

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**PLANNING BOARD**  
**Meeting Minutes**  
**July 12, 2016**

**Present:** Chairman McKenzie, Members, Deschenes, Despres, Devlin, Farmer, Gordon, Merrell and Selectmen's Representative MacIsaac

**Absent:**

**Staff:** JoAnne Carr, Director of Planning and Economic Development

**MEETING MINUTES APPROVAL**

No Action

**PRELIMINARY CONCEPTUAL**

7:00 – 7:15 Mari Brunner (SWRPC) – Partnerships to improve Community Health Initiative: Active Transportation Component Overview

Ms. Brunner spoke to the board about participating in Partnerships to improve Community Health Initiative. It's a collaborative effort with several different organizations to address the leading causes of death and disability in the region: lack of physical activity, poor nutrition and tobacco use. SWRPC is working on promoting active transportation. Ms. Brunner has come to the board to see if Jaffrey would like to participate in the program. It would involve working together and promoting complete streets in Jaffrey, supporting Safe Routes to School programs and coordinating a free bike rack program called "Rack it Up!". SWRPC would work with the town to help with education and awareness about complete streets and there will be a workshop to provide technical assistance. They would work with the schools on the safe routes to school program and the rack it up program is to promote bicycle commuting by increasing the number of secure bicycle parking spaces. The City of Keene and the Town of Swanzey have recently adopted complete streets policies.

Chairman McKenzie asked if there is documentation that shows these programs have a positive impact on downtown activity. Ms. Brunner replied that studies have been done across the country by the National Complete Streets Coalition and although the studies are mainly in more urban areas they have found a direct correlation between implementing Complete Streets and seeing a boost in economic activity. Documentation on the programs were shared with the board.

Member Gordon asked if the Town commissions SWRPC to do the plan. Ms. Brunner replied that they will do it for the town with the Town's input. SWRPC has the funding to do all of this for free; there would be no fee to participate. All three packages are grouped together, the Town as well as the schools just need to decide if they want to participate or not. Ms. Brunner stated that if the town decides to participate they only ask to meet with a Complete Streets task force, sub-committee or the Planning Board on a regular basis so as they are drafting the documents they can gather input. The task force or sub-committee does not have to be made up of only planning board members. The Town of Swanzey has a Task Force consisting of a member and alternate member from the planning board, their Road Agent and two community Members. They all worked together and brought it to the planning board. Meetings could be thirty minutes on a monthly basis depending on the activity level.

Melanie McDonald of Team Jaffrey feels this is a great opportunity for the town and at a time when there are several big projects converging.

Chairman McKenzie asked if there was a specific time frame. Ms. Brunner replied that it is a grant so there is a specific time frame which is the end of September and goes for a year.

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Selectmen's Representative MacIsaac asked if the schools have been contacted. Ms. Brunner replied that she will be talking with the schools and they would work with the schools even if the Town declines. Representative MacIsaac also commented that this sounds like it may be a duplication of effort in that when we get going with the round-about we will have a technical advisory committee which would be doing this. Ms. Carr replied that depending on the timing this is something that could feed information to the technical advisory committee; she sees it as a compliment.

Member Gordon asked what would indicate a yes to go ahead. Ms. Brunner replied that she would first like to know if the town is interested and if so they will work with the town. Due to a full agenda Chairman McKenzie suggested that they take her information and discuss it at the next meeting.

**CALL TO ORDER**

Chairman McKenzie called the public hearing to order at 7:00 p.m. Notice of the public hearing was posted in the Town Office building, the Library; copies were sent to the Planning Board, the Conservation Commission, and the Board of Selectmen.

**APPLICATION ACCEPTANCE**

1. PB 16-07 Greylock Properties, LLC (Cody Gordon) 250 North St., Map 237/Lot 55, Zone: Rural (without town water)

Site Plan Review – The applicant proposes the operation of a commercial landscaping business.

Waiver request – Proposed Plan:

Item #11 is dependent upon approval of a variance request to the ZBA; this meeting concluded on July 11. Chairman McKenzie asked Member Deschenes if this was granted. Member Deschenes explained that this request encompasses several areas on the site and they were acted upon individually. Each area has its own approved setback.

By unanimous vote the application was deemed to not be one of regional impact.

On a motion by Deschenes, seconded by Despres the application proposing the operation of a commercial landscaping business was accepted. (7-0)

2. PB 16-08 Mountainside Senior Housing Associates, L.P. (property of St. Patrick's School), 70 Main St., Map 238 / Lot 154, Zone: Residence A (with town water / Main St. Overlay)

Minor Subdivision – The applicant proposes a two lot subdivision.

By unanimous vote the board approved all requested waivers for PB 16-08. (7-0)

On a motion by Merrell, seconded by Deschenes the application proposing a two lot subdivision was accepted. (7-0)

3. PB 16-09 Mountainside Senior Housing Associates, L.P. (property of St. Patrick's School), 70 Main St., Map 238 / Lot 154, Zone: Residence A (with town water / Main St. Overlay)

Site Plan Review – The applicant proposes a twenty-four unit senior housing development.

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Waiver requests – Existing Data:

By unanimous decision the board did not grant waiver request #5.

Regarding waiver request #11. During the discussion Chairman McKenzie pointed out that the required information is shown on the plan submitted so it was questioned as to whether or not the waiver is needed. No action was taken.

Waiver requests – Proposed Plan:

By unanimous decision the board did not grant waiver request #1.

By unanimous decision the board did not grant waiver request #11.

By unanimous vote the application was deemed to not be one of regional impact. (7-0)

On a motion by MacIsaac, seconded by Deschenes the application proposing a twenty-four unit senior housing development was accepted. (7-0)

**PUBLIC HEARING – NEW**

1. PB 16-07 Greylock Properties, LLC (Cody Gordon) 250 North St., Map 237/Lot 55, Zone: Rural (without town water)

Site Plan Review – The applicant proposes the operation of a commercial landscaping business.

Presentation: Jed Paquin – Paquin Land Surveying

Appearances:

Prior to Mr. Gordon the property was owned by Bob Heywood and there was an active gravel pit. Mr. Heywood had obtained a driveway permit and constructed a garage for his construction company but a site plan was never done for this site and the excavation permit has since expired. The site consists of 13.2 acres in the rural district. Mr. Gordon obtained a variance from the ZBA last year to operate a commercial landscape business in the rural district. The primary concern between the ZBA, ConComm and the Planning Board will be the wetland. Some of the wetland was constructed by the gravel pit operation and the rest is Tyler Brook and a marshy area. Mr. Paquin displayed a map identifying the wetland overlay district and it shows how limited the site is. The question is how do they balance utilizing an existing property in a capacity that complies as much as possible in conformance to the present regulations.

Mr. Gordon is in the process of building his home on the property but the concept is to run a commercial landscaping operation. Mr. Paquin summarized the project stating there will be a small nursery, there is an existing pile of organic matter that he would like to move to the back of the property, there is an equipment storage area that the ZBA has requested he move outside of the wetland buffer, there is a salt and sand storage area with a few landscape supplies (wood and granite) and he needs to resolve the issue of the septic system either with a new system or consider an alternative septic system. One item that stood out to the ConComm and the ZBA is snow storage.

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He is constructing a retaining wall near the entrance and within the wetland buffer. A variance was obtained for this at the July ZBA hearing. He is also planning a sign near the entrance; possibly a three by three stone planter with a granite post and a small sign in accordance with the ordinance. Mr. Paquin noted that to the rear of the property abutter Bob Wooster operates a mulching operation and there are tractor-trailer trucks going in and out throughout the day. The hatched area on the plan depicts the travel way through the site. They enter onto Route 137 and the grade is steep. A special exception was requested and received from the ZBA to alter the access way allowing the trucks easier access on to Route 137 during the winter months. This area is the driveway permit mentioned by Planner, JoAnne Carr, Mr. Paquin will speak with Frank Linnenbringer about it.

The ZBA has said no hazardous liquids or materials in the wetland overlay district. They need to be in a stored, covered area in accordance with regulations; consequently, there are a few items that will need to be moved and this includes his landscape trailers that have motors and other liquids. One positive feature to the site is the topography; there is a natural berm sloping away from the wetlands on most of the site.

There is a fair amount of graveled area on the site and Mr. Gordon would like to continue to utilize that. The remainder of the site is naturally vegetated and hence reclaimed.

Member Merrell asked for the purpose of the retaining wall. Mr. Paquin replied that there had been a lot of tires and junk dumped there. Mr. Gordon wanted to clean it up and did so by removing the debris.

Selectmen's Representative MacIsaac asked Member Deschenes if an excavation permit had been issued to the property, was there a reclamation plan and where does it stand today. Member Deschenes stated that it was an active operation prior to the State regulating. In 1979 that changed and the town began getting all the operations into compliance. In 1994 a permit was finally issued and has since expired. A reclamation plan was submitted but for the most part it's been a natural reclamation. Representative MacIsaac recalls in the past there being issues of noise in that area, will this be a concern. Abutter Gerald Elliott is the closest neighbor and he stated that there are no noise issues. Representative MacIsaac asked if there was any rock crushing. Mr. Gordon replied that he does have a crushables pile however it's a task that happens maybe once a year for a period of two days.

Member Farmer asked if customers would come to the site. Mr. Paquin stated they would not. Member Farmer asked if there would be lighting. Mr. Paquin replied that the only building with lighting is the garage and it has flood lighting. It was also noted that the ZBA approved hours of operation for 7:00 a.m. to 5:00 p.m. Chairman McKenzie asked if those hours would impact his plowing operation if they need to get sand or salt. Mr. Gordon replied that the hours are generally 7 to 5 five days a week with the exception of days when they need to plow. They do not leave trucks idling; they load up and go.

The board will make a site visit on August 9 at 6:00. They will convene at the property and have requested that a revised plan showing the ZBA decisions be available for that visit.

**There being no further questions Chairman McKenzie continued the public hearing.**

2. PB 16-08 Mountainside Senior Housing Associates, L.P. (property of St. Patrick's School), 70 Main St., Map 238 / Lot 154, Zone: Residence A (with town water / Main St. Overlay)

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Minor Subdivision – The applicant proposes a two lot subdivision.

Presentation: Keith Thibeault – SWCS, Rob Hitchcock, SVE Engineering

Appearances:

Mr. Thibeault works with Southwestern Community Services and they are proposing the senior housing. Similar developments have been constructed in Keene, Troy, Swanzey, Newport and Charlestown, SWCS were approached several months ago by a few Jaffrey citizens to see if SWCS would be interested in a senior housing development. A meeting took place with the Diocese and they negotiated an agreement to purchase a small piece of the property saving the bulk of the property to go with the school building itself for future development. A special exception was received to allow the elderly housing, a variance was granted for encroaching on the wetland buffer and a density variance was received from the ZBA which granted a 1.66-acre parcel leaving 11.7 acres to go with the school building. They believe it is a good location for the use, it will have town water, town sewer and is walkable. They are in the process of putting together the funding applications.

Mr. Hitchcock stated that the setback from the school and the property line is a little over the required thirty feet. The actual distance between the school and the proposed building is approximately 70 feet. There are presently two curb cuts and he has already filed with the DOT for a change in use.

Member Gordon has issue with the proposed subdivision putting the remainder of land and buildings in jeopardy for future development. Chairman McKenzie sees his point about the subdivision making the rest of the property unattractive but given the fact that they have gained approval from the ZBA can they withhold approval based on that? Member Despres feels that when people look at the property they don't see what's behind the buildings.

**There being no further questions Chairman McKenzie closed the public hearing.**

3. PB 16-09 Mountainside Senior Housing Associates, L.P. (property of St. Patrick's School), 70 Main St., Map 238 / Lot 154, Zone: Residence A (with town water / Main St. Overlay)

Site Plan Review – The applicant proposes a twenty-four unit senior housing development.

Presentation: Rob Hitchcock, SVE Engineering

Appearances:

Some of the development is within the Main St. district and that is looked upon favorably by those funding. The development will have twenty-four units. It will be elevator assisted with a community room and laundry facilities. Parking and sidewalks around the building will make it accessible.

Member Gordon asked if the number of proposed parking spaces includes parking that is not on the lot itself. Mr. Hitchcock replied that the Diocese asked for eighteen spaces; sixteen currently exist in front of the school and two additional will be tucked in at the back side of the property of the proposed building. There will be twenty-four dedicated to the senior housing.

Member Farmer asked where visitors will park. Mr. Hitchcock replied that from past experience they know that only sixteen or seventeen units will have vehicles. Member Farmer asked for the age range. Mr. Thibeault replied sixty-two and up.

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Selectmen's Representative MacIsaac asked how many driveways are shown. Mr. Hitchcock replied there will be one two-way driveway. The existing second driveway will be removed once they are done construction.

There is a retaining wall and one of the requirements is to have an elevation. Mr. Hitchcock will consult with Ms. Carr on the specifics. Current drainage flows towards the wetland. The site will be graded so that everything continues to flow in the same direction until it reaches the curb. It will flow through a curb opening, into a catch basin to the pipe and out. A waiver was request on the pre/post drainage calculations because there is between 100 and 200 square feet of impermeable, more when they are done, than what is there today. If they did nothing the impact of this project is less than the impact of adding one single family house. Chairman McKenzie commented that currently the storm water sheets versus channeling. She questions the potential for erosion and would be very interested in seeing the calculations that support the size of the pipe and the size of the out fall. Mr. Hitchcock replied that he will provide the information. Chairman McKenzie asked if there is a foundation drain around the perimeter. Mr. Hitchcock replied only at one end.

Jaffrey resident Mr. Owen Houghton is in favor of granting and on behalf of the United Church spoke in favor of the granting.

Jaffrey resident Mr. Randy Christmas mentioned that at the ZBA meeting it was stated that rain from the roof would go into the ground and not into the wetlands. If it goes into the ground and there is a drain around the foundation will that be tied into the storm drain? If so, rain from the roof will go into the storm drain. Mr. Hitchcock replied that they don't need the foundation drain. It's only purpose was to take away some of the flow.

Jaffrey resident Mrs. Betty Royce asked how much land is between the St. Pat's property line and the United Church building and what is the consistency of that land. Member Deschenes replied it is drainage that they were calling wetland and that is what they obtained the variance for. Mr. Hitchcock estimated the distance between 100 and 120 feet. Mrs. Royce wondered if there was enough area to move the proposed building toward the United Church and away from the school. She did speak in favor of the development.

Jaffrey resident Ruth Webber asked for the dimensions of the proposed building. Mr. Hitchcock replied 58 x 130. The total footprint will be 8,500 square feet and three stories.

Chairman McKenzie asked if the same type and number of plantings shown on the rendering will be used. Mr. Hitchcock replied no, the rendering is strictly for the building. He reviewed the plan pointing out there is sidewalk on two sides of the building and out to the street, two designated handicapped parking spaces and there is a screened enclosure around the dumpster. The landscaping plan shows perennials along the sidewalk and a variety of trees and shrubs. There will be two wall mounted lights fifteen feet up, three lights recessed in the canopy and four pole lights. There will be no lights on the east side and all lights will be LED. Representative MacIsaac asked if the lights would be on all night. Mr. Hitchcock stated they typically have them on timers or motion sensors.

Given the proximity of the dumpster to the wetland Member Devlin asked if there was curbing or any type of containment around the dumpster for times of rain. Mr. Hitchcock replied that there is nothing planned other than the fencing around the dumpster. Chairman McKenzie asked if the retaining wall will be above the parking lot. Mr. Hitchcock replied it would be a little bit below parking lot level. The parking lot will not be curbed so run-off will sheet flow over the retaining wall. Chairman

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McKenzie mentioned the clean-outs on plan C1. She feels it's a wise move to have them however it would require that the outflow be designed in terms of maximum capacity and water impact so it is dispersed to the wetland and not channeled.

Speaking to snow storage Mr. Hitchcock commented that there is not an abundant amount of space. If need be parking spaces can be moved to create vacant spaces for piling snow. If it becomes necessary, the snow can be trucked away. Chairman McKenzie noted that on the plan it looks like the snow could be plowed over the retaining wall and into the wetland. How tall is the wall? Mr. Hitchcock stated that snow storage could be moved to vacant spaces and removed as needed. Referring to plan C2 he estimates that the wall varies between one and six feet. Construction will be either redi rock wall or a versalock wall.

There was discussion amongst the board on the height of the building and how does it compare to the neighboring buildings. Chairman McKenzie stated that they would like to see the elevation view of the building and the two neighbors. Member Farmer asked how tall the building would measure. Mr. Hitchcock estimated 35-40 feet.

Chairman McKenzie asked why plan L1 did not show any landscaping between Main St. and the front of the building. Mr. Hitchcock stated it is an oversight. The plan set delivered to the board did not show the landscaping. Member Farmer asked about the east side. Mr. Hitchcock replied that it will be grass.

Chairman McKenzie asked about erosion control during construction. Mr. Hitchcock pointed out that plan C2 shows a silt fence.

Resident Randy Christmas raised the issue of the dumpster and the potential for contamination into the wetland. He feels there should be ¼ inch pea stone and sand underneath. Without a storm drainage plan put in place there are no guidelines.

Chairman McKenzie asked the applicant to explain the dumpster enclosure layout and the stone surround. Mr. Hitchcock answered that there is no stone surround proposed although it can be added. Chairman McKenzie pointed out plan C5 where it calls out 1.5" stone around & under fence enclosure. Weed-block fabric under 6" deep x 12" wide stone.

Member Devlin asked how the stone wall in front would be closed off following construction. Mr. Hitchcock stated he will detail how it will be closed off when they return in August.

Member Farmer asked how fire apparatus would approach the east side of the building if there is no access. Mr. Hitchcock replied that if you have three sided access and the building is sprinkled it's generally more than sufficient by the fire department.

Chairman McKenzie stated that the board will not be making a decision tonight. Information that will be required for the next meeting on August 9 is as follows:

- Elevation view of the proposed building, with its neighbors, showing the intended aspect of the building (façade).
- Updated landscape plan.
- Drainage calculations.

On a motion by Gordon, seconded by Devlin requested waivers for check list item #5 and #11 (Existing), item #1 and #11 (proposed) PB 16-09 were denied. (7-0)

**There being no further questions Chairman McKenzie continued the public hearing.**

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**PUBLIC HEARING – CONTINUED**

No Action

**DECISIONS**

1. PB 16-08 Mountainside Senior Housing Associates, L.P. (property of St. Patrick's School), 70 Main St., Map 238 / Lot 154, Zone: Residence A (with town water / Main St. Overlay)

Minor Subdivision – The applicant proposes a two lot subdivision.

On a motion by McKenzie, seconded by Despres the application proposing a minor subdivision was approved as presented and per plan submitted subject to the following conditions. (6-1) The plan submitted was prepared by SVE Associates and is on file with this office with a date of June 13, 2016 and stamped by Russell J. Huntley, LLS. Roll call: Ayes- McKenzie, Despres, Deschenes, Devlin, MacIsaac and Merrell. Nays – Gordon.

Conditions precedent:

1. Pins to be set
2. Cross easements for the shared driveway to be in place
3. Driveway permit from NHDOT be secured

**OTHER BUSINESS**

- Election of Vice Chairman – No action. To be taken up at the Aug. 9 meeting.
- Master Plan –  
Member Farmer reported that the process is moving forward and they now have a survey with questions pertaining to the character of the community, posters and postcards that will be mailed to the residents. Postcards will also be handed out at upcoming functions such as Riverfest and the Farmer's Market. The survey will be available Aug 1 through Aug 30. Assistance from the members in reaching out to organizations such as Rotary, Church, the Chamber and Team Jaffrey was requested. Two forums will be held at the Town Office on September 8 and 9 from 4:00 to 6:00 p.m.  
  
JoAnne Carr stated that the survey will be launched on Survey Monkey. Ms. Carr will share a beta test with the committee and the board to see how the survey works and to ensure there are no glitches.
- Chairman McKenzie - The next CIP meeting will be on July 21 at 5:30 at the Town Office.
- Chairman McKenzie distributed to the board a letter from Resident Randy Christmas regarding storm drainage onto his property.

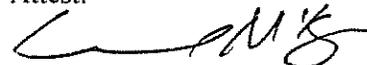
**ADJOURNMENT**

The meeting adjourned at 10:14 p.m.

Submitted:

  
Erlene Lemire

Attest:

  
Laurel McKenzie

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Recording Secretary

Chairman, Jaffrey Planning Board