

HAMPTON PLANNING BOARD

MINUTES

March 15, 2023 – 7:00 p.m.

PRESENT: Tracy Emerick, Chair
Ann Carnaby, Vice Chair
Sharon Mullen, Clerk
Keith Lessard
Alex Loiseau
Brendan McNamara
Jason Bachand, Town Planner
Laurie Olivier, Office Manager/Planning

ABSENT: Richard Sawyer, Selectman Member

I. CALL TO ORDER

Mr. Emerick commenced the meeting by leading the Pledge of Allegiance. Mr. Emerick noted we have Election of Officers on the Agenda. There is a three-day mandatory wait period for swearing in new members. The Election of Officers will take place on April 5th. Mr. Emerick had everyone introduce themselves. The above Planning Board members were present as noted and the Master Plan Steering Committee consisted of Brian Warburton, Budget Committee; Nancy Stiles, HBAC; Jay Diener, Conservation Commission; Erica DeVries, Zoning Board, and Barbara Kravitz, Hampton resident-at-large, dialed in.

II. ATTENDING TO BE HEARD

- **Change of Use – 418 Lafayette Road:** Storefront & Apartment to Office Space

(Applicant not present)

- **Change of Use – 861 Lafayette Road, Unit 6:** Tax Accountant Office to Hair Salon

Attorney Chris Valhouli appeared representing the business owner and applicant, Jennifer Kutt. This business was formerly an accountant’s office. They are remaining on the second floor (accounting office). They will change the space from office space for accounting office and convert the office to a hair salon, it will be called Atlantic Salon. The business is currently existing in North Hampton. Mr. Emerick had an office in that space for 25 years. There have been salons in that building before. There is ample parking; first floor access for ADA. The hours will be 9:00 a.m. to 6:00 p.m., seven days a week. Walk-ins are welcome.

BOARD

MOTION by Mr. Lessard to approve the Change of Use.

SECOND by Ms. Mullen.

VOTE: 6 – 0 – 0

MOTON PASSED.

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- **Tori Bamford, Coastal Resilience Coordinator**

Ms. Tori Bamford appeared. She congratulated the Steering Committee on the Master Plan and warrant articles. She is the new Coastal Resilience Coordinator. This position works in partnership with the Town and the (NHDES) Coastal Program. Her work focuses on promoting proactive coastal management. She is learning a lot. She works with Brianna O'Brien (Conservation Commission), Jen Hale (DPW), Jay Diener, as well as coastal programs in Concord and several other organizations in the Seacoast. She has been here for a couple of months. She is working on floodplain management and learning how it works. She is planning to become a Certified Floodplain Manager. She is also learning to read site plans. She had brought up the question on a Planning Board project about the location of a transformer (elevation). She is working on building a complicated excel spreadsheet to track coastal projects for the departments and everyone else. She is providing one-on-one service to businesses and residents.

Mr. Lessard recused himself, and then stepped back in.

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Mr. Bachand said she is doing a great job. Ms. Olivier noted she works in the Planning Office.

- **ster Plan Steering Committee**

1. Public Comment (relating to Master Plan)
2. Recap of Master Plan Public Hearing/Adoption
3. Master Plan Website
4. Discussion – Master Plan Implementation Committee
5. Next Steps

Mr. Bachand asked for Master Plan comments.

Mr. Bachand gave a recap of the Master Plan public hearing. At the February 15th meeting, the Master Plan was adopted. He has been working with Resilience Planning & Design on final items. The document has been filed in the Town Clerk's Office. It was sent to the Office of Planning; it is on the front page of the website.

Mr. Bachand discussed the Executive Summary to the Master Plan. It captures key items from the larger document. We can print hard copies of this for the Town Office and Library for the public.

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Ms. Carnaby discussed having Mr. Bachand and Mr. Emerick go before the Board of Selectmen and deliver this to them directly now that it is official. It would be sort of a photo opportunity; it could go into the press.

Ms. Mullen asked about the map. Is it correct as of yesterday was asked. It is a future land use map. Liberty Lane is listed as commercial; this is not amendable right now.

Mr. Lessard said it's good we made one (the Executive Summary). Resilience will still be available to us for concerns or issues. Ms. Kravitz asked if the Executive Summary will be posted online as well. Yes, it will.

The website was discussed. It will have a new webpage; Mr. Bachand is talking with Dylan Drake (IT) about this. One idea is an ArcGIS story map. It is a creative tool; **we will need to look into the cost and potential challenges of doing this.** It has a cover page with certain topics; if you scroll through it, it is an animation of sorts. There are different tables and statistics. It is very interactive.

The current Master Plan page is updated on the Town website.

We would like people to get involved in the implementation process.

Master Plan Implementation. It is the next step. Mr. Bachand prepared a one-page document to discuss with the Steering Committee and went through the listed items.

Ms. DeVries asked about the membership, and the Board of Selectmen. There are new Boards in a couple of days. She asked if new Boards need to be re-appointing members. The ZBA has to say it's ok. The Steering Committee will dissolve. The Boards should have somebody appoint someone for the Implementation Committee.

Mr. Bachand discussed a draft mission statement. Mr. Emerick thinks it is the wrong mission. It is supposed to be an Implementation Committee. Not re-updating what it (Master Plan) should say; it is what it (Implementation Committee) will do. The mission of the Committee is getting things done for the Town i.e. "to implement the Master Plan". Mr. Diener said the Committee will be providing direction toward implementation. Ms. DeVries suggested to say that it is to recommend implementation steps consistent with the Master Plan. Ms. Kravitz added that "in a timely manner" should be added. Mr. Emerick said this is forever. Ms. Kravitz thinks the Committee will evaluate the timeliness of various recommendations and creating a schedule or calendar on what is reasonable to go forward.

Ms. DeVries discussed "which" and "when". The word "which" may mean some we are not going to do. Determine a schedule at which they advance...something like that. It sounds like an a-la-carte menu.

Mr. Lessard asked about true goals and objectives. We want to achieve something. Great things take a long time. Maybe call out the low-hanging fruit. Sea level rise on an ongoing basis was mentioned.

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Housing. Other top goals. What are they? Find out from other Boards what they want to make a priority. Smooth roads. Mr. Lessard thinks terms should be longer than one year.

Ms. DeVries said we don't need to make those priorities today; prioritization of action items should take place. It will aid in what comes first, second, third. Not trying to implement them simultaneously. Mr. Lessard hopes this Committee is listened to.

Mr. Emerick said let's form it up first and go from there rather than see what it won't do. Mr. Lessard said people are going to want to see things done.

Mr. Warburton likes the one-year idea. We can get someone appointed from the Budget Committee with one year. We need to see results. We need people to work hard on this.

It was noted that John Nyhan has already volunteered. Mr. Diener said the Committee will in some way consult with other Boards and Commissions in the process of coming up with priorities. It is in consultation with other members.

Ms. Kravitz said on the objectives – it is the diligence process that belongs to the Committee together with the Planning Department for each of the say 130 recommendations. There is a need to understand who will be involved in each one of them. What can be done, how and how fast. Who are the parties assigned in each case was asked. Maybe the DPW, maybe the Building Department, etc.

Mr. Diener said the first two (objectives in the Implementation Committee sheet) are great; the other three should be secondary objectives. How are we going to do all that; how does that fit in with implementation was asked.

Ms. Mullen asked if some may require zoning articles; budget and funding was asked about. Mr. Warburton said it will all end up in the warrant articles. The CIP will be a big part of it. Mr. Lessard asked are we implementing it or moving it forward.

Ms. DeVries discussed owners of tasks identified. Do we want to say anything about accountability on recommendations was asked. Should there be an element to oversee added to the objectives. Mr. Emerick said there is a management structure.

Mr. Diener asked about meeting every other month. Who does this get delivered to was asked. We can invite department heads to attend.

Mr. McNamara asked about meetings. This is separate from the Planning Board. Separately scheduled meetings were discussed. There would be around 15 members.

Ms. Mullen asked if six meetings are enough to have warrant articles on the 2024 ballot. Initially, maybe not. Ms. Stiles said we would want public input. Public comment should be allowed; it should be televised.

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Mr. Lessard asked about the Precinct. We could make it 16 members. One-year terms were discussed. Or re-appoint the current person. Mr. Lessard said knowledge needs to carry on. A Board or Committee can re-appoint.

Ms. DeVries discussed some talented people are busy and maybe they can do a year or stay with it. Some people may not be able to make a 2-3 year commitment. Mr. Bachand discussed the importance of having representatives from diverse groups.

Residents-at-large were discussed; the length of their terms. Amount of members – adjust from 5 to 4 members. Two-year or three-year terms was discussed.

Mr. Emerick said he would let the Committee form itself. We are trying to over-manage it. Mr. McNamara said we need to be solid about this. At-large members, we need to be more specific. One year, renewable was noted. Ms. Mullen discussed an attendance requirement. If they miss three meetings, say for example. Ms. DeVries thinks one-year terms create the best environment.

The Planning Board will appoint these people (residents-at-large). This is a sub-committee of the Planning Board.

Mr. Warburton asked if the Town Manager knows to appoint a Board of Selectmen member. The Budget Committee meets next Tuesday.

The first meeting could take place in June. We might be able to move that up to May. Mr. Bachand could have one more meeting with this group, if they wish.

Ms. DeVries discussed people's different schedules. We will need to know a date to get people to know. Ms. Carnaby said the room is pretty busy, Mr. Bachand thinks the last week of the month is quietest.

Mr. Bachand asked if 6:00 or 7:00 is good; 7:00 is advised. Ms. Stiles said why not have them opposite the Selectmen meetings. That may not work when the Selectmen are meeting weekly.

Is Resilience done working with Hampton now was asked by Ms. DeVries. She asked if there is a role for them to continue on. Ms. Carnaby noted the RPC is also helpful.

Mr. Lessard discussed the budget for the RPC to work on implementation. Mr. Diener said the Committee needs to meet first.

We will do a posting to send us letters of interest. When it is out to the public, what is the response time was asked. Two or three weeks was noted. The Steering Committee said to let Mr. Bachand decide, and he will keep the group posted. The Steering Committee meetings are complete.

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***CHANGE OF USE APPLICANTS APPEARED (noted above).**

- **Change of Use – 418 Lafayette Road:** Storefront & Apartment to Office Space

Mr. Brian Provencal appeared. This is for 418 Lafayette Road. It was a mixed use. It is going to be an office use. The apartment will go away. Nothing is being changed.

BOARD

MOTION by Mr. Lessard to approve the Change of Use.

SECOND by Mr. McNamara.

VOTE: 6 – 0 – 0

MOTION PASSED.

III. CONTINUED PUBLIC HEARINGS

IV. NEW PUBLIC HEARINGS

V. CONSIDERATION OF MINUTES of March 1, 2023.

MOTION by Ms. Carnaby to accept and approve the Minutes of March 1, 2023.

SECOND by Ms. Mullen.

VOTE: 6 – 0 – 0

MOTION PASSED.

VI. CORRESPONDENCE

VII. OTHER BUSINESS

- **Update on Housing Opportunity Planning (HOP) Grant Project**

Mr. Bachand gave an update on the HOP grant project. The contracts with the RPC and New Hampshire Housing have been signed. The Board of Selectmen gave authorization last month. The Planning Board will meet with Jenn Rowden (RPC) at the April 5th Planning Board meeting. Ms. Rowden asked if the working group is under the Planning Board or a separate committee. Mr. McNamara and Ms. Mullen think working with the Planning Board is a good idea. Mr. Bachand said we don't need to vote on this.

Mr. Bachand discussed the Housing Academy. It is an educational training program to discuss topics such as the housing crisis, how to talk about housing in the community, bringing about change, etc. Up to three people will need to participate. Mr. Bachand is participating. It was noted one or two Planning Board members are needed. Some meetings will be in-person and some are virtual over Zoom. There will be five meetings in total. Maybe by April 5th he can get an idea of who is interested. There is flexibility in attendance. It was asked by Mr. Emerick if they may be recorded; Mr. Bachand is not sure about that. The Board discussed whether there could be alternating attendance to give everyone a taste of it.

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The Board thanked Alex Loiseau for his years of service, and it was noted he has agreed to be an Alternate.

VIII. ADJOURNMENT

MOTION by Ms. Mullen to adjourn.

SECOND by Mr. McNamara.

VOTE: 6 – 0 – 0

MOTION PASSED.

MEETING ADJOURNED: 8:04 p.m.

Respectfully submitted,

Laurie Olivier Office Manager/Planning Office

****PLEASE NOTE****

ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.

MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING