

**PUBLIC MEETING  
TOWN OF HUDSON, NH  
JANUARY 22, 2014**

The Town of Hudson Planning Board will hold a regularly scheduled meeting on Wednesday, January 22, 2014 at 7:00 p.m. in the “Buxton Community Development Conference Room” at Town Hall. The following items will be on the agenda:

- I. CALL TO ORDER BY CHAIRPERSON AT 7:00 P.M.
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. SEATING OF ALTERNATES
  
- V. **ELECTION OF OFFICERS**
  
- VI. MINUTES OF PREVIOUS MEETING(S)
  - A. 11/02/13 Minutes - 01/22/14 Packet
  - B. 04/11/12 Minutes - 01/22/14 Packet
  - C. 06/06/12 Minutes - 01/22/14 Packet
  - D. 08/01/12 Minutes - 01/22/14 Packet
  
- VII. CASES REQUESTED FOR DEFERRAL
- VIII. CORRESPONDENCE
  
- 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
  
- X. ZBA INPUT ONLY
- XI. PUBLIC HEARINGS
- XII. OLD BUSINESS/PUBLIC HEARINGS
- XIII. DESIGN REVIEW PHASE
- XIV. PRELIMINARY SUBDIVISION REVIEW ONLY
- XV. NEW BUSINESS/PUBLIC HEARINGS

XVI. OTHER BUSINESS

- A. Discussion on the Cost Allocation Procedure (CAP) Fee Assessment Update Report, prepared by VHB, Inc.
- B. Discuss Capital Improvements Program (CIP) for Fiscal Year 2016.

XVII. ADJOURNMENT

All plans and applications are available for review in the Planning Office. Comments may be submitted in writing until 10:00 a.m. on the Tuesday prior to the day of the meeting.

The public is invited to attend.

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John M. Cashell  
Town Planner

POSTED: Town Hall, Library, Post Office – 01-10-14

**ELECTION OF NEW OFFICERS FOR THE 2014 CALENDAR YEAR**

**Position of Chairman:**

Vice-Chairman Hall shall address the need to elect new officers for reorganization of the Board, and shall first ask for a nomination for the position of chairman.

\_\_\_\_\_ nominated by \_\_\_\_\_ to be Chairman.  
\_\_\_\_\_ seconded the motion. \_\_\_\_\_ moved to  
close the nominations and to elect \_\_\_\_\_ as Chairman by acclamation.  
\_\_\_\_\_ seconded the motion.

**VOTE:** Vice-Chairman Hall shall then call for a verbal vote on the motion. All members voted \_\_\_\_\_, and Vice-Chairman Hall shall declare the

**Position of Vice-Chairman:**

\_\_\_\_\_ nominated \_\_\_\_\_ as Vice-Chairman.  
\_\_\_\_\_ seconded the motion. \_\_\_\_\_  
moved to close nominations and to elect \_\_\_\_\_ as Vice-Chairman by  
acclamation. \_\_\_\_\_ seconded the motion.

**VOTE:** Vice-Chairman Hall shall then call for a verbal vote on the motion. All members voted \_\_\_\_\_, and Vice-Chairman Hall shall declare the motion to  
have carried \_\_\_\_\_.

**Position of Secretary:**

\_\_\_\_\_ nominated \_\_\_\_\_ as Secretary.  
\_\_\_\_\_ seconded the motion. \_\_\_\_\_ moved to  
close nominations and to elect \_\_\_\_\_ by acclamation.  
\_\_\_\_\_ seconded the motion.

**VOTE:** Vice-Chairman Hall shall then call for a verbal vote on the motion. All members voted \_\_\_\_\_, and Vice-Chairman Hall shall declare the motion to have carried  
\_\_\_\_\_.



**Establish Surety for Jarry Subdivision  
STAFF REPORT**

January 14, 2008

**SITE:** 123 Bush Hill Rd. & Moose Hill Rd. Map 207/Lot 008

**ZONING:** G-1

**PURPOSE OF PETITION:** To establish a surety for the Jarry Subdivision, Map 207/Lot 008, in the amount of \$172,599.25, in accordance with the Town Engineer, Patrick Colburn's, written recommendation, dated January 2, 2014, together with the associated Road Guarantee Estimate Form.

**RECOMMENDATION:** Per the written recommendation of the Town Eng., the board vote to establish a surety for this subdivision in the recommended amount of \$172,599.25.

**DRAFT MOTION:**

I move to establish a surety in the amount of \$172,599.25 for the completion of the Jarry Subdivision (Bush Hill Rd & Moose Hill Rd., Map 207/Lot 008) in its entirety, and in accordance with the written recommendation of the Town Engineer, Patrick Colburn, see Interoffice Memo in file, dated January 2, 2014. Note: said surety shall be established in the form of a Hampton-style letter of credit or cash deposit held by the Town.

Motion by: \_\_\_\_\_ Second: \_\_\_\_\_ Carried/Failed: \_\_\_\_\_.

# **CAP Fee Assessment Update**

Staff Report  
January 22, 2014

This item is on the agenda, relative to the board's Jan. 8<sup>th</sup> meeting. Wherein, Selectman Maddox agreed to present this CAP Fee Assessment Update proposal to the Board of Selectmen, relative to determining whether or not they support it, and are willing to fund its elements. That is, any engineering plans and the Town's share of actual road improvements that result from same.

In addition to the above, Selectman Maddox was going to request Atty. Buckley's presence before the BOS, relative to discussing with him whether or not the Town has to adopt the update with, at minimum, two districts.

Two other remaining outstanding issues concerning the Update involve:

- 1) Developing a list of road improvement projects, exclusive to capacity building, and relative to developing the nexus for the collection and expenditure of CAP Fees.
- 2) Holding the requisite public hearing after the above-cited issues are resolved.

NOTE: prior to the meeting, if I hear from Selectman Maddox on any updates concerning the above-cited matters, I will prepare DRAFT MOTIONS for the board's consideration accordingly and in time for the meeting.

# **Update on the Capital Improvements Program (CIP) for FY2014**

## **Staff Report**

January 17/March 13, 2013

This item is on the agenda, per board action at the Jan. 8<sup>th</sup> meeting, wherein, the board requested Selectmen Richard Maddox and Nancy Brucker to request the BOS to have the Planning Board conduct a CIP for FY2016. This was accomplished at the Jan. 14<sup>th</sup> BOS meeting, i.e., at said meeting the BOS voted unanimously to have the Planning Board conduct a CIP for FY2016. Please see attached letter from BOS Chairman, Richard Maddox, dated Jan. 16, 2014.

For Wednesday evening, the board can discuss this matter, relative to determining who would like to volunteer to serve on the CIP Committee (a.k.a. Capital Improvements Committee (CIC)), scheduling the associated CIP meetings, which would be at least 2 months out from Wednesday night's meeting.

NOTE: staff offers two months, because letters and forms have to be sent out to all department heads, requesting that each submit to the CIC their CIP projects and a 6-year CIP for their department. Also included in said 2-month timeframe is the requirement that each department head submitting a CIP, first submit it to the BOS, relative to determining whether or not this latter body supports the proposed CIP projects.

Attached, herewith, please also find the document entitled: "Capital Improvement Program Process Description". This document includes the steps and processes involved in conducting a CIP. For Wednesday night's meeting, at minimum, relative to starting this year's CIP, the board may want to move to assign the chair of the CIC (who shall be a Planning Board member appointed by the Planning Board Chairman) and seek two volunteer Planning Board members, as members of the CIC. Section 2.1 of the attached Capital Improvement Program Process Description, describes the CIC member composition, including how the chair is appointed (i.e., Step 7: Adopt and Implement the CIP, starting at the bottom of pg. 129 and continuing through the top portion of pg. 130), and read (in-part) as follows:

2.1 The chairman of the CIP Committee shall be a member of the Planning Board, appointed by the chairman of the Planning Board (top of page 130 of the subject document).

2.2 The Town Planner is designated as the central coordinator of the CIP process.

2.3 Two (2) members of the Planning Board, other than the CIP Committee Chairman.

2.4 One representative from the School Board, the Budget Committee, and the Board of Selectmen and one Town resident.

2.5 The Finance Director shall serve in an advisory role.

**DRAFT MOTIONS** for the board's consideration:

Vice Chairman, George Hall moves:

I move to appoint \_\_\_\_\_, as the Chairman of the CIC, relative to developing the FY2016 CIP for the Town of Hudson, which shall comply with the requirements set forth in RSA 674:5 (included below in its entirety).

Motion by: \_\_\_\_\_; Second: \_\_\_\_\_; Carried: \_\_\_\_\_.

I move to defer further action on the FY2016 CIP date specific to the February 26, 2014 meeting, wherein, the Town Planner shall 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, as cited-above.

Motion by: \_\_\_\_\_; Second: \_\_\_\_\_; Carried: \_\_\_\_\_.

The following section of this report cites the status of the ranked FY2010 CIP projects. For the meeting, this list is provided for discussion purposes only, but should prove to be a valuable starting point for the CIC, relative to determining the historical and still relevant capital improvement projects the Town wants to complete.

## **Status of Projects Ranked in the FY2010 CIP**

- 1. Circumferential Southern Tier Two-Lane Feasibility Study** – In the fall of 2007 this study received \$15,000.00 in Community Technical Assistance Program (CTAP) funding. **Completed.**
- 2. Melendy Rd. Bridge Improvements** – Funding and construction for this project is scheduled for 2016. Project estimated to cost: \$100,000.00 with 80% funded by DOT and 20% by the Town.
- 3. 1.2 MGD Storage Tank - Barretts Hill Rd.** Funding for this Town water improvement project remains pending. Tentatively scheduled for construction by the Town in 2016.
- 4. Windham Rd. Booster Station** – Funding for this Town water improvement project remains pending. Tentatively scheduled for construction by the Town in 2016.
- 5. 5,200 L.F. 12” Water Main Barretts Hill Rd.** – Funding for this Town water improvement project remains pending. Tentatively scheduled for construction by the Town in 2016.



6. **Pelham Rd. Culvert at 2d Brook (Structural Upgrades)** – This project has been funded by the Town and construction is scheduled to commence in the summer of 2014.
7. **Police Department Expansion Project** – In 2007 this project did not receive the Board of Selectmen’s support, and as such, was not placed on the 2008 Town Warrant. This project was resubmitted as a FY2010 CIP project, but was not ranked. Rather, it will possibly come before the CIP Committee as a FY2016 project.
8. **Benson’s Train Depot Welcome Center (interior design)\*** Incomplete.
9. **County Rd. Bridge Upgrade** – Scheduled for DOT funding and commencement for construction in FY2016.
10. **Haselton Barn (remove roof, repair frame and replace with metal roof)\*** Pending.
11. **Alvirne High School ADA Improvements (i.e., elevator, chair lifts and bathrooms)** – Pending.
12. **H.O. Smith School Exterior Elevator** – Pending.
13. **Kimball-Webster School Administration Bldg. ADA Improvements (i.e., exterior chair lift serving all floors, ADA railing and vestibule)** - Pending.
14. **Hills House ADA Improvements (i.e., bathrooms, ramp and study to access 2d flr.)** - Pending.
15. **Development of Site Plan for Benson’s Train Center – Welcome Center – Relocate/Restore Historic Benson (renovate grounds) Historic Benson – (Renovate Office & Kitchen Building)\*** - Mostly Complete.
16. **Nottingham West School HVAC Upgrade** –Pending.

**Note:** the word “pending” above means funding and construction start dates have not been determined for the subject project.