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5 **TOWN OF WILTON**
6 **PLANNING BOARD MEETING**
7 **DRAFT MINUTES**
8

9 **DATE:** April 1, 2015
10 **TIME:** 7:30 PM
11 **PLACE:** Wilton Town Hall Courtroom
12

13 **PRESENT:** Wilton Planning Board Members: Chairman Alec MacMartin, Vice
14 Chairman Jeff Kandt, Neil Faiman, Sara Spittel, Marcie Kearns, Alternate Dawn
15 Tuomala, Alternate Tracey Ewing, Board of Selectmen Representative Kermit Williams
16 (arrived late), NRPC Representative Camille Pattison, Secretary Sorrell Downing. NRPC
17 Representative Mark Connors.
18

19
20 **WORK SESSION**
21

22 Chairman MacMartin opened the meeting at 7:35 PM.
23

24 **Certification of Impact Fees**
25

26 Ms. Pattison circulated a "Certificate of Adoption" for the Wilton Land Use Laws,
27 Impact Fee Schedule – Appendix VIII which were amended December 2014.
28

29 The board signed four copies. One copy will be kept with the Town Clerk. Ms.
30 Downing will keep one on file in the Planning Board office.
31

32 Mr. Williams stated the revised impact fees were applied by the Selectman to the Joas
33 case at the March 30, 2015 Selectmen's meeting.
34

35
36 **Review of Minutes from 03/04/2015**
37

38 Page 2, Line 1: Clarification to Bruce Mayberry (Engineer)
39 Page 2, Line 19: Add "as amended"
40 Page 2, Line 31: Add "as amended"
41 Page 3, Line 2: Add "as amended"
42 Page 3, Line 11: add end parenthesis

DRAFT

1 Page 3, Line 33: changed to changes
2 Page 4, Line 13: Selectmen

3

4 *A MOTION was made by Mr. Faiman and SECONDED by Mr. Williams to approve the*
5 *Minutes from 03/04/2015 as amended.*

6 *Voting: 7 ayes; Alternate Ms. Tuomala voting for Matt Fish.*

7

8 **Review of Minuets from 03/18/2015**

9

10 Page 2, Line 5: 60+ Acres
11 Page 2, Line 7: 5+ Acres
12 Page 2, Line 12: 2 Composting Toilets to go to Amherst, NH
13 Page 2, Line 25: "Their ashes were spread"
14 Page 2, Line 33: Add parenthesis around F-2-3
15 Page 2, Line 44: Selectmen
16 Page 3, Line 9: Sheet three of the plan needs a P.E. stamp, not a Wetlands stamp.
17 Page 4, Line 20: Town Counsel, Silas Little
18 Page 4, Line 30: Ms. Kearns left the audience and returned to the Planning Board
19 table.
20 Page 4, Line 37: Conservation Commission
21 Page 4, Line 42: Add Town Contract
22 Page 5, Line 22: Town Counsel, Silas Little

23

24 *A MOTION was made by Ms. Spittel and SECONDED by Ms. Kearns to approve the*
25 *Minutes from 03/18/2015 as amended.*

26 *Voting: 6 ayes, Mr. Williams absatined*

27

28 **Economic Development Chapter of the Master Plan**

29

30 Mark Connors (NRPC) was invited by Ms. Pattison to discuss his work on the Economic
31 Development chapter of the Master Plan.

32

33 Mr. Connors presented three choices for a Vision Statement. These were written based
34 on the challenges the Town of Wilton faces balanced with the strengths the Town of
35 Wilton possesses. The first option was accepted as the most "middle of the road" the
36 second choice being more business focused and the third being environmentally friendly.

37

38 Proposed with added changes:

39 *The Town of Wilton recognized a vibrant and diverse small business environment.*
40 *Downtown Wilton remains the economic and cultural heart of the community as well as it*
41 *chief destination and gathering place, with opportunities for additional development*
42 *located along the Route 101 Corridor. Wilton welcomes new development consistent*
43 *with the community's small town and rural character and job opportunities that may*
44 *provide jobs to a diversity of skill levels.*

45

- 1 • *How and where to include the increased Broadband service in the Vision*
2 *statement was discussed. Mr. Williams added that TDS has increased its service*
3 *in the recent weeks. This could be an incentive to the 12% of Wilton residents*
4 *who work from home.*

5
6 Mr. MacMartin asked if the Master Plan should be created as a marketing tool. Mr.
7 Williams responded that it partially is seen as such by the public as the Planning Board
8 writes it. Mr. Williams stated the Master Plan sets the tone of the receptiveness of the
9 community to new development. Mr. Kandt stated if the community was to be more
10 supportive of business then it would begin with the vision.

11
12 Mr. Faiman stated the Vision Statement should be written in present tense. Mr. Faiman
13 also noted the Planning Board needs to take a close look at the 101 and 31 corridor
14 requirements to make it more welcoming to business. The current requirement is 50
15 trips/day/acre. Retail business has a higher turnover than industrial business. These laws
16 have not changed since the 1970s. Ms. Pattison noted the requirements for Route 101
17 business and Route 31 business will be added to the chapter but will not be included in
18 the vision statement.

19
20 Ms. Spittel stated the Vision Statement should be factual. Ms. Spittel brought up the use
21 of the downtown mills for business. Mr. Williams disagreed that the mills were
22 downtown. There was discussion among the board regarding where “downtown” begins
23 and ends.

24
25 Ms. Spittel asked if the safety of Wilton should be included. It was determined the safety
26 of the Town of Wilton would be included in another chapter of the Master Plan.

27
28 Mr. MacMartin warned to “be careful what you wish for” as far as development along
29 Route 101. Mr. Williams stated that taxes are likely to increase as economic
30 development decreases. Mr. Faiman supported this by stating that 2/3 of the community
31 does not like taxes but without an economic base, the taxes will likely go up.

32
33 Mr. Connors departed.

34
35
36 **Secretary Handbook**

37
38 Ms. Pattison has updated “Table of Notification” to the Secretary Handbook.

39
40 Mr. MacMartin to consult Town Counsel, Silas Little about the confusion of the use of
41 Certified Mail vs. Return Receipt/”Certificate of Mailing.” The RSA and the USPS have
42 conflicting language.

43
44 There are a few remaining sections to be completed, Notice of Decision and Registering
45 of Plans. Ms. Downing and Ms. Pattison will complete these.

1 Are there By-Laws for the Planning Board? Board member shave agreed to look through
2 their historical files. There are not any on file in the Planning Board Office.
3 Ms. Kearns departed at 9:30 PM.

4
5 **Change of Use Procedures**

6
7 Ms. Pattison adapted the Town of Swanzey Change of Use form for the Town of Wilton.
8 This was circulated to the board members. Ms. Pattison discussed with Ms. Carbonneau
9 their experience with the form.

- 10 • Abutters are notified and 40% of the time they respond with helpful feedback.
11 • The Site Plans are updated more often
12 • The review process is shortened
13 • Long application replaced

14
15 Mr. Kandt emphasized the Planning Board is looking to streamline the process for new
16 tenants in an existing retail space. This form may increase the time period for a business
17 to open if it requires notifying abutters and having a public hearing.

18
19 Mr. MacMartin stated if the business is changing it's lighting (externally or internally lit)
20 exterior, use of hazardous materials, number of employees, traffic pattern, parking –
21 having a neighborhood impact, then this Change of Use would not apply. However, if
22 the business is simply just changing what is being sold, for example, a yarn to antique
23 shop, then the Change of Use form would apply. This form would be useful to business
24 on Main Street. Many businesses on Main Street do not have site plans.

25
26 Several businesses have changed recently and signs have changed but there have not been
27 sign applications. Mr. Williams to discuss with Mr. Shepardson. Mr. Shepardson is not
28 interested in being the “sign police” but some measure has to be implemented to enforce
29 the sign permit. This topic will be further discussed.

30
31
32 *A MOTION was made by Mr. Kandt and SECONDED by Mr. Faiman to adjourn the*
33 *meeting.*

34 *Voting: 6 ayes, motion carried unanimously.*

35
36
37 Chairman MacMartin declared the meeting adjourned at 9:55 PM.

38
39 Respectfully Submitted,
40 Sorrell Downing
41 Secretary