

## HAMPTON PLANNING BOARD

### DRAFT MINUTES

April 21, 2021 – 7:00 p.m.

**PRESENT:** Tracy Emerick, Chair  
Fran McMahon, Vice Chair  
Keith Lessard  
Anne (Tocky) Bialobrzeski, Clerk  
Ann Carnaby  
Alex Loiseau  
James Waddell, Selectman Member  
Jason Bachand, Town Planner  
Laurie Olivier, Office Manager/Planning

**ABSENT:**

#### I. CALL TO ORDER

*Due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic, and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, in order to properly ensure the safety of the public and that of several of the Board members who are within the CDC guidelines needing to take special precautions, this body is authorized to meet electronically. Please note there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, Chairman Emerick is confirming that the Planning Board are: Utilizing a teleconference service for this electronic Meeting. The Public may join the teleconference by calling **1-857-444-0744** and using the code **156034**. If anyone has a problem, please call **603-929-5805**.*

The Planning Board was introduced by Mr. Emerick. Ann Carnaby was home alone. Tocky was home and alone. Everyone else is in the Selectmen's Meeting Room. Jason Bachand and Laurie Olivier are in the Selectmen's Meeting Room.

#### II. ATTENDING TO BE HEARD

1. Public Comment (relating to Master Plan)
2. Steering Committee Membership
3. Phase I Vision and Coastal Resilience Final Deliverables
4. Resilience Planning & Design – Consultant for the Phase II Comprehensive Update
  - a. General Update (mapping, existing conditions review, etc.)
  - b. Outreach and Engagement Plan
  - c. Master Plan Website
  - d. Next Steps
5. Coastal Hazards and Adaptation Team (CHAT) Recommendations

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Mr. Bachand asked if anyone from the public wished to speak about the Master Plan.

Mr. Bachand discussed the Steering Committee membership(s). Mr. Bachand followed up with others and put together a revised list of current members of the Steering Committee. All Planning Board members are included in this group. The Budget Committee representative is Brian Warburton; ZBA is Tom McGuirk; Conservation Commission is Sharon Raymond and HBAC is Chuck Rage. School representatives is Frank Deluca. Barbra Kravitz, Jay Diener and Anthony Ciolfi are all currently representing as residents-at-large. It was noted there are currently fifteen regular members. Alternates were listed as well.

Mr. Bachand noted that Frank Deluca and Brian Warburton are present on the phone.

Mr. Bachand asked the Steering Committee if they would like anyone else to join. Someone from SAU 21 could join. Jay Diener does CHAT and SHEA, as well as being a resident-at-large, so they are covered. Mr. Lessard noted we can get other people interested in different areas when we get into sub-groups. Everyone concurred. Mr. Waddell said to invite someone from the High School, SAU21. Mr. Bachand noted for discussion that Town Department Heads could be on the list as well, but perhaps they should participate in their staff capacity, as he does, rather than as formal members.

Ms. Carnaby asked about needing an odd number versus an even number, for potential tie breaking purposes. It should not matter for now. **Mr. Bachand can reach out to SAU 21; we'll leave it as is for now—it will be 16 regular members if we get someone from SAU21.**

Mr. Bachand discussed Milone and MacBroom and how they worked on Phase I of the Master Plan - the Vision and Coastal Resilience portions. They had a March 31<sup>st</sup> final (contract end) date and delivered on time. Documents are on the Town website-there is a Master Plan page. Resilience Planning & Design (Resilience) also received the information from Milone & MacBroom.

Mr. Warburton is perplexed over why half of the members are not attending the meetings. If one cannot commit to this Master Plan project, their alternates should attend. He thinks a letter should be sent. He thinks we have 6 people who don't attend. **Mr. Bachand will send a letter.**

It was noted that Barbara Kravitz is not on the line tonight as she is resting from her vaccination.

Mr. Bachand introduced Liz Kelly from Resilience Planning and Design. Ms. Kelly gave an update on outreach. We received draft outreach plans.

Ms. Kelly said they are looking at existing conditions analysis and mapping; looking at data and they are coming up with questions for department heads. Zak (Brohinsky) is the GIS Analyst.

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The outreach and engagement plan was discussed. It is a tool to guide the public outreach process; what Resilience will be doing and when. It builds and expands upon outreach that is going on. It builds on what has been happening. Ms. Kelly discussed outreach techniques. **Suggestions will be needed.**

Project webpage. They (Resilience) will create a new Master Plan website. It will be interactive. It should be launched in May. Everything will be migrated to that page. There is also a range of activities; broad group (range) of people. Online users and potentially in-person options were discussed. Fall is when the community forums will be kicking off. Flier, project website; direct communications; local organization reach out; Boards and Committees; focus groups and stakeholders; local leaders in Town.

By topic or geographic areas are the way they align Focus Groups. It will build upon what has already been done.

Mr. Emerick discussed email lists. The Town of Hampton has a subscriber list. Ms. Kelly was happy with this. YouTube and public television were discussed; a Facebook page also helps; In the Know, etc.

Ms. Kelly asked about general ideas.

Mr. Waddell said there is a Hampton YouTube. PTA has email lists as well per Mr. Emerick.

May is when they will be up and running per Ms. Kelly.

Mr. McMahon asked about content. Ms. Kelly said monthly they will add announcements, community forums, etc. Ms. Kelly is giving a broad idea of the website. All relevant documents and resources were discussed. An easy summary of the project will be in the works. It will show how people can engage in the project. Easy navigation. Surveys can be done. Interactive mapping tools will be utilized. Discussion forums will take place. People can submit feedback.

The website is very intuitive. It's all one page per Ms. Kelly. Very easy to navigate. Ms. Kelly said we will be the ones to practice; let them know if they are missing the ball.

Ms. Kelly discussed a dashboard track of hits of people looking on the website. Can you tell demographics on people who hit the website was asked.

Mr. McMahon asked about dialogue. Direct communications could mean phone conversations; going to meetings by Zoom, or not. Not just via phone and email.

Mr. Lessard asked about a Q&A Section. Key word searches. Ms. Kelly said searching for key words (dashboard); they can define key words and filter.

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Q&A will be project email address. FAQ tab could be in a portion of the website.

Mr. McMahon asked about specific projects. Ms. Kelly will work with what the Town wants to see. Whatever is being put out needs to come from staff.

Laurie Olivier discussed email addresses. She asked Ms. Kelly if she needs email addresses. Ms. Olivier has been adding business email addresses she received from Alex Loiseau and others. Ms. Kelly appreciates that.

Mr. Lessard asked about adding separate lists.

Ms. Olivier discussed separate groups. Businesses and Master Groups. Separate email lists. The Recreation Department has a separate group for their emails, she believes. Hampton Walkers, people who sign up for classes, etc.

#### **Between now and the next meeting; who are the entities was asked.**

We could add Channel 13, that is the K-8 channel.

Mr. Warburton said Channel 13 does great. He likes YouTube also. People can revisit presentations.

CHAT (Coastal Hazards and Adaptation Team) Recommendations were presented by Jay Diener. He provided the background of CHAT.

He discussed SHEA first. It is a local non-profit. Locations (Town) that surround the estuary. It helps communities become informed about our estuaries. There are educational opportunities. Work is funded by grants. They work with three communities. Mr. Diener provided a PowerPoint presentation. It is available online (through Planning Board Channel 22 meetings). Please contact the Planning Office and/or check the Town website.

#### **The recommendations are available for viewing. They are on [shea4nh.org](http://shea4nh.org). There is a project pull down menu. Anyone can see the recommendations.**

Mr. Diener wants input on how to deal with this. Mr. Emerick sees this as a subset of the Master Plan for sure. Some recommendations do refer to the Master Plan. Give ideas to [jdiener@shea4nh.org](mailto:jdiener@shea4nh.org). He will volunteer Mr. Bachand or Mr. Loiseau for recommendations.

Mr. McMahon asked about Item #6, funding. It is always problematic. Mr. Diener said there are recommendations that deal with modifying Ordinances. Not a direct cost to the Town. There could be a CIP Plan for flooding mitigation and adaptation projects. The Town can build up money so when we need to do this there will be money.

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Mr. Diener said to work with the DES Coastal program. They do grant programs also. They are knowledgeable. We should rely on them as much as possible. Federal Grants; FEMA grants were also discussed.

Mr. Lessard discussed impact fees. Twenty-five (\$25) or \$30 could be added to wetlands permits. Small dollars. Changing zoning can be challenging. Changing where people can build. Land taking was discussed. Buyer beware was discussed. Mr. Lessard discussed relocation.

Getting people up or out of flood areas is his goal. Mr. Diener discussed Zoning Ordinances. Planning input is critical to what is implementable and what is not.

Mr. Diener discussed flood hazard areas. Where people can build. How big is the risk was discussed. If the risk is too large, is it advisable to have people build there was asked.

Mr. Diener discussed FEMA grants. Voluntary relocation was discussed.

Mr. Lessard discussed Ashworth Avenue and the Highest Observable Tide Line (HOTL). Mr. Diener said it's the spring King Tide cycle. Beginning Saturday, for four or five days, tides will be super high. Look at this weekend to see what it will look like potentially in 2050.

Ms. Olivier discussed fliers to renters. Maybe through the Building Department.

The Master Plan Steering Committee portion of the meeting concluded.

**Change of Use: 65 Lafayette Road** - restaurant (vacant - buildings previously removed) to temporary light assembly and solar collector testing. A Temporary Change of Use approval was granted by the Planning Board on September 16, 2020, but has since expired. The applicant is seeking to renew same.

Jim Kesseli (applicant) is on the phone. He gave an update. They conformed to all requirements. It had a slow start. They collected the data they needed. They will conform to any recommendations. He does not want to change anything. It will stay as is. He is looking for any other suggestions.

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Mr. Lessard asked when it (original temporary approval) expired. Mr. Bachand said February 28, 2021. He reached out to the applicant and told him it expired. Mr. Lessard said they were supposed to be in touch with us; we gave extended time at the original request. He is concerned if they are not paying attention to their expiration. He is okay with continuing the temporary use,

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but he does not like that we were not informed that it was expired. It was not Mr. Bachand's job to reach out to the applicant.

Mr. Bachand checked with other departments. There have been no issues with this use.

Tocky confirmed that the applicant and owner of record are one in the same. The notice had personal names. She found that they did purchase the front lot. They may be ready to merge. We want them to be in good standing (Company/Entity) with the Secretary of State. Get their annual report in.

Mr. Waddell said as he drives into Town, it does not present well. It's the temporary fence. Can they dress it up a bit was asked.

Mr. Kesseli agreed the temporary fencing is not attractive. For the short term they worked with this. He is not worried about any security aspect or safety risk. He is open to suggestions. He can have that as a requirement to make it look nicer.

Ms. Carnaby wants it as open as possible also. Elements in fencing that are cool looking. Make it prettier.

Mr. Kesseli will take down the current fencing.

Mr. Bachand discussed his suggested conditions. He asked about an expiration of December 31, 2021 as the expiration date. What does the Board think? He suggests adding a sentence that enhanced fencing and/or opening shall be provided for aesthetic purpose. Mr. Kesseli said until the end of the year is how long he needs it for. If he makes this permanent, per Mr. Bachand, it will have to go through the site plan process. This is only allowed as temporary. He thinks it is fine to extend this to December 31, 2021.

**MOTION** by Mr. Lessard to approve the temporary Change of Use, extension to December 31, 2021 and to enhance and open the fence for aesthetic purposes, as stated (above). The Board wishes to have notification by November 30, 2021 of their intent (to Planning Office) and everything will be removed by December 31, 2021.

**SECOND** by Mr. Waddell.

**ROLL CALL VOTE: 7 – 0 – 0**

**MOTION PASSED.**

**III. CONTINUED PUBLIC HEARINGS**

**IV. NEW PUBLIC HEARINGS**

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**V. CONSIDERATION OF MINUTES of April 7, 2021**

Mr. Bachand said that there was a request from a member of the public who spoke at the meeting to revise the minutes. The minutes were revised by Ms. Olivier. The meeting video was also checked to verify.

**MOVED** by Mr. McMahon to accept and approve the April 7, 2021 Minutes (as revised).  
**SECOND** by Mr. Waddell.

**ROLL CALL VOTE: 6 – 0 – 1 (Lessard) MOTION PASSED.**

**VI. CORRESPONDENCE**

**VII. OTHER BUSINESS**

Tocky noted she has three questions before adjournment. She noted we are going into a non-meeting. She asked if this is a non-meeting because it is a consultation with counsel. It was stated “yes”. Tocky asked if Jen Hale will be participating. It was noted “yes”.

Tocky asked if we will be discussing cases from the April 7<sup>th</sup> meeting. We can’t per Mr. Emerick. He noted we can discuss processes, but not applications in private meetings.

Tocky noted that the fact that Jen Hale is participating in consultation with counsel makes her uncomfortable, and noted she will be signing off.

**VIII. ADJOURNMENT**

**MEETING ADJOURNED: 8:13 p.m.**

Respectfully submitted,  
Laurie Olivier, Office Manager/Administrative Assistant

**\*\*PLEASE NOTE\*\***

**ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.  
MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING**