



1
2
3
4
5 **TOWN OF WILTON**
6 **PLANNING BOARD MEETING**
7 **DRAFT MINUTES**
8

9 **DATE:** May 6, 2015
10 **TIME:** 7:00 PM
11 **PLACE:** Wilton Town Hall Courtroom
12

13 **PRESENT:** Wilton Planning Board Members: Chairman Alec MacMartin, Vice
14 Chairman Jeff Kandt, Neil Faiman, Matt Fish, Tracey Ewing (Alt), Dawn Tuomala (Alt)
15 NRPC Representative Camille Pattison, Secretary Sorrell Downing, Selectman Bill
16 Condra, Selectman Kermit Williams, Selectman Rick Swanson, Main Street Association
17 member Andrew Kennedy, Main Street Association member Allison Meltzer.
18

19
20 **WORK SESSION – JOINT MEETING WITH SELECTMEN**
21

22 Chairman MacMartin opened the meeting at 7:00 PM.
23

24 **Planning for Capital Spending**
25

26 Mr. Williams began by praising Ms. Tuomola for her tremendous efforts in previous
27 years to put together a plan for capital spending which primarily took into account
28 equipment.
29

30 The Selectmen would like to delve deeper into not only upcoming equipment expenses
31 but also building expenses. The Selectmen also want projections for not only for the next
32 six years (minimum stated by RSA 674:5) but for the next twenty years. This quest was
33 spurred in part by the Wilton Water Works recent grant received for creating an inventory
34 of capital, which revealed a steep increased need for current savings to plan for future
35 expenses (only above ground infrastructure were studied for this report so if one accounts
36 for the pipes below, the number is much higher).
37

38 The questions the Selectmen are looking to answer are:

- 39 • “What do other neighboring towns do?”
40 • “Why so many XYZ”

1 The Selectmen are trying to better understand where the money currently is being spent
2 and why, in order to plan how funds should be saved for future spending.

3
4 Mr. Fish asked if the Planning Board was not adequately addressing long range capital
5 needs? Again, Ms. Tuomala was recognized for her efforts, but the Selectmen are
6 looking for more.

7
8 Mr. MacMartin clarified the role of the Planning Board to canvas different boards as to
9 what the needs are and to put together a schedule.

10
11 **674:6 Purpose and Description.** – *The capital improvements program shall classify*
12 *projects according to the urgency and need for realization and shall recommend a time*
13 *sequence for their implementation. The program may also contain the estimated cost of*
14 *each project and indicate probable operating and maintenance costs and probable*
15 *revenues, if any, as well as existing sources of funds or the need for additional sources of*
16 *funds for the implementation and operation of each project. The program shall be based*
17 *on information submitted by the departments and agencies of the municipality and shall*
18 *take into account public facility needs indicated by the prospective development shown in*
19 *the master plan of the municipality or as permitted by other municipal land use controls.*

20
21 Ms. Pattison stated that some local towns have a subcommittee to address planning for
22 capital expenses. Often there may be grants available to allow for NRPC to give
23 guidance. Ms. Pattison will research the availability and requirements of these possible
24 grants. Mr. Kandt stated that the CIP is the Planning Board's responsibility and a
25 subcommittee can be formed under the Planning Board until a stand alone committee
26 could be voted on at Town Meeting in March 2016 if necessary. The CIP Subcommittee
27 will consist of members of the Planning Board, the School Board, the Budget Committee,
28 and the Selectman's' Office at a minimum. The meeting will be conducted as a Planning
29 Board meeting with proper notifications and minutes recorded.

30
31 *A MOTION was made by Mr. Kandt and SECONDED by Mr. Williams to form a*
32 *subcommittee of the Wilton Planning Board to develop the framework for the Capital*
33 *Improvement Plan targeting membership as per RSA 647:5.*

34
35 *Voting: 6 ayes, Ms. Ewing voting for Ms. Spittel and Ms. Tuomala voting for Ms.*
36 *Kearns. The motion carried unanimously.*

37 38 **Change of Use Procedures**

39
40 Mr. Williams, Mr. Swanson and Mr. Condra approached the Planning Board to ask how
41 can the encouragement of new business to be facilitated. Mr. MacMartin argues the lack
42 of new business is more of a factor of the weak economy rather than barriers by the
43 planning board.

1 Mr. Kandt explained the circle the planning board has been going around regarding the
2 change of use procedures especially regarding the “downtown” area. The difficulty being
3 each business really has to be considered on a case by case basis.
4

5 Mr. MacMartin has consulted Town Counsel regarding this dilemma and Town Counsel
6 has suggested the Town of Wilton follow the format the Town of Swanzey uses. This
7 involves a simple form but does require formal noticing and meetings.
8

9 Ms. Pattison brought forward two more possible scenarios.
10

- 11 • The Town of Peterborough has a “Minor Site plan review Subcommittee” which
12 has an abbreviated checklist, reduced fees, and a more streamlined review
13 process. The Town of Peterborough has an administrative staff to handle such
14 cases.
- 15 • The towns of Greenland, Hollis and Henniker use a NRPC Circuit Rider to help
16 facilitate the “Minor Site plan review” which would be comparable to the Change
17 of Use the Wilton Planning Board is grappling with. Other bigger towns have a
18 staff to help tackle the idiosyncrasies of various applications.
19

20 Ms. Ewing stated that according the Town of Wilton zoning ordinance, that theoretically
21 if a building is transitioning from one permitted use in a particular category to another in
22 the same category, then no “Change of Use” would be necessary?
23

24 **7.1**

25 ***Permitted Uses.***

26 *The following uses shall be permitted in the Commercial District:*

- 27 *a Any use permitted in the General Residence and Agricultural District under*
28 *the same provisions as apply to the use in that district, including density,*
29 *except that the lot dimensional requirements shall be as specified in this*
30 *section; (Amended March, 2007)*
- 31 *b Duplex and multi-family dwellings, inns, tourist courts, cabins and bed and*
32 *breakfasts, including such retail businesses within these permitted buildings*
33 *as are conducted for the convenience of the residents or guests;*
- 34 *c Restaurants and other retail establishments;*
- 35 *d Garages, parking lots and filling stations;*
- 36 *e Business and professional offices;*
- 37 *f Theaters, halls, clubs and amusement centers;*
- 38 *g Greenhouses and florist shops;*
- 39 *h Funeral homes;*
- 40 *i Wholesale establishments in connection with permitted retail establishments,*
41 *warehousing or merchandise for retail sale within the District;*
- 42 *j Houses of worship including, but not limited to, churches, synagogues, parish*
43 *houses, mosques, and convents;*
- 44 *k Hospitals, emergency medical centers and clinics; Schools, kindergartens,*
45 *preschools, and daycare centers, including in-home child care.*
46

1 Ms. Pattison to revisit this ordinance when wording the abbreviated checklist for Change
2 of Use. If the language were to change in the ordinance, the Planning Board would need
3 to place the rewording on the ballot at Town Meeting.

4
5 Mr. Fish departed at 8:05 PM.

6
7 Mr. Williams asked who enforced the Change of Use. That role remains unclear. Mr.
8 MacMartin stated that the Planning Board will typically see new business owners when
9 the sign application is submitted to the Planning Board.

10
11 Mr. Faiman and Mr. Kandt agree that for a Change of Use, the Planning Board would
12 need to relax the amount of detail required by an applicant. It might be beneficial to
13 create a generic multi use site plan. There needs to be special consideration for those
14 proposed businesses with hazardous materials on site.

15
16 Mr. Swanson stated that the discussion about a Change of Use procedure is purposeless if
17 the Town is not attracting new business owners. He questioned if there are incentives the
18 town can leverage to encourage new business.

19
20 Ms. Ewing found the Community Revitalization Tax Relief Program RSA 79-E. Ms.
21 Swanson agreed this would incentivize the property owners and therefore make the rental
22 space more appealing to tenant business owners. The Selectmen will research this
23 program and other possible downtown revitalization grants.

24
25 Ms. Pattison offered to travel to Wilton to do her work for the town that she usually does
26 in Nashua. Ms. Pattison will be on site in the Town Offices and therefore be available to
27 those in the community seeking guidance regarding either change of use procedures or
28 any other planning board type question. Ms. Pattison would work to develop a brochure
29 or handout which outlines the simple steps that a potential business would need to take in
30 order to establish their business in Wilton. The urgency to get a brochure produced and
31 circulated sooner rather than later was expressed by the Selectmen.

- 32 ○ Ms. Pattison will work with Ms. Meltzer to develop this brochure.
- 33 ○ Ms. Pattison will work with Ms. Downing to determine office hours.
- 34 ○ The added cost to the Planning Board will be calculated by Ms. Pattison.

35
36 *A MOTION was made by Mr. Williams and SECONDED by Mr. Kandt to allow Ms.*
37 *Pattison to draft an educational document for new business.*

38 *Voting: 5 ayes. Ms. Ewing voting for Ms. Spittel and Ms. Tuomala voting for Ms.*
39 *Kearns. The motion carried unanimously.*

40
41 Mr. Kennedy and Ms. Meltzer from the Main Street Association emphasized the need for
42 teamwork between the boards. The Main Street Association is striving to encourage new
43 business to Wilton.

44
45 **Pipeline Map Clarification for NRPC**

1 Ms. Pattison shared a map the NRPC is currently working on regarding the Kinder
2 Morgan pipeline proposal. Ms. Pattison was seeking clarification as to whether or not
3 there were any approved subdivision plans, historical sites or conservation areas within
4 the buffer zone which overlaps a portion of Wilton.

5
6 It was determined the area had:

- 7 Kimball Physics which employs 80 people
- 8 R&D Park
- 9 Talarico conservation land

10
11 To clarify:

- 12 The aquifer was not properly labeled on map
- 13 Impact of the pipeline on the town wells

14
15 The map was returned to Ms. Pattison for revisions.

16
17 **Wilton Economic Development Vision Statement Options**

18
19 Mr. Connors from NRPC has updated the text with the input he received from the Board.
20 The revised version was circulated and will be discussed on June 3.

21
22 *A MOTION was made by Mr. Kandt and SECONDED by Mr. Faiman to adjourn the*
23 *meeting.*

24 *Voting: 5 ayes. Ms. Ewing voting for Ms. Spittel and Ms. Tuomala voting for Ms.*
25 *Kearns. The motion carried unanimously..*

26
27 Chairman MacMartin declared the meeting adjourned at 9:20 PM.

28
29 Respectfully Submitted,
30 Sorrell Downing
31 Secretary