



TOWN OF  
NEW LONDON, NEW HAMPSHIRE

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NEW LONDON PLANNING BOARD

April 10, 2018  
Meeting Minutes  
6:30 PM

**PRESENT:** Paul Gorman (Chair), Janet Kidder, Tim Paradis, Joseph Kubit, Elizabeth Meller, Jeremy Bonin, Bill Dietrich, Maryann McEnrue, Paul Vance, David Royle (Alt)

**OTHERS PRESENT:**

Adam Ricker, Town Planner  
Frank Anzalone

1. **Call to Order** - Note the order of the agenda may change per the Chair
2. **Review of minutes:** March 27, 2018 meeting.

**IT WAS MOVED (Jeremy Bonin) AND SECONDED (Janet Kidder) to accept the minutes of the March 27, 2018 Planning Board meeting with amendments. THE MOTION WAS APPROVED UNANIMOUSLY.**

3. **Planning Board Membership & Election of Officers**

Paul Gorman turned the meeting over to Bill Dietrich. Mr. Dietrich asked if there was a motion to appoint Paul Gorman as chair of the Planning Board.

**IT WAS MOVED (Elizabeth Meller) AND SECONDED (Tim Paradis) to appoint Paul Gorman as chair of the Planning Board. THE MOTION WAS APPROVED UNANIMOUSLY.**

Vice Chair – Bill Dietrich was nominated by Janet Kidder to be Vice-chair of the Planning Board.

**IT WAS MOVED (Janet Kidder) AND SECONDED (Jeremy Bonin) to appoint Bill Dietrich as vice chair of the Planning Board. THE MOTION WAS APPROVED UNANIMOUSLY.**

Secretary – Bill Dietrich nominated Jeremy Bonin to be Secretary of the Planning Board.

**IT WAS MOVED (Bill Dietrich) AND SECONDED (Tim Paradis) to appoint Jeremy Bonin as the Secretary of the Planning Board. THE MOTION WAS APPROVED UNANIMOUSLY.**

Chair Gorman wanted to thank Michele Houlton for the work she has done on the Planning Board. She has been on the board for many years and came to meetings prepared and provided helpful input. She worked hard to be fair. The Planning Board is grateful to her for the many years of service and she will be missed.

Chair Gorman welcomed new members Paul Vance and David Royle.

4. **Public Comment**- None

5. **PUBLIC HEARING – Frank Anzalone, Et Al - Final Site Plan Review.** Located at 20 Main Street. Tax Map 073-047-000 .73 +/- acres. Zoned Commercial (COMM). Applicant is applying to renovate & conversion to office space of existing 2,556 sq ft barn. The property has an existing 2-family dwelling

that will remain a 2-family dwelling. Additionally, the proposed site improvements include walking paths, site lighting, parking drainage, landscaping & utility connections. **Town received the application on March 12, 2018.**

Frank Anzalone attended the meeting to present the final site plan review for the property at 20 Main Street. In summary, the property has two structures on it. One is a two family and it will stay this way. The barn is the other structure and they are looking to convert the barn to office space. There will be four offices. The office space requires parking as well. The barn footprint will change as they plan to put a two story addition on it. The plan submitted had roof overhang that was in the setback so a modified plan show it no longer is. They are adding 14 parking spaces, mostly on the southern side. They are looking to put solar panels on the roof.

Joe Kubit asked about drainage issues. Mr. Anzalone stated they are well below the required green space and whatever water comes off the structure will go into two rain gardens. At the edge of the parking they are creating a trench filled with crushed stone which will store water as it is absorbed into the ground. Flowering trees will be planted and other landscaping will be done as well. Selectman Kidder asked about signage. Mr. Anzalone stated they will have a sign identifying the building and another sign identifying the four businesses' that will occupy the office space.

Joe Kubit asked if there were any comments from the abutters. Fred Mansfield is an abutter and added that with regards to the drainage, the work they are doing will make it better.

The lighting on the barn will be gooseneck fixtures that are shielded and will be pointed downward. Office hours will be typical business office hours from 8am-6pm.

Adam Ricker and Richard Lee spoke about the drainage along the parking lot. Mr. Richard Lee would like to see calculations that had been done. He also prefers a larger stone at the top so the voids are larger and they don't get clogged up as easily. Mr. Lee would like the board to consider a condition of approval that provides a maintenance plan submitted to the Department of Public Works every three years or so, that provides proof that the drainage system is working.

Mr. Anzalone provided the drawings showing they changed from the smaller stone to the larger stone. As far as the parking lot maintenance, one of the reasons they selected the method they did is because you can see when it's not working and it's easy to take care of. Mr. Ricker stated just an annual check in with DPW would be sufficient to say it's still working properly. Jeremy Bonin feels this shouldn't be required as this is beyond what is normally required for maintenance.

They do want to pave but would like to go one year with just the crushed stone base and once it settles then they will pave. They'd like a waiver for that. It can be stated that paving will be done 12 months after getting the zoning compliance permit.

Bill Dietrich inquired about the solar panels. Mr. Ricker stated that solar panels would require a building permit. We don't have a formal process yet as we didn't move forward with the ordinance, however as part of that process, we agreed that Nicole Gage will notify Fire Chief Lyon so he can educate the applicant.

Jim D'Angelis, resident of 93 Rowell Hill, attended and wanted to thank Mr. Mansfield for his input.

**IT WAS MOVED (Jeremy Bonin) AND SECONDED (Tim Paradis) to accept with the condition that there is a waiver to place asphalt per plans, one year from the zoning compliance permit, to allow for soil and gravel base to settle. THE MOTION WAS APPROVED UNANIMOUSLY.**

## 6. Other Business

Kearsarge School District – 1941 Building Cupola Monument. Located at 115 Cougar Court. Tax Map 073-076-000. 26.59 +/- acres. Zoned Residential (R2). The School will present the plans for the 1941 Building cupola monument.

Todd Fluery, Facilities Director for Kearsarge Regional School District attended to discuss the Cupola project. He distributed a picture that shows the plan to take the cupola that was saved from the top of the 1941 building and move it closer to Main Street. It will be in a prominent location and showcases what a beautiful structure it is. All approvals are in place.

It will sit on a brick base and will have piers underneath to protect from frost.

Maintenance will be done by the school system in collaboration with the town.

The cupola is in excellent shape and there won't be much that needs to be done to it. There will be lighting installed.

## **7. Master Plan Update**

The Master Plan subcommittee met this morning. Jeremy Bonin reported at the last meeting they were 60% done with the questionnaire and now they are about 80% done with it. At the next meeting they hope to have a final draft ready. They took the New London questionnaire from 2008 which was 15 pages long and revised it using Wilmot's 5/6 page questionnaire as a model. They are eliminating redundancy and targeting zoning. The goal is to get the questionnaire out around Memorial Day. They will allow 4-6 weeks to return it. It was suggested to delay it so it would go out mid-June and have it sent back in August around Hospital Days. Maryann McEnrue suggested sending reminders to get a better response. Chair Gorman suggested putting ads in the Shopper to remind people to send it back. On June 23, 2018 there will be the 100<sup>th</sup> Anniversary celebration and the Strawberry Festival so they could be handed out there. The questionnaire will also be available online. There will also be assistance for those that are sight/hearing impaired.

Prior to the next meeting on April 24, 2018 at 5:00, the Chamber of Commerce will be attending to meet with the subcommittee.

Chair Gorman discussed the ordinance changes and the withdrawal of the solar proposal. He is hoping that this will be restarted as he doesn't want to lose sight of it. Tim Paradis stated that it was decided they would table it until after town meeting but the plan is to get started on it again soon.

## **8. Correspondence Received**

Adam Ricker shared correspondence from the Assisted Living Development project.

**9. Future Meeting Dates:** The next meeting is scheduled for Tuesday, April 24, 2018. Future meetings will be held on May 8<sup>th</sup> and May 22, 2018.

## **10. Motion to Adjourn**

**IT WAS MOVED (Jeremy Bonin) AND SECONDED (Elizabeth Meller) to adjourn.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

**The meeting was adjourned at 8:31 PM**

Respectfully submitted,

Trina Dawson  
Recording Secretary  
Town of New London