

# Town of Newington, NH

## PLANNING BOARD

Meeting Minutes, Monday, June 12, 2017

- Call to Order:** Chair Denis Hebert called the June 12, 2017 meeting at 6:30 p.m., followed by the pledge of allegiance.
- Present:** Chair Denis Hebert; Vice-Chair Christopher Cross; Board Members: Bernie Christopher; Jack Pare; Mark Phillips; Jim Weiner; Alternate Members: Ken Latchaw and Peter Welch; Board of Selectmen's Representative, Mike Marconi; Planner, Gerald Coogan; Town counsel, Attorney John Ratigan; and Jane Kendall, Recorder
- Public Guests:** Al Pratt, City of Portsmouth Water Resource Manager; Erica Watts Project Manager with Stantec; David Defosses, Road Manager for the City of Portsmouth Public Works Department; Glenn Greenwood and Julie LaBranche with Rockingham County Planning; Chris Swiniarski, Verizon Wireless; Brian Ross, with SCG Real Estate Consulting; Brian Short; Rick Stern

*Chair Hebert announced that the meeting would go into immediate recess to discuss a matter with Town counsel, Attorney John Ratigan. The meeting reopened at 6:50 p.m.*

**1) Preliminary Site Plan Review:** by the City of Portsmouth Public Works regarding upgrades at the Newington Booster Pump Station located at 162 Arboretum Drive, Tax Map 19, Lot 22. RSA 674:54 Governmental Land Uses governs this application.

City of Portsmouth Water Resource Manager, Al Pratt appeared before the Board to present their preliminary site review for upgrades to their booster station that was built in the 1950's. Mr. Pratt stated that many of the pipes and valves were now inoperable because of corrosion and the need for disinfection of byproducts such as trihalomethanes that were created because of chlorine interacting with water.

Erica Watts, Project Manager with Stantec stated that they would install new pipes in the new addition to continue operation during construction and then they would demolish the old building. She added that this would increase the impervious surface by 125 square feet.

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Ms. Watts added that they would also be installing a newly designed septic system because the existing septic system was currently located on the New Hampshire Department of Transportation (DOT) property because of their widening the highway. Vice-Chair Cross asked if the new septic system would only be used for bathrooms or if it would also be used for the uploading of salt recharge. Mr. Pratt the septic would only be used for the bathrooms. She stated that the potable water used in water quality analysis would go through an infiltration pipeline and back into the ground rather than going into the septic system.

Vice-Chair Cross asked why the sampled water couldn't go back into the tank and Mr. Pratt replied that it was because it had been exposed to the analyzing process. Vice-Chair Cross wondered if they might consider tying into the Pease Development Authority's irrigation system to utilize the gray water.

Ms. Watts went on to say that the current site had no drainage and that they would add a one-foot buffer of gravel to collect sediment. She said the erosion control was up against the property line.

Alternate Board member, Ken Latchaw asked if they were meeting the required setbacks. Ms. Watts replied that she believed they were previously approved by the New Hampshire Department of Environmental Services (DES) as part of the Spaulding Turnpike Expansion project. Chair Hebert commented that NHDOT and Portsmouth Water Department worked together and he didn't think there were setbacks.

Chair Hebert stated that government agencies could follow exceptions and didn't have to follow the Town's rules, however he thought it was a good idea to bring up any questions.

Mr. Latchaw pointed out that there was no boundary marking on the drawings and asked Ms. Watts to indicate where the property line was. Ms. Watts added that she had separate stamped design plans from Altus Engineering.

Chair Hebert stated that a plan with the property boundaries should be recorded at Rockingham Registry of Deeds. Mr. Pratt replied that NHDOT created the plans with them. Chair Hebert commented that they should return with the recorded plans so that Newington would know where the boundary lines were.

Board of Selectmen's representative, Mike Marconi asked if the new pumping station would alter the water pressure one way or another and Ms. Watts replied that it would not.

Board member, Mark Phillips commented that he recently read that the City of Portsmouth had a Capital Improvement Plan (CIP to improve the water line from Madbury to Newington because a leakage was noted, suggesting there was leakage in the sleeve under Little Bay. He asked what their long-term plan was. Mr. Pratt replied that 15% was reported to be unmetered, but there was no indication that they were losing water under the Bay because the records for water leaving Madbury and the records on the other side matched so it could be a matter of keeping up with records.

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Mr. Pratt said they did leakage detection and repaired leaks whenever they found them. He added that they did have plans to upgrade the lines in the future. Mr. Marconi stated that there was a long-range plan to replace the line from Madbury through town and asked if they would re-pressurize the system then. Mr. Pratt replied that it would be a huge project.

Chair Hebert asked that they return with the recorded plans so that the Town could update their maps as well. Ms. Watt replied that recording the plans depended on NHDOT, but she would reach out and request to them and keep the Town apprised.

**2) Master Plan Update:** Discussion with Rockingham County Planning Assistant Director, Glen Greenwood and Julie LaBranche.

*This item was delayed in order to take the informational items first.*

### **3) Informational:**

#### **a) Traffic Lights at Woodbury Avenue and Gosling Road Intersection:**

David Defosses, Road Construction Manager for the City of Portsmouth Public Works Department appeared before the Board to regarding the upgrading of traffic lights on Woodbury Avenue on the Portsmouth side of Gosling Road. He stated that seven years earlier the City of Portsmouth sought a grant and they were now finished with the design process that would replace the traffic signals that they owned with 40-year-old wires with cracked insulation that lead to failures, the computer controls and signal cabinet, the detection system for emergency vehicles, pedestrian crossing signals and handicapped ramps at the crosswalks for ADA compliancy.

Mr. Defosses stated the NHDOT would be upgrading the traffic signals on the Newington side of Woodbury Avenue prior to turning the road over to the Town. He said this would be an opportunity for Newington and Portsmouth to work together so that everyone would use the same computer programs to synchronize the signals and coordinate traffic flow. He stated that the City of Portsmouth sent a letter to the Board of Selectmen for the Planning Board to review their plans before going forward.

Vice-Chair Cross commented that the DOT was paying for the upgrades on Newington's side. Chair Hebert added that they would also be upgrading the Piscataqua Drive signal. Mr. Marconi commented that the upgrades would be delayed by a year.

Mr. Defosses commented that Newington was smart to make that requirement before accepting ownership of Woodbury Avenue, but Portsmouth hadn't so they applied for a grant.

Mr. Defosses said the only concern was that DOT was paying for everything north on the Newington side and the grant would pay for everything south on the

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Portsmouth side, but it was not clear who would pay for the signal on the intersection of Gosling Road and Woodbury Avenue.

Chair Hebert asked where the primary controller was located and Mr. Defosses replied that the current controller was on near Commerce Way and was drawing lightning so they were moving it near Home Depot. Chair Hebert asked if the controller would control that area or all of Woodbury Avenue. Mr. Defosses replied that it would depend if Newington bought in to their system.

Mr. Welch asked if a video camera controlled the traffic. Mr. Defosses replied that there was video that detected the presence of vehicles as well as motorcycles and bicycles, but it did not record them.

Chair Hebert asked if Town engineering consultant, Eric Weinrieb was aware of the plans and Mr. Defosses replied that he was.

*(Rick Stern arrived at 7:19 p.m. at this point in the meeting.)*

Chair Hebert commented that he had limited knowledge of their project, but he understood the controller would work to control all of Woodbury Avenue. Mr. Defosses said it could, but the two towns had not agreed yet. Chair Hebert replied that it would be up to the Board of Selectmen.

Rick Stern of Shattuck Way said the main concern was that everything was the same and compatible.

Chair Hebert asked if the City of Portsmouth would fix problems with the system if Newington signed on. Mr. Defosses replied that it would depend on what their agreement was.

Mr. Defosses stated that they would begin construction in the next 60 days and he hoped to hear from the Board of Selectmen at the next meeting. He said they could do wiring in the winter to keep prices low, but they wanted to get all the handicapped ramp construction done before winter.

Chair Hebert asked if there would be an interruption of lights during construction and Mr. Defosses said there would be, but police traffic control would be present for that day. Chair Hebert suggested they not do the construction during the Christmas season.

Chair Hebert said he talked with the Board of Selectmen and Mr. Weinrieb and it seemed like a good plan so he suggested that the Town move forward.

**b) Telecommunications Tower:** Proposal by Verizon Wireless for the installation of a telecommunications tower at 373 Shattuck Way, Tax Map 7, Lot 16

Representative for Verizon Wireless, Chris Swiniarski appeared before the Board to review their preliminary presentation for the construction of a new cell tower. Mr. Swiniarski said they didn't have a completed design, but came in at Mr. Coogan's suggestion for input.

Mr. Swiniarski explained that they already had one facility in town, one in Madbury and one in Eliot, Maine, but there was a surge in demand because of data use

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in the average vehicle and this proposal for a cell near on Shattuck Way near the Spaulding Turnpike would address the current gap in coverage. Mr. Swiniarski presented maps comparing current coverage and coverage after installation.

Chair Hebert commented that they were proposing to put the tower in the Office Zone, where it was not permitted. He said the Board had asked many applicants for other providers to talk about mounting their towers on existing buildings in the Industrial and Industrial Waterfront Zones where cell towers were allowed and that has worked well for everyone concerned.

Mr. Swiniarski replied that they needed to provide service for their customer base and their engineering group informed them that they needed cell coverage within the gap. He said they would prefer to put their tower on an existing structure rather than build a tower, but there were not many other places available besides the Sprague facility and they said they were not interested.

Chair Hebert asked if there was no interest or if they hadn't offered enough money. Brian Ross, with SCG Real Estate Consulting said he had talked with Sprague on six different occasions over the last two years and was that they did not have any more space to lease for towers.

Property owner, Brian Short with Custom Pools added that the cement silos were built for the big dig and were leased. Chair Hebert asked who owned them and Mr. Ross said he spoke with Buck and Jennifer Elliott, but he didn't know who owned them.

Mr. Phillips asked what the ground elevation was for the location. Mr. Ross replied that the elevation was 25 feet and the tower 100 feet. Mr. Phillips asked if they preferred an elevation of 100 feet. Mr. Ross replied that they would for that area.

Chair Hebert asked what the fall distance would be if a tower fell. Mr. Ross replied that a fall distance was calculated for buildings, but not for telephone lines; however, the towers were also designed to collapse on themselves like a crumple zone in a car. Mr. Swiniarski added that calculating fall distance was not in their standard operating procedure because a tower was no more likely to fall than any other building, but some town regulations required as much as a 500-foot radius even though a 100-foot pole could not fall that far.

Chair Hebert asked if there were guy wires and Mr. Ross replied that they were made to break off before upheaving the entire tower in the event of a catastrophic event.

Chair Hebert asked if the closest tower won the most coverage. Mr. Swiniarski replied that it depended on how many devices were trying to access a tower and the tower's bandwidth capacity.

Chair Hebert mentioned that the City of Portsmouth Water Department had a tank across the Spaulding Turnpike from Walmart on the highest point in Newington, which could gain them another 100 feet. Mr. Swiniarski said he thought it was too close to their existing tower in Newington and he wasn't sure that site would provide the additional coverage that they needed. Chair Hebert replied that this could be an



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opportunity to put a tower on the hill that would reach all the way to the Portsmouth Traffic Circle rather than the lowest area in Newington where Eversource would be coming through with transmission lines next year.

Chair Hebert stated that cell towers were not a permitted use in the Office Zone and would require a request for a variance and expert proof to show it couldn't be placed anywhere else, creating a hardship. He added that the Board was also trying to maintain the aesthetics of the Town and it would also require a lengthy 106 historic permit process regarding that general area that included the nearby Beane Farm and the Isaac Dow House, which were on the National Register of Historic sights. Vice-Chair Cross added that the site was also 1000 feet from a railway bridge.

Chair Hebert said he would rather them mount their tower on an existing building in the permitted Industrial and Waterfront Industrial zones than go through an expensive and lengthy process.

Vice-Chair Cross stated that he was concerned that a directional tower would service drivers on highway, but service not for residents and stuck looking at tower. Mr. Swiniarski replied that there were too many users to cover such a large population base and one tower wouldn't solve every problem.

Chair Hebert asked if they intended to rent their tower out to other users. Mr. Ross stated that they could have four carriers on each of the eighteen sided poles.

Mr. Swiniarski stated that they would also consider mounting a pole elsewhere and if they couldn't, they would let the Board know why before filing their application for a tower.

Mr. Coogan reviewed the requirements for an application that included applying to the Zoning Board of Adjustment (ZBA) and the Planning Board at the same time and giving two weeks' notice before applying, provide \$5,000 in escrow funds at the time of application to pay for consultation fees, provide a summary of the co-location inquiries, contacts and why they couldn't co-locate, provide a copy of the agreement between Verizon and the owner and an agreement to proceed, provide information on the 106 process, provide a wireless propagation map showing the coverage gap, provide expert consultants and provide a regional impact notice for towns within 20 miles.

Chair Hebert commented that he wanted to be sure that all boards in town could review the application, but he was not sure they could if they were at the end of their 150-day deadline. He added that many experts and Board members might not be available during the summer months when many were away on vacations for extended periods during the summer. Mr. Swiniarski replied that everything on Mr. Coogan's list was standard operating procedure, but he would send a memorandum to notify the Town when they were ready.

Mr. Coogan asked if the 150 days deadline was cast in concrete or if it was possible to extend the deadline upon consent of both parties. Mr. Swiniarski said they had been asked to waive the deadline to put an application on a back burner before, but they had been burned before as a result so they would be hesitant to do so.

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Mr. Ross stated that they would also be removing the house on the property for installation. Chair Hebert asked if they would be buying or leasing the property and Mr. Ross replied that they would be leasing.

Chair Hebert stated that there was a wetland on the property. He said it was being filled in little by little over the years and informed Mr. Short that the filling needed to be stopped.

Chair Hebert added that it would be easier for the town to accept a tower if they were able to extend residential coverage.

2) **Master Plan Update:** Presentation with Rockingham County Planning Assistant Director, Glen Greenwood and Julie LaBranche regarding Master Plan outreach survey and schedule.

*This item was taken out of order to allow the previous items to be heard first.*

Mr. Greenwood said he met with the Master Plan committee on June 1, 2017 and went over the existing citizen survey to see how they wanted to follow up. He said they pared the survey down from thirty to sixteen questions and they would add a few questions from Ms. LaBranche.

Mr. Greenwood said they would be reducing the 500-page Master Plan to 100 pages and began by paring down the existing development principles from thirteen to eight and there would be a preamble section to indicate that the guiding principles had been there for a while to provide a measure of context. He said he would like the survey to be in place over the next few weeks and it would run on the Town website for six weeks with a one page flyer to let everyone know that the Board was working on the Master Plan and there would be visioning sessions. He said there would be paper copies available for anyone without computer and internet access.

Mr. Coogan noted that some questions were open ended for comment and asked how the Board should handle the responses. Mr. Greenwood said it was important to give citizens an opportunity to air thoughts with some qualitative responses that were not available in less open-ended questions.

Vice-Chair Cross commented that he thought they could provide a line or two for additional thoughts, but he wanted to be selective in questions and provide the most typical responses. Mr. Greenwood replied that a few open-ended questions would not eliminate the opportunity for trend analysis.

Board member, Jim Weiner asked if the Board should provide Mr. Coogan with their comments on the survey questions and Vice-Chair Cross replied that they would go to Mr. Coogan and the Master Plan steering committee before going back to the Board.

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Chair Hebert asked if there would be any brainstorming opportunities. Mr. Greenwood stated that would occur during the envisioning and focus group sessions in the Fall.

Mr. Coogan asked Mr. Greenwood what the best time of day and week would be to have envisioning sessions. Mr. Greenwood replied that turnouts were usually good any time during weekday evenings or Saturdays, but most towns had their meetings during the week. He said the main key was to do adequate outreach for a successful turnout.

Mr. Coogan asked if he recommend food or drink and Mr. Greenwood said the Town of Rye did a spaghetti dinner over three sessions with a good turnout and Hampton Falls served cookies and cider during three weeks of evening sessions in the Fall from 7-9 p.m. and they had thirty different people each week, which was a low turnout despite three months of outreach and one mailer a month over the summer.

Mr. Marconi stated that the Town could post notices and links in the Town's newsletter, website and on the Town's Facebook page newsletter as well.

Mr. Greenwood asked how many households there were and Chair Hebert said there were approximately 400 voters. Mr. Coogan stated that there were 750 residents, but there were approximately 3,000 workers that should provide input as well.

Chair Hebert said he was concerned about responses from residents that had personal concerns that didn't represent the best interest of the majority, such as putting in low tax value condominiums along the waterfront and losing a solid industrial tax base. Mr. Greenwood replied that it was not uncommon. He said those citizens still had a legitimate right to express their views; but despite the importance of being aware of their views, individual interests didn't rule and in the end, it would be the Planning Board's document.

Ms. LaBranche lead a discussion regarding her work on the Setting Sail and rising sea level projects that would be incorporated in the Master Plan as well.

Ms. LaBranche stated that Mr. Coogan submitted a request for the Setting Sail grant, which included high flood risk properties, which could be incorporated into an updated map and needed to be completed by February 28, 2018. She said the first step would be outreach and then the development of chapter content that would be consistent with the result of the survey.

Ms. LaBranche stated that the Granite State Future project also asked questions regarding climate change, flooding from more frequent storms and national hazards for emergency preparedness. She said she would send Mr. Coogan four to five non-technical or scientific questions for review.

Vice-Chair Cross commented that Newington had only a few low areas and wetlands so most of the flooding from storms occurred elsewhere. Ms. LaBranche replied that she could pare the questions and bullets points down to severe weather and a diversity of perspectives on climate.



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Ms. Labranche commented that the sea rise maps and list of isolated, low lying properties at high risk of flood areas on the tax maps, included Great Bay Marina's buildings and storage areas and the Waterfront Industrial Zone. She said there were only a few residential areas that didn't include structures, but they could include septic systems, which could be a problem.

Board member, Jack Pare replied that the majority of Great Bay Marina was twelve feet above the sea rise, except for the floating dock and wash down supplies.

Mr. Pare went on to say that most of the residential homes were above the seven foot surge, but there were three houses at the end of Patterson Lane and another isolated property on the end of Fabyan Point that was surrounded by U.S. Fish and Wildlife property that was four feet above sea level.

Mr. Phillips objected to Hodgson Lane being listed as a high flood risk and he had to file for LOMA as a result.

Chair Hebert noted that Mr. Pare had worked on data for the FEMA study a few years earlier, but FEMA didn't use the information so some banks wouldn't give loans for certain properties even though they were not within the setbacks so he didn't want to put another document out that would use that misinformation. Mr. Pare commented that LIDAR eventually used aerial satellite information that was more accurate, but shape file information was also available from Faye Rubin at UNH and Rob Fine at Rockingham County Registry of Deeds on CD that was eight to seven years old, but more accurate than lidar.

Chair Hebert commented that there was a narrow channel leading inland to the Bay and although storms in 2008 drove lots of water up at the mouth of the Bay, Newington never saw the kind of damage that occurred elsewhere on the coast, but the Town did work with Emergency Management.

Chair Hebert asked if the sea rise model they were using was for ocean front properties. Ms. LaBranche replied that they looked at bathtub models for sea rise and winds and tidal wave dynamics were not factored in so the results were more conservative, but they could refine the list and map for a more detailed version.

Ms. LaBranche said developing a list of properties for review would help them identify which property owners to help understand their potential flooding and how to minimize their risk of flooding their septic systems. She said it was not to suggest they would reduce their property, but to be sure they had adequate flood insurance.

Ms. LaBranche said they would craft information from the Setting Sail and sea rise projects for the Master Plan process in early fall. She added that she would attend envisioning sessions and sit down with the Planning Board for feedback as well.

Mr. Coogan asked if they thought the Town should have one on one meetings with larger businesses. Ms. LaBranche replied that they could discuss who they should reach out to once they came up with a list and then she could visit businesses for the Town. She said the purpose was not only regarding flooding concerns, but also for

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economic reasons to see what businesses wanted from the Town. Mr. Greenwood added that businesses might like to weigh in on subjects like transportation policies.

Vice-Chair Cross commented that in addition to their focus on the impacts of rising sea levels and climate change on Great Bay and the Piscataqua, he hoped to see GIS maps on the watershed, including brooks and streams to assist the Board in determining the size of culverts needed for two-inch rainstorm flows. Mr. Pare commented that Rockingham Planning Commission's cd with shape files had a listing of watersheds in town. Vice-Chair Cross replied that he was only looking for a general idea.

Ms. LaBranche informed the Board that the NOAA grant was increased because another town didn't use their money so the extra money could be used for maps, however hydraulic analysis was an engineering function. She said two inches of rain in thirty-six hours was different than two inches of rain in twenty-four hours. Alternate Board member, Peter Welch agreed that getting simple over something complicated wasn't a good idea.

Chair Hebert commented that there was a push for power coming from Canada and Eversource was selling several lots that directly abutted the water along Gosling Road, as well as the former tank farm.

Chair Hebert said he heard the Piscataqua wasn't deep enough for container ships, so the Board was looking at uses for the Waterfront Industrial zone, which was a great resource for the town and bigger for the State and asked if RPC had any input or recommendations.

Ms. LaBranche said putting their intentions in the Master Plan would make it difficult to grant a variance. Chair Hebert said the Board had been discouraged from doing that. Vice-Chair Cross stated that the previous planner had said restricting a use variance would be illegal. Mr. Greenwood replied that it was not illegal.

Mr. Greenwood asked if the Town had reached out to the Department of Resources and Economic Development (DRED). Chair Hebert stated the Board had been isolated for years and they had only just begun working with RPC. Mr. Greenwood replied that DRED had the capacity to work with the Town. Mr. Marconi commented that he had been on the DRED advisory board for twenty years, but there was little interaction with the Seacoast.

Mr. Greenwood stated that the town was not too small to meet with property owners and asked if the Town had an economic development committee. Mr. Coogan said it was being talked about, and could be included in the Master Plan. Mr. Greenwood suggested it was something to get working on because there was only a short window to develop changes to the Ordinance.

Chair Hebert said he would rather list permitted uses. Mr. Greenwood said it was within authority to do so. Vice-Chair Cross commented that the Planning Board could list the uses, but the State said it was up to the Board of Selectmen to execute and it wouldn't happen if they weren't behind it.

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Chair Hebert said the first lot would be sold in the next two or three weeks. Ms. LaBranche said would be interesting if Sprague would be interested in expanding. Chair Hebert replied that the Air Force was cleaning up a site there and Sprague was thinking of bringing something in for trucking and storage, but they wouldn't change the type of business they did and he would like to see something new.

Vice-Chair Cross commented that a lot of transportation had been controlled by the State, but he would also like the Town to talk with the State regarding the Spaulding Turnpike. He said they were also considering what to do regarding Woodbury Avenue once the State turned it over to the Town, and how to enhance existing roads.

Chair Hebert asked if RPC could give advice along with DRED. Mr. Greenwood said he would contact Mr. Coogan with other ideas.

#### 4) **Correspondence and Status Report** by Town Planner

Mr. Coogan informed the Board of upcoming items including:

- a furniture store that would be going in where Chuckie Cheese and Planet Fitness had been
- Keith Frizzell's request to revoke his site plan to go back to two lots
- Review fewer curb cuts on Woodbury Avenue
- Reviewing the list of definitions and permitted uses in the Waterfront and Industrial zones
- Town Administrator, Martha Roy's suggestion for an economic development video for the Town website to promote existing industries in town, similar to the one that was done for Kennebunkport

#### 6) **Other Business and Discussions:**

##### a) **Waterfront Industrial and Commercial District:** Identify Permitted Uses

Vice-Chair Cross commented that it seemed like a good idea to reach out to DRED whether through RPC or through Planning.

##### b) **Appointment of Alternate**

Chair Hebert informed the Board that Rick Stern sent a letter in that he was interested in serving on the Planning Board as an alternate member. He said all Board positions were currently full, but Mr. Pare would be leaving at some point and Mr. Stern knew the town and the Board.

Mr. Latchaw replied that he meant no slight to Mr. Stern, but he thought it was also a good idea to inform others that a position would be opening up to encourage new

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involvement. Chair Hebert agreed that the Board needed younger participation, but they also needed someone that would work to develop changes in the town's interest.

Board member, Bernie Christopher commented that it would be good to have Mr. Stern back and especially helpful to have an additional member when other members were out on vacation over the summer. Vice-Chair Cross added that Mr. Stern did his homework on applications and issues that was valuable. Mr. Phillips and Mr. Weiner also agreed that it would be helpful to have another alternate.

*Chris Cross nominated Rick Stern as a third alternate Board member. Jim Weiner seconded the motion and all were in favor with Mike Marconi abstaining.*

**Minutes:** *Ken Latchaw moved to approve the Minutes for the May 22, 2017 meeting with corrections as noted. Peter Welch seconded, and all were in favor.*

**Adjournment:** *Mike Marconi moved to adjourn the meeting. Peter Welch seconded the motion and the meeting adjourned at 9:45 p.m.*

**Next Meeting:** Monday, June 26 and Monday, July 10, 2017

**Respectfully  
Submitted by:** Jane K. Kendall, Recording Secretary