

*Enfield Planning Board Minutes, March 13, 2024*

**Enfield Planning Board – Meeting Minutes**

**DEPT OF PUBLIC WORKS/MICROSOFT TEAMS**

**March 13, 2024**

**PLANNING BOARD MEMBERS PRESENT:** David Fracht (Chair), Dan Kiley (Vice-Chair), Linda Jones (via Teams), Erik Russell (Selectboard Representative), Phil Vermeer (via Teams), Tim Jennings (Secretary), Brad Rich, Kurt Gotthardt (Alternate), Jim Bonner (Alternate and Videographer), Whitney Banker (Alternate)

**PLANNING BOARD MEMBERS ABSENT:**

**STAFF PRESENT:** Rob Taylor- Land Use and Community Development Administrator, Ed Morris, Town Manager Whitney Banker-Recording Secretary

**GUESTS:** Susan Brown, Dan Regan, Renee Regan, Craig Sanborn, Dave Beaufait, Sharon Beaufait, Shirley Green, Nik Fiore (Engineering Ventures), Marjorie Carr, John Carr, John Eastman, Ann Hess, Keith Hess

**Via Teams:** Andrew Chursciel, Jean P, Jim Pulver (Breadloaf), Mark Montminy, Shad Owens, Val S, Mike Diehn,

**CALL MEETING TO ORDER:**

Chair Fracht called the meeting to order at 6:30 p.m. and took attendance

**PUBLIC COMMENTS:**

None.

**HEARINGS**

Chair Fracht explained the process for hearings.

**P24-02-01, The Town of Enfield, NH is seeking major site plan review (SPR) for the renovation and expansion of Whitney Hall which will continue to serve as the Enfield Town Offices and Library at 23 Main Street (map 34, lot 37). Breadloaf Construction of Middlebury, VT, will complete the work on this project.**

Mr. Pulver of Breadloaf Construction presented the case.

A rendering of the completed building was shown. Exterior paint colors still need to be chosen (the rendering color is slightly different from the existing paint, and a final color is not confirmed).

41 The major mechanical equipment is planned to go onto the new addition's roof. Roof access will  
42 be from the third floor of the older section of Whitney Hall.

43 Each floor plan was reviewed.  
44

45 Several elements throughout the Whitney Hall building, such as the stained glass and portions of  
46 the stage, will remain.  
47

48 The lighting will be directed to the parking areas and walking surfaces, with little light on grass  
49 areas. The lighting color is neutral, with a soft glow for safety (not the bright-white LED  
50 lighting).  
51

52 The stormwater drainage plan includes perimeter drains around both edges for runoff that will  
53 connect along the new building and drain into a storm drain catch basin (which is existing and  
54 will be updated as part of the project). This is similar to the current stormwater management. The  
55 amount of impervious surface is not increasing, and stormwater treatment is not required.  
56

57 The facility is on municipal water and sewer.  
58

59 Snow removal will remain the same as it has been, along the sides of the parking areas and down  
60 the back.  
61

62 Solid waste and recycling are taken directly from the building to the transfer station by the  
63 Department of Public Works (DPW), and this process will remain in place.  
64

65 The total count of parking spaces in the new configuration is 31, with 1 being ADA parking. The  
66 eight parking spaces behind the existing police station will be utilized, including additional ADA  
67 spaces once the police department moves to the new public safety facility. According to the  
68 regulations, two ADA spaces are required. Mr. Pulver noted a potential second ADA space that  
69 can be added. Mr. Morris reiterated that additional ADA spaces will be added when the police  
70 station moves to the new Public Safety facility.  
71

72 The future of the current police station is undetermined at this time. A future sale is not ideal  
73 with the existing lot lines and is an improbable solution to the future use of the building.  
74

75 Mr. Jennings stated that his experience with lighting the same temperature within the plan was  
76 too bright in a similar application. He suggested reconsidering the lighting from 4000 to 3000 for  
77 a nicer night color. Chair Fracht agreed with this suggestion.  
78

79 Mr. Gotthardt said that after taking a walk today around the exterior fencing, and noted a  
80 drainage ditch behind the existing police station that should have silt fencing added.  
81

82 The top floor where the Shaker Bridge Theater was formerly housed will become the town's  
83 main meeting space. The balcony will remain but as a ladder storage area.

84  
85 Mr. Gotthardt asked if there were any anticipated issues with snow and ice between where the  
86 existing building and the addition meet. Mr. Kiley agreed it appeared that snow removal could  
87 be an issue here, as it has been. Mr. Jennings commented that replacing the slate roof with  
88 asphalt shingles and improved insulation should help guard against much of this issue.

89  
90 The entire facility will be serviced by heat pumps, with improved ventilation.

91  
92 A signage plan has not been developed yet.

93  
94 Chair Fracht moved on to questions and comments from the audience.

95  
96 Mr. Beaufait asked what the roof slope of the new addition is, if any. Mr. Pulver said it was a  
97 minimum of ¼ inch per foot to the drain, with many areas exceeding this.

98  
99 Ms. Beaufait said the roof appears flat on the addition; is that true? Mr. Morris stated that it is  
100 closer to a flat roof, with some slope to provide drainage. Mr. Jennings commented that this roof  
101 style is typical and would not anticipate this being an issue.

102  
103 Ms. Patten (via Teams) commented that the addition, particularly for the library, felt like a box  
104 stuck to the back of the existing facility. She posed the question of historical building character  
105 and felt the addition did not fit the historical style.

106  
107 Ms. Patten asked why this plan is coming to the Planning Board when it is already well  
108 underway. Chair Fracht stated that because this is a town facility, the town is not subject to  
109 zoning regulations; the site plan review is done as a courtesy. He agreed that it should have come  
110 before the board earlier. Mr. Morris added that the plan came to the board now for input on  
111 lighting colors, stormwater plans, etc. Breadloaf was hired last summer, and the town has tried to  
112 work as quickly as possible to complete the building before the public safety facility. Mr. Kiley  
113 agreed that this is an ongoing town project with many opportunities for involvement and input.  
114 Mr. Jennings added that the planning board is not the forum to discuss the aesthetics of the  
115 building.

116  
117 Mr. Sanborn asked if it is correct that the idea is to remove the existing slate roof and replace it  
118 with asphalt shingles. He stated that slate lasts a long time, and asphalt shingles last around 30  
119 years, and he wondered why this was a better choice than slate. Mr. Morris stated that while they  
120 may not be longer lasting, there have been many roof problems with Whitney Hall, and finding  
121 contractors to work on the slate is challenging.

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Ms. Regan asked what would happen to the existing front porch. Mr. Morris stated that the front entrance would remain; although it will no longer be the main entrance, it could continue to be used.

Mr. Beaufait asked if the front entrance would still have stairs. Mr. Morris confirmed it would; the front area will remain relatively the same.

Ms. Regan asked what the capacity of the upstairs meeting room would be. Mr. Pulver confirmed it would have about 280 occupants without fixed seats and 121 with fixed seats. An existing sprinkler system is being replaced in the building.

With no further questions or comments, Chair Fracht moved on to board discussion.

Mr. Gotthardt asked if the existing vault was being relocated. Mr. Morris confirmed it will be relocated to the lower level and has been checked with the NH Secretary of State regarding the protocol for fire protection for this storage.

**Mr. Kiley moved to accept the site plan as proposed, with the condition that the lighting temperature be changed from 4000K to 3000K. Mr. Rich seconded. Roll call vote unanimous in favor of the motion (7-0).**

Mr. Morris noted that they would also look into the other comments made during the hearing.

**P24-02-02, The Town of Enfield, NH is seeking major site plan review (SPR) for the construction and future use of a consolidated public safety facility (police, fire, and ambulance) at 6 Granite Place (map 15, lot 18-3). Neagley and Chase Construction of South Burlington, VT, will supervise the work on this project.**

Mr. Fiore provided a general overview of the existing site.

A rendering of the building was shared.

The right side of the building will have five-bay emergency vehicle access. The middle building will have the police station, including a jail cell toward the back. The far-left portion of the building will have parking for the public and a meeting space.

The entrance to the facility for the public and employees will come from Granite Place. Additional parking and an impound are located around the back and far side of the building. The driveway onto Route 4 is for use by emergency vehicles.

Municipal sewer and water will serve the building.

The stormwater management plan includes a gravel/wetland system with a vegetative surface to take runoff from the parking lots and behind the building. A rain garden will also have a vegetative surface along the east side. The facility is flat-roofed, with several roof drains routed to the east-side rain garden.

A driveway permit for Route 4 access is required from the NH Department of Transportation (NH DOT). Feedback from NH DOT so far has asked for changes to the grade that will avoid snow and ice pooling into Route 4. The driveway includes a culvert and a French drain that will route water to the rain garden. Total runoff rates after development do not exceed existing rates for a number of storms.

The lighting plan involves several pole fixtures as well as building-mounted fixtures. The lighting temperature proposed was 3500k and can be easily changed to 3000k. Mr. Jennings commented that they may wish to have an exception for when emergency services are on call, such as when bays are open. Mr. Gotthardt suggested motion sensors. Chair Fracht suggested the bay area has constant light for emergency visibility. Several members of the public also agreed with this suggestion. Mr. Fiore said they would speak with the lighting designer about these adjustments.

A roadway-size sign on either side of Route 4 will warn of the emergency service location. Mr. Morris added that flashing lights will accompany the signs when vehicles are entering/exiting.

The turning radius around the building was designed based on Lebanon's ladder truck for future needs, training, and mutual aid.

There are 27 total spaces (21 in the main area with 1 ADA space and six additional spaces along the back with 1 ADA space, for a total of 2 ADA spaces).

The parking bays are 14'. There are floor drains in the bays.

There is conduit into the Police bays for the possibility of future chargers.

The development is small enough that alteration of terrain permitting is not required. There are no wetlands that require permits. The project has the Planning Board review and the NH DOT review. There will also be a sewer connection permit.

Mr. Gotthardt asked if there would be a safety call box. Mr. Morris stated he did not believe there would be.

Mr. Gotthardt asked about the parking spaces and the current and expected number of employees using this building. Mr. Morris said that there are 3-4 on duty at a time. The six spaces in the back should be sufficient during a call during the day. For night calls, the additional spaces should also be enough. Mr. Morris noted that a large event happening when a fire call also happens could pose issues, or a training session. They will investigate additional parking options for these cases.

Chair Fracht asked for the total number of police, fire, and EMT employees who would respond to a call simultaneously. Mr. Morris provided a rough estimate of less than 20.

The meeting space in the building is also designed to be the emergency operations center, which may impact parking in the cases where this is utilized and emergency calls are made.

Mr. Vermeer asked if there had been any thought to put solar on the roof or make provisions to have it in the future. Mr. Morris stated that it has been discussed, as has the possibility of ground-mounted solar. Mr. Vermeer noted that adding conduits during construction would simplify solar installation.

The building will have three-phase power.

With no further board questions or comments, Chair Fracht moved on to members of the public.

Mr. Hess asked if there would be any upgrades to Granite Place. Mr. Morris said it is built to the same road standard as Route 4. Mr. Hess expressed concerns about traffic from his business turning onto Granite Place and existing issues that arise with Shaker Granite customers coming the other direction or blocking the roadway to turn out.

\ Mr. Morris stated that the town would be involved with the shared road upkeep, but details had not yet been defined. Mr. Fiore stated that Granite Place is within the standard roadway width.

Mr. Beaufait said several months ago that Mr. Patten attended a meeting that he did as well and expressed concerns about the slope onto Route 4 for longer fire trucks. Mr. Beaufait asked if the slope had been addressed. Mr. Fiore noted that they have tested these with programs that include the size of the fire trucks to ensure clearance.

Chair Fracht asked if fuel would be stored onsite for vehicles housed there. Mr. Morris stated only propane for the generator would be stored on site.

With no further questions from members of the public, Chair Fracht closed the public hearing.

**Mr. Kiley moved to approve the Enfield Public Safety Facility site plan with the condition that a driveway permit be granted from the State of NH. Mr. Jennings seconded. Roll call vote unanimous in favor of the motion (7-0).**

Chair Fracht called a 5-minute recess at 8:04 pm.

Chair Fracht called the meeting back to order at 8:12 pm.

## **CONCEPTUALS**

None.

## **SELECTBOARD REPORT: Erik Russell**

The Community Power group provided an update to the board.

The Methodist Hill property was discussed, and a plan was made to proceed.

There was a discussion with the DPW about the decision to use black asphalt on town sidewalks.

An Emergency Services Advisory Committee was formed.

The board's annual meeting with the Health Officer took place.

## **LEGISLATIVE REPORT: David Fracht**

Last week's legislative session included the following important bills that may be relevant to the planning board.

A bill that would have allowed postings of Zoning Board meetings on a town website as an alternative to publishing in the local newspaper failed in the entire house.

A bill to create village districts for the purpose of analyzing, protecting, and remediating water quality and lakes (which would allow several communities with shared lakes the opportunity to take a common approach to watershed management) ultimately failed.

A bill that would tighten the definition of an abutter passed at the House. This would eliminate the right to appeal for those who are not abutters. It would not eliminate their right to testify.

## **LAND USE ADMINISTRATOR REPORT: Rob Taylor**

The Laramie Farms hearing has had a significant impact on land use office personnel. Yesterday, March 12, the Zoning Board of Adjustment (ZBA) hearing was one of the most extensive ZBA hearings. The meeting was continued to April 9. Abutters expressed a lot of concern.

There has been continued interest in the property behind Pellerin Auto by a serious developer.

The TIF (Tax Increment Finance District Advisory) committee has had some membership changeover and is back to full membership.

Mr. Ehrenzweig has been busy with snow-melt junk issues and several health officer issues.

A relatively large lot merger will be upcoming soon (the lot had previously been subdivided).

The Master Planning Task Force

#### **REVIEW MEETING MINUTES:**

Minutes will be tabled to the next meeting.

#### **NH HOP GRANT UPDATE**

The stakeholder's meeting included 15-20 people and many perspectives on approaching zoning changes. Much of the discussion echoed comments from these same stakeholders during the first phase of the Master Plan.

Members discussed the possibility of smaller stakeholder meetings organized by board members. Mr. Taylor commented that working directly with the two lake associations would be vital. The Shaker Village was also identified as a valuable group for this type of exercise.

Mr. Jennings expressed concern about the rural district that has been proposed and whether making changes is likely to be successful at the 2025 Town Meeting. Members discussed ways to prioritize districts for this next Town Meeting and identified the village and lakes as the highest priorities.

A proposed question that could be used for various audiences is, "What prevents you within Enfield's zoning ordinance from doing X?".

Mr. Taylor noted that the current allowable ADU size (800sqf) needs to be bigger. At the state level, discussions have mentioned 1200sqf as a possible size.

Additional discussion will be held around the existing rural districts and how best to make changes to a single rural district that aligns with community needs and wants. Mr. Russell suggested allowing property owners to utilize "old rules" for a defined period.

Members discussed the boundary lines for the village district, focusing on where municipal water and sewer are available as the boundary.

Members agreed that starting smaller stakeholder meetings in June is a good plan.



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328 The Master Plan meeting on Monday reviewed the notes from the contractor after meeting with  
329 the five committees involved in the next chapters. Upcoming community input sessions are  
330 Thursday, May 9 from 6:00-8:00 pm and Saturday, May 11 from 10:00 am – 12:00 pm. The  
331 Saturday session coincides with the first farmer’s market of the year. The sessions will be more  
332 “drop in” friendly.

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**334 NEW BUSINESS:**

335 None.

336

**337 OLD BUSINESS:**

338 None.

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340 **NEXT MEETING:** March 27, 2024

341

**342 ADJOURNMENT:**

343 **Mr. Kiley moved to adjourn the meeting at 9:04 pm. Mr. Rich seconded. Roll call vote**  
344 **unanimous in favor of the motion (7-0).**

345

346 *The meeting was adjourned at 9:04 pm.*