



PLANNING BOARD  
TOWN OF EAST KINGSTON  
New Hampshire

2010-2011  
David F. Sullivan, Chairman  
Ron Morales, Vice Chairman

**MINUTES**

Work Meeting 13 May 2010  
7:00 pm

**AGENDA:**

- ◆ **Call to Order**
- ◆ **Approval** of April 15 minutes
- ◆ **Board Business**

**CALL TO ORDER:** The work meeting of the East Kingston Planning Board was called to order at 7:00 pm.

**ROLL CALL:** Mrs. White called the roll.

**Members:** Dr. RA Marston, Mr. D Sullivan, Mr. E Warren. Mr. D Pendell, ex-officio arrived at 7:35pm. Vice Chairman Mr. R. Morales had a conflicting meeting and was not able to attend.

**Alternates:** Mr. J. Cacciatore. Mr. P. Gilligan and Mr. R. Forrest were not in attendance. Mr. Gilligan had a conflicting meeting and was not able to attend.

**Advisors:** There were no advisors present.

Mr. Sullivan appointed Mr. Cacciatore as a voting member in Mr. Morales' place.

**Board Business**

The first item on the agenda was to approve the minutes of April 15. It was decided to wait until the regular meeting on May 20th for approval of the minutes as the full Board was not in attendance. Mrs. White noted Mr. Gilligan stated he would like to present an addendum to the April minutes, opining Mrs. White had not quite stated his intent in the discussion correctly.

**Plan NH Report**

Mr. Castagna's revised report was received, and a copy and the list of items they had asked him to provide in the new version had been distributed for review by the Board members before this meeting. Full discussion of this report was tabled until the May 20th meeting when the full Board would be present.

Mr. Warren opined that he was not pleased with what they got for what they paid, and did not consider it a valid document. To Mrs. White's question if she should send it to the website, he thought the Board should state that as a result of the charette, they learned that there is definitely an interest and found further investigation and research on the options needed to be conducted before proceeding.

## **Board Information**

### **RPC Questions**

Mrs. White had asked several question of Mrs. LaBranche; following are her answers.

- Did you find out anything about doing a traffic count?  
*Yes, RPC maintains 4 permanent traffic count locations in EK and 8 others along the surrounding town boundaries. I can provide a map and data table of this information at the PB meeting on 5/20.*
- Do you have some sample questions to include on a questionnaire?  
*I assumed work to develop a questionnaire would be part of a contract for the larger zoning/development/design project we discussed at the April meeting. I could locate a few sample questionnaires in the meantime for the 5/20 PB meeting.*
- What is the status of the scope of work for the Board?  
*I will draft a scope of work to provide at the 5/20 PB meeting. I'm not exactly sure what elements/content/products etc. the PB wants to pursue, so we may need to have a more detailed discussion about the contents of the scope of work.*
- You were going to e-mail the PDF files for the following to be included on the website:
  - "How to Establish a Local Agricultural Commission"
  - "Creating an Agricultural Commission in Your Hometown"
  - "Preserving Community Character"*These documents are available in .pdf on our website at <http://www.rpc-nh.org/CTAP/CTAP.dwt>. Scroll down to the "Agricultural Commission section of this page.*

Mr. Sullivan was going to find out if there was any money in the Planning Board budget to use for the 80/20 grant from RPC through transportation. *Mr. Sullivan reported that the budget was very tight, and they would need to discuss if they could include any monies towards this in next years' budget.*

### **Old P.O. Building**

A Mr. Charlie Perry had called Mrs. White for some information. He was interested in purchasing the old Post Office building at 14 Main Street and converting it into an office for his web design business. He would like to add an addition onto the left side of the building (if you are facing it, standing in front) which would be approximately 12' x 16'. He could add this addition and still maintain the 25' setback. He would perhaps side it with cedar in keeping with the rest of the style of the building. He likes the lines of the building and does not want to spoil the look; that's why he would not consider adding a second story. He wanted to know if the Board would consider the use before he proceeded any further to purchase the building.

The Board discussed this and noted if he kept within the setbacks in the ordinances, what he wanted to do would be a very acceptable use for that building and would not put undue stress on the septic system.

### **Light Industrial Park Tenant**

Mrs. White reported that a Mr. Simpson had approached her about becoming a tenant at the industrial park. She had provided him with all appropriate paperwork and the deadline schedule, and he was speaking to Mr. Masone about leasing for a metal recycling business. This could come before the Board within the next month or two.

## **Village Center District-Windham**

Mrs. White had read an article in the newspaper about approved businesses in Windham's Village Center District and had gone to acquire some pictures of the proposed buildings for the Board to review. Although Windham is on a very busy Route (111), it was still in their village district and she thought seeing the type of building they had proposed for this area might be of some benefit to the Board. She had taken some pictures and passed them around to the Board to look at the meeting.

## **Farmer's Market**

Mr. Warren noted since the last meeting and Mr. Morales' discussion, he had observed that farmer's markets he had passed were quite busy; a fact he had not noticed before.

Mrs. White noted that in one of the articles she had distributed to the Board regarding a new farmer's market in Salem, they had reported it was a community gathering place, which was one of the points Mr. Morales had brought up in his discussion. In the article, they stated: *"Salem doesn't really have a Main Street. There's not a place where people can come, where families can come."* The Salem Farmer's Market was going to be run by volunteers and the money from the table rental would go to the Recreation Committee.

Mrs. White had also handed out some examples of invitation letters, a new release, public notice, and charter for an Agricultural Commission that was included in the Agricultural session Mr. Morales had attended.

Mr. Warren received a Fire Call and left at 7:15pm.

## **Discussion**

The Board was going to discuss ways to let people know what's going on with the Town Center District or creating an Agricultural Commission. Or any suggestions for the sessions with the public to get the towns-people involved in extending the Town Center District or knowing what they can do with it.

Ms. LaBranche is working on a 5-question questionnaire for the Board to distribute to the Town. Mrs. White suggested drop-off places for the questionnaires to be returned - the Town Office, the Library, Jewett's, perhaps even the Post Office (she would need to find out about this one).

Mr. Cacciatore suggested putting the questionnaire up on the website and Mrs. White reminded the Board that it was not run by a Town employee, but an independently contracted person. This person could not be directed to collect that information, and no one in the Office had the capability to do so since the website was not maintained from the Selectmen's Office but at a satellite location.

Also, nothing can be sent out with the tax bills, and nothing can be sent home with kids from the school. Mrs. White noted something along the line of what the Fire Association does with the calendars might work - getting volunteers to each take a section of Town and deliver questionnaires to every home.

Mr. Sullivan reported he had gone to the OEP Conference on Saturday and had attended a very informative session on *"Engaging the Public in the Municipal Planning Process"*. They spoke on scoping surveys, which is what they were discussing now, and had touched on the advantages and disadvantages of each. Two disadvantages noted it was very expensive to distribute and had low return rates.

The Board discussed lack of participation at previous public meetings, so did not think there would be a large return of the questionnaire. The thought to include a stamped return envelope was the best way to get it returned, but this would double the cost. It was mentioned that if there was a function happening that

many people were attending, a questionnaire could be handed out as people entered and gathered back from the people when they left.

Mr. Sullivan opined perhaps the focus group concept would work, where the Board would sit down with a select group of people invited by the Board to gather opinions and ideas. Advantages of a focus group was that it was easy to conduct, provided detailed information, allowed for issue probing and stimulated thinking and discussion. Disadvantages are that ideas generated would not necessarily be welcomed by all, you get a small sample for the effort, information could be difficult to analyze, and quiet folks may not participate in the discussion.

Mr. Sullivan noted personal invitations appeared to make people more likely to participate rather than a blanket notice of a session. Mr. Cacciatore asked how that/those group(s) would be determined. He noted there needed to be a wide range of people from the Town involved. Mr. Sullivan noted two to three focus group sessions could be held, each with a variety of participants. Participants could bring the information back to their respective groups and disseminate it to the others who did not attend.

Mrs. White suggested asking representatives from the elderly communities who could bring the results of the discussion back to their respective condo boards and share with all the residents. Also suggested was targeting the PTO (which would need to wait until school was back in session again in the fall), the Library Committee, Recreation Committee, business owners, etc. Farmers and other agricultural people could be invited to discuss the possibility of forming an Agricultural Commission and having a farmer's market.

Mrs. White suggested they might want to think of going forward with the Agricultural Commission and Farmer's Market discussions now, and wait until the fall to get the other discussions going since families would be in vacation as summer is almost here. Possibly discussion with the senior developments could be held during the summer months.

Mr. Pendell arrived at 7:35pm. Mr. Sullivan brought him up-to-date on the discussions to this point.

Mrs. White showed Mr. Pendell the pictures from Windham and explained that Windham's Planning Board had even mandated that the applicant install a fence on the roof in the back of the buildings to shield the air conditioners. Mr. Pendell asked if East Kingston could do the same; did it have the power in their ordinance to make that mandate?. Although when the Town Center District was created the Board had anticipated converting existing buildings to multi-purpose, it was a feasibility that someone could purchase a property and tear the existing building to the ground to start all over again with some sort of business which was much more modern and needed large air conditioners on the roof.

Mrs. White will check the ordinance and with Ms. LaBranche for that answer for the Board.

## **Review**

Mr. Sullivan ask the Board to review the examples of invitation letters, a new release, public notice, and charter for an Agricultural Commission for some discussion next week at the regular meeting.

## **May Meeting**

Mrs. White reported there was the one Public Hearing for a eyelash stylist home occupation.

## **OEP Conference**

Mr. Sullivan reported that he attended the OEP Conference and a very good session on "Engaging the Public in the Municipal Planning Process". He gave information to Mrs. White to make copies for the Board.

**MOTION**: Dr. Marston **MOVED** the Planning Board adjourn. Mr. Pendell seconded. The motion passed unanimously.

Mr. Sullivan closed the meeting at 8:05 pm.

**HANDOUTS TO THE BOARD**

- May Selectmen's Calendar
- Various newspaper articles re: Farmer's Markets and Workforce Housing
- Selectmen's Meeting Minutes - April 25

Respectfully submitted,

*Barbara White*

Barbara A. White  
Recording Secretary

David Sullivan  
Chairman

Minutes approved June 10, 2010