Della-Monica and Mr. Malley as Planning Board volunteers.

Town Planner Cashell suggested deferring further action on this matter to the meeting of February 26, 2014, noting that the combined meeting of Planning Boards from Hudson, Pelham, and Litchfield would take place on February 12th, with the Nashua Regional Planning Commission (NRPC) making a presentation to those boards at that meeting.

Mr. Russo moved to defer further action on the FY 2016 CIP, date specific, to the February 26, 2014, meeting, noting that the Town Planner at that time would report to the Board on the status of CIP requests sent to all Town department heads, et al, and present a proposed schedule for the CIC meetings as well as the status on the other prospective CIC members.

Mr. Della-Monica seconded the motion.

VOTE: Chairman van der Veen called for a verbal vote on the motion.
All members voted in favor, and Chairman van der Veen
declared the motion to have carried unanimously (7-0).

C. Natural Gas

Town Planner Cashell referenced a 01-09-14 communication from Kinder-Morgan in the handout packet. He said there would probably be a public hearing with an official

within the next year or so, noting that this was a 250-mile gas-line upgrade, with most of the construction taking place in 2017. He said breaking into the existing right-of-ways would be within the purview of the Board of Selectmen.

D. Granite Range Gun Shop

Town Planner Cashell referenced a 01-13-14 zoning determination form Zoning Administrator Oleksak, saying there was a possibility of another firing range coming before the Planning Board, but that might be many months off.

E. Resignation

Mr. Barnes noted that he had missed several meetings because of work obligations and conflicts because of his involvement with the Budget Committee. He then stated that he had reluctantly decided to resign from his position on the Planning Board, at least on a temporary basis, adding that was his last night with the Board. He noted that he would have missed three meetings in a row if the December meeting had not been canceled, adding that he believed that missing three meetings in a row was a milestone at which people started watching.

Members of the Board expressed regret at this decision, and Mr. Della-Monica expressed thanks for Mr. Barnes's past 13 years of service, eliciting applause all around.

XVII. ADJOURNMENT

All scheduled items having been addressed, Mr. Russo moved to adjourn; Ms. McGrath seconded the motion.

VOTE: Chairman van der Veen called for a verbal vote on the motion.
All members voted in favor.

Chairman van der Veen then declared the meeting to be adjourned at 8:02 p.m.

Date: January 22, 2014

Edward van der Veen, Chairman

J. Bradford Seabury, Recorder

Vincent Russo, Acting Secretary

These minutes were accepted as submitted following review at the 02-26-14 Planning Board meeting.