

DEERFIELD PLANNING BOARD
DEERFIELD, NEW HAMPSHIRE
JULY 24, 2013

MINUTES OF MEETING

Present: Board members Fred McGarry, Kate Hartnett, Alan O'Neal, Lisa Wolford, Peter Schibbelhute. Also present Planning Consultant Gerald Coogan and secretary Jane Boucher.

7:15PM Chair Fred McGarry called the meeting to order.

APPROVAL OF MANIFEST

Alan O'Neal moved to approve the manifest in the amount of \$202.50 and two time sheets for Jane Boucher. Peter Schibbelhute seconded. (\$202.50 KNA, time sheets 13 hours and 10 hours). Voted in favor.

APPROVAL OF MINUTES

Alan O'Neal moved and Kate Hartnett seconded to approve the minutes of June 26, 2013.

The following correction was made to the minutes:

Page 1 Paragraph 10: Correct to read "....Lisa Wolford withdrew her proposal."

SITE PLAN REVIEW REGULATIONS

Gerald Coogan provided information to be included in Section IV-4 "Design & Construction Standards for Drainage and Stormwater Management Facilities". A copy is attached to these minutes.

Lisa Wolford moved to adopt the Site Plan Review Regulations with additional information in compliance with " Extreme Precipitation in New York and New England" Technical Documentation & User Manual. Alan O'Neal seconded. Voted in favor.

Gerald Coogan will work with Steve Keach to add this information to Section IV-4 A 1.

BUDGET FOR 2014

Chair McGarry provided copies of the proposed budget for 2014. He noted that the bottom line is \$143.00 more. Chair McGarry reviewed line items for Part Time Employee, Mileage, Legal Services, PB Contract, Printing and Postage. At this time members went into the "archives" to view the Planning Board files. It was decided to add the expense of purchasing additional file cabinets to the 2014 Proposed Budget.

JACK METTEE/METTEE PLANNING CONSULTANTS
Jack Mettee was present.

Mr. Mettee reviewed the Scope of Work and Schedule of work for the Downtown Village and Corridor Project. A copy of the proposed scope and schedule of work is attached to these minutes.

Chair McGarry noted that he had met with the Board of Selectmen who approved the update of a "Design Charette".

Mr. Mettee said that the Board should set a date to meet with the design team to discuss the charette and input from the public.

It was agreed that a meeting be scheduled for October, 2013 (Oct. 26, 2nd choice Oct. 19) at the Town Hall beginning at 8:30-9AM. The Design Team will make a presentation to Department Heads followed by input from Department heads. A Public Workshop will be held in the afternoon followed by public input.

The Board reviewed the "Community Engagement Plan" noting contacts for the "Community". Lisa Wolford volunteered to contact the Deerfield Community Church, Deerfield Bible Church, Krist Nelson Community Center and Commerce Corner and Deerfield Historical Society. Alan O'Neal will contact the American Legion. The following names were added to the Plan: Pet Sitter, Lahr Transmission, J & B Power, Police Dept. Mike Greeley, Denise Greig, Kevin Barry, Farmers Market, Cemetery Commission, Deerfield FAir Association and Cornerstone.

Mr. Mettee will provide two or three questions for those making the contacts.

Leslie Boswack will be asked to schedule a meeting date with Department heads to meet with Mr. Mettee.

Mr. Mettee felt that the best choice for the project location was Deerfield Center.

Mr. Mettee added that this project will entail a great deal of work consisting of five two hour meetings. He suggested getting volunteers to serve on an "Advisory Committee" and report to the Board.

Chair McGarry will contact those who served on the previous advisory committee. Meetings will be held in October, November and December. Fred McGarry will serve as a member of the Planning Board.

SHAUNESSY RIGGING & TRUCKING

Gerald Coogan reported that he had spoken with Matt Burke

regarding his business which has been on the site since 1986 and never applied for a Site Plan. He said that he considers the site to be a pre-existing non conforming use. Mr. Coogan recommended that a benchmark be established of current business activities . Mr. Burke would supply this information in writing or at a Planning Board meeting. With the benchmark established, any future expansions or change of use could trigger a site plan review.

ROLLINS EXCAVATION

Chair McGarry reported on the site visit to Rollins Excavation. He said that Steve Rollins agreed to add six additional trees by the end of the month. It was noted that no updated plan had yet been received.

Fred McGarry will write to Nellie and Steve Rollins confirming the plantings and submission of an updated plan.

The meeting was adjourned at 9:45PM.

Recorded and transcribed by Jane Boucher
Pending Approval by the Planning Board

Subj: Fw: DSPRRs --- Section IV - \$ Stormwater Mgt
Date: 7/23/2013 8:22:11 P.M. Eastern Standard Time
From: gcoogan@tds.net
To: f5fy@aol.com
Hi Jane:

Good morning. Please print the e-mail below for the 7/24/13 DPB meeting.

Thank you.

Jerry

----- Original Message -----

From: Gerald Coogan
To: Fred McGarry ; Kate Hartnett ; Lisa Wolford ; Peter Schimpehute ; Alan O'Neal
Cc: Jane Boucher ; Steven B. Keach
Sent: Thursday, July 11, 2013 6:56 AM
Subject: DSPRRs --- Section IV - \$ Stormwater Mgt

To all,

Please see the paragraph below. The new language is in italics. In preparing this language, I contacted Dr. Cam Wake, Rob Roosen, the UNH Stormwater Center and Steve Keach; Fred provided the valuable wording. Please review and share your comments. Hopefully, with this language, the Board can adopt the Site Plan Review Regulations at the July 24th meeting.

Please advise and thank you.

Jerry

Section IV-4 Design & Construction Standards for Drainage and Stormwater Management Facilities

A. Analysis and Design of Improvements:

1. All analysis and corresponding calculations prepared and submitted for the purposes of demonstrating fulfillment of specific requirements of these Regulations shall be prepared and sealed by a Licensed Professional Engineer. For the purposes of these Regulations, the applicable minimum standard for stormwater analysis and design shall be identical to requirements established by the New Hampshire Department of Environmental Services, under Chapter ENV-Wq 1500 of the New Hampshire Code of Administrative Rules or *Extreme Precipitation Tables published and maintained by the Northeast Regional Climate Center at Cornell University, whichever results in the highest rainfall intensity for the design storm(s)*, whether or not an Alteration of Terrain Permit is required pursuant to the authority of those Rules. To the extent applicable, all drainage and stormwater management facilities and infrastructure shall be designed so as to comply with these same Rules.

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May 30, 2013

Mr. Frederick McGarry, Chairman
Deerfield Planning Board
P.O. Box 159
8 Raymond Road
Deerfield, New Hampshire 03037-0159

Re: Downtown Village and Corridor Project
Deerfield, New Hampshire

Dear Mr. McGarry:

Mettee Planning Consultants (MPC) is pleased to submit this letter/agreement to provide Professional Planning Services for the above referenced project. This letter will outline the Scope of Work, Schedule of Work and Fees for Consulting Services to complete this project.

Project Objective

- To review and seek public input on the effectiveness of the town's existing Commercial/Industrial Flexible Overlay District.
- Develop a community-supported ordinance for establishing a new Village Overlay Zone or Zoning District where mixed uses that would be permitted by right or by conditional use permit as a potential warrant article for the 2014 Town Meeting.

Project Coordination

MPC, in conjunction with the Deerfield Town Planner and Planning Board Chairman, will be responsible for overall coordination of the project. Such responsibilities will include administrative activities, establishing a final schedule, reviewing key information and conducting interviews, and Planning Board/Advisory Committee meetings.

Scope of Work

Introduction

The following scope of work is based primarily on the work program prepared by the town and SNHRPC for the CPG application. There may be some adjustments based upon my best understanding of the project as well as the time commitment of the Mettee Team. In some

instances, I will assume that the town staff and town planner can play an important role such as in the public outreach component.

Task 1: Data Collection & Research

Review the town's existing zoning regulations, particularly the Commercial/ Industrial Flexible Overlay District; compare with other communities in the region; interview building inspector and town planner about use of current overlay district implementation and identify areas/sections of the regulation which can be improved.

Task 2: Public Outreach/Social Media

- Coordinate and facilitate a "public listening session" both at the beginning and end of the project
- Develop and distribute a project fact sheet to be posted at the town office building
- Prepare press releases and articles for the newspapers.

Also coordinate with town planner and staff who undertake the following:

- Set up section of town website for this project to upload announcements, fact sheets, etc.
- Work with Deerfield Welfare Office and Recreation Department to reach out and engage the underrepresented populations.
- Outreach to Deerfield's lower income households will be coordinated with the town's welfare officer, Denise Greig.
- Home renter populations will be identified with assistance from the Deerfield Assessors office to establish a mailing campaign addressing these households.
- Youth groups will be contacted through assistance of Deerfield Parks and Recreation Director.

Task 3: Meetings with Planning Board

Attend a total of 5 Planning Board meetings scheduled over the course of the project.

Task 4: Public Workshops

Attend 2 public workshops will be held to seek public input on the possible zoning concepts and alternatives. (From Tasks 5 and 6)

Task 5: Prepare New Zoning District Concepts & Alternatives

Prepare new zoning district concepts for discussion with the planning board and presented at public workshops in Task 4. In addition, visually attractive design guidelines will be prepared as part of the final zoning concept.

Task 6: Prepare Zoning District(s) Draft & Map

Prepare proposed zoning district ordinance and zoning map for discussion with planning board and presented at public workshops in Task 4. Up to three of the historic town villages will be considered for this new zoning district under this grant include Deerfield Center; the Deerfield Parade; and South Deerfield.

Task 7: Public Hearing(s) with Planning Board

Present proposed Zoning District(s) and Zoning Map at scheduled public hearing(s) with the planning board.

Task 8: Final Revisions/Adoption

Make edits and changes to ordinances based on input from public workshops/ hearings.

Task 9: Prepare Warrant Article(s)

If approved by Planning Board, convert final ordinance into warrant article(s) for 2014 town meeting.

Schedule of Work

We anticipate the following schedule:

Task	Project Timeframe
1. Data Collection & Research	June through December 2013
2. Public Outreach	August 2013 through October 2014
3. Meetings with Planning Board	June 2013 through June 2014
4. Public Workshops	September 2013 through September 2014
5. New Zoning District Concepts	August, 2013 through November 2013
6. Zoning District and Map	November 2013 through September 2014
7. Public Meetings	October - November 2014
8. Final Revisions	November-December 2014
9. Warrant Article	December-January 2014