

TOWN OF AMHERST
Planning Board

January 22, 2020

APPROVED-AMENDED

1 In attendance: Michael Dell Orfano- Chair, Arnie Rosenblatt, John D’Angelo-Selectman Ex-
2 Officio, Marilyn Peterman, Sally Wilkins, Rich Hart, Brian Coogan (Alternate), and Lisa
3 Eastland (Alternate).
4 Staff present: Nic Strong, Community Development Director, and Kristan Patenaude, Minute
5 Taker.

6
7 Michael Dell Orfano called the meeting to order at 7:35 pm at the Amherst Town Hall.

8
9 **1. CASE #: PZ12172-121819 – Arboleda Realty LLC (Owner & Applicant) – The**
10 **Farmhouse Marketplace, 340 Route 101, PIN #: 008-052-000 – Submission of**
11 **Application/Public Hearing/Non-Residential Site Plan. Proposed multi-use**
12 **commercial building. Zoned Northern Transitional.**

13
14 *Brian Coogan sat for Arnie Rosenblatt with respect to this application because Arnie Rosenblatt*
15 *recused himself with respect to this application.*

16
17 Ken Clinton, of Meridian Land Services, stated that he represents Amy LaBelle, of LaBelle
18 Winery, and Cesar Arboleda, of Arboleda Realty. He thanked the Board for the opportunity to
19 present this after some scheduling issues. This proposal is for a multi-use commercial building.
20 The original variance approval was granted in 2016 and confirmed by the courts in August 2019.

21
22 Amy LaBelle, 109 Mack Hill Road, explained that LaBelle Winery was built seven years ago.
23 She is very proud of the work done at LaBelle and believes it to be a wonderful place for the
24 community to gather and engage with one another. She is excited to expand with a new
25 opportunity to the town that she and her family reside in, send their children to school in, and
26 hope to retire in someday. This expansion will allow for more community and charitable events,
27 as well as more community space. She hopes the expansion will become an Amherst destination
28 and something for the town to be proud of.

29
30 **Sally Wilkins moved to accept the application as complete. Marilyn Peterman**
31 **seconded.**
32 **All in favor.**

33
34 Sally Wilkins noted that the Board voted that there was no regional impact on this application at
35 their last meeting.

36
37 Ken Clinton explained that an original variance was granted and then affirmed for use and
38 building height. The majority of the functional space will be dedicated to office space, a tavern, a
39 marketplace, a distillery, a tasting room, and a 3-4 bedroom cottage to be placed in the existing,
40 original farmhouse for bridal party use, for example. The original variance made mention of a
41 possible Planned Residential Development (PRD) on the site, however, while still a slight
42 possibility, this is not being included in the current application.

43

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44 Ken Clinton explained that he hopes, after this discussion, that the application could be
45 continued to the Board's March meeting, in order to submit another application for a CUP for
46 wetland buffer impacts. He has met with the Amherst Conservation Commission (ACC) twice
47 already regarding this application and believes he will meet with them a third time. The ACC, so
48 far, has been fairly favorable to the overall project. Ken Clinton also noted the need for third
49 party engineering review of the site plans, legal review, and possibly a site walk.

50
51 Ken Clinton explained the existing conditions. The preliminary designs show a site of
52 approximately 45.9 acres, off Route 101, directly across from LaBelle Winery. This is one of
53 five Bragdon family parcels; three of which were given to the town, one of which is where
54 LaBelle was built, and this being the last one. There was some level of agriculture on this land
55 for years. There is an old, existing farmhouse on the property. The land was all cleared at one
56 point, but was not planted and instead used for paddocks and grazing. The most usable area of
57 the land is the southwest corner. There is a large hill on the property that slopes up to the town-
58 owned land. Stormwater runs down the slope into wetland pockets that have been flagged and
59 evaluated. Two of these areas were originally created as borrow pits for the Route 101
60 construction. American K-9 is directly to the west of the property, and the back of the property
61 connects to the Holly Hill Road and Winterberry Drive residential lots. To the east is
62 conservation restricted land, and across the street from that is the sledding hill.

63
64 Ken Clinton explained that the area being developed is very small compared to the relative size
65 of the entire property. This small area is the most developable. Part of this proposal includes 25
66 acres of land to be set aside as conservation restricted, or otherwise undevelopable. This will also
67 allow for a buffer of land between the development and the adjacent residential neighborhoods.
68 Due to the volume of fill required in these wetlands, DES agreed that the 25 acres could be used
69 as compensatory mitigation. This land will be given as an easement to the Town, and
70 administered by the ACC. Ken Clinton pointed out that the 25 acre conservation easement was
71 required by the previous variance and DES agreed it could be mitigation.

72
73 Ken Clinton explained the design plans. The proposed structure will be of a similar footprint to
74 the original proposal, without the initially proposed inn. NHDOT has stated that the access to the
75 property must be directly opposite from the winery. There may eventually be a secondary
76 entrance point proposed.

77
78 In response to a question from Mike Dell Orfano, Ken Clinton stated that there was consideration
79 given to accessing the property through the American K-9 entry way, but this is not believed to
80 be able to support traffic as needed.

81
82 In response to a question from Marilyn Peterman, Ken Clinton explained that a traffic engineer
83 has been engaged to discuss long term plans for turning lanes in this area.

84
85 *Lisa Eastland sat for Cliff Harris.*

86

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87 Ken Clinton stated that DES has agreed that it is acceptable for the project to fill all or parts of
88 the borrow pits on the property. ACC has also generally endorsed this plan. When entering the
89 property, there will be overflow/auxiliary/employee parking, then leading to primary and
90 secondary parking lots. This then extends to the possible secondary entrance and a tertiary
91 parking area. The existing farmhouse on the property will be refurbished with 3-4 rooms, which
92 can be rented in association with the use of the facility. The main building will contain the
93 tavern, market, function room, and tasting room. The distillery will be separate due to its use and
94 fire code. A final building will be used as a barrel barn to store the distilled spirits. This will be a
95 Morton style building with appropriate façade.

96
97 Ken Clinton explained that the original proposal included a large stormwater chamber system
98 under the parking lot. This was found to be very expensive and did not meet NH Alteration of
99 Terrain Bureau (AoT) requirements. In this version, the stormwater system will be basin based.
100 The plan is still pending third party review, but may include some chambers under the parking
101 lot or some of the stormwater may be moved back across the street, to be treated at LaBelle
102 Winery. This part of the application is not yet certain.

103
104 In response to a question from Rich Hart, Ken Clinton explained that the overflow from this
105 property currently flows to the LaBelle side of the road, under the highway. The overflow travels
106 through three different culverts and, eventually, into Beaver Brook. The overflow can't just be
107 discharged through the culverts for this proposal; it will need to be slowed down, treated, and
108 released.

109
110 Ken Clinton explained that there is one other wetland impact, right next to the cottage. There is a
111 shallow depression there that currently acts as a stormwater pond. DES is okay with the project
112 impacting part of this.

113
114 Ken Clinton stated that the site was not balanced in terms of cuts and fills, and more material
115 would be leaving the site. He stated that Amherst does not have sewer or town water in this area.
116 The plan is to treat all effluent in leach fields on site, and to create wells for water. The current
117 proposal is for a well adjacent to the wetland buffer and barrel barn. This will probably have a
118 175ft. well radius, given use regulations.

119
120 In response to a question from Mike Dell Orfano, Ken Clinton explained that the parking lots
121 will be pitched to keep any runoff out of the wetlands. He mentioned that American K-9 has an
122 outstanding well on their property and this project hopes for something similar.

123
124 In response to a question from Mike Dell Orfano, Ken Clinton stated that he suspects a cistern
125 will be needed, but is still in preliminary conversations about this with the Fire Department.

126
127 Ken Clinton explained that multiple leach fields will be needed on site, primarily because of the
128 distillery. Distillery use is not well known in the state, and so DES is being extra cautious with
129 the design on the property. The wash from the distillery will need to be handled separately from
130 the other leach fields. The leach fields want to be in the low corner of the property as well, and

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131 so the most cost-effective thing to do is to pump it to a different spot on site, in order to move it
132 from the area where all of the other items of interest are already located.

133

134 In response to a question from Marilyn Peterman, Ken Clinton explained that the leach field for
135 the distillery will be different in its number of tanks and the type of tanks it uses.

136

137 Amy LaBelle explained that there will probably be a bathroom required in the distillery building
138 by code. The wash from the distillery will actually have very little septic influence because she
139 plans to contract with local farmers to take the wash for compost/feed material for their animals.
140 This spent grain is happily taken by farmers and is a great secondary purpose for it.

141

142 In response to a question from Brian Coogan, Ken Clinton explained that both leach fields will
143 be in the same area. All of the water will be treated before being pumped up the hill. It is unclear
144 if this will be done using separate piping. Some of the septic design details may not be ready
145 until the construction phase of the proposal.

146

147 Ken Clinton stated that there are a few landscape waivers being requested. He requested that the
148 Board consider tonight the waiver for the requirement that a Professional Landscape Architect
149 prepare, sign and endorse the landscape design. Amy LaBelle has a designer and grower that has
150 submitted thorough and detailed plans, but this person is not a licensed landscape architect. Ken
151 Clinton added that the lighting had been embedded in the landscape plan but would be added to
152 the utility plan for next time.

153

154 Jeff Kabriel and Robert Buckley, of Niemitz Design Group, were the designers and architects for
155 LaBelle Winery and presented some of the building and façade plans. Jeff Kabriel stated that the
156 main proposed building is 11,000sf with a 2,500sf separate distillery building. The primary
157 building will have a tavern in the front, a meeting room to the side, a kitchen, marketplace, and
158 event space. All of the areas will be connected through covered porches, which should make
159 them feel as one. The building will aim to keep the New England vernacular, by looking mainly
160 like a farmhouse. To enter the building, one will go through a cultivated garden area. The
161 building will be turned slightly to the side, so as to not make a huge impact when viewed from
162 Route 101. The integrity of the building will be priority, with clapboard and windows that are 2-
163 over-1. The entrance will be humble, simple and inviting. The roofs will be gabled, with a
164 mixture of rooflines, with standing seam roofs as well as asphalt shingles. The plan is to reuse
165 the barn boards and other materials from the existing barn on the property, along with a Hardie
166 board type of siding.

167

168 Jeff Kabriel explained that the existing cottage will be remade into a 4-5 bedroom unit for bridal
169 showers, bridal parties, etc. This building will have a private entrance off the porch. The barrel
170 storage facility will also be constructed with as much New England/New Hampshire material as
171 possible. There will be good, quality lighting inside the buildings and uplighting on the outside
172 of the buildings from the landscape areas.

173

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174 In response to a question from Marilyn Peterman, Jeff Kabriel stated that the design intention is
175 that the building will be almost unseen from Route 101 until upon it.
176

177 Ken Clinton explained that there was initial interest from the Heritage Commission for the
178 existing barn on the property to be converted into the distillery. This is, unfortunately, not
179 feasible due to the condition of the structure. Instead the materials from the barn will be used
180 throughout the property.
181

182 Jeff Kabriel stated that the signage on the property will all be wood cut and very understated.
183 There will be some up-lighting toward the buildings, but this will all be concealed. There will
184 also be safety lighting in areas as required.
185

186 In response to a question from John D'Angelo, Ken Clinton explained that the intent is to place a
187 generator next to the dumpster on the west side of the building.
188

189 In response to a question from Marilyn Peterman, Amy LaBelle explained that the Town has
190 been asking for a tavern, so she will give it one. The tavern/restaurant will be cozy, welcoming
191 and warm, with a fireplace and televisions at the bar. The plan is to downplay the Bistro
192 restaurant across the street at LaBelle, and move the business across the street to the tavern.
193

194 In response to a question from Sally Wilkins, Jeff Kabriel explained that the lowest level of the
195 building to the top floor is 47'8", due to elevation differences.
196

197 In response to a question from Mike Dell Orfano, Jeff Kabriel stated that the building will be
198 handicap accessible and that there will be an elevator in the building.
199

200 Will Ludt, Chairman of the Heritage Commission, stated that the Commission would have
201 preferred the barn to be moved and used as originally intended, but if that isn't viable, the
202 Commission is happy to know that the materials will be used elsewhere on the property. He
203 requested the opportunity to photograph the barn as it currently exists during the site walk.
204

205 Ken Clinton explained that documenting the existing buildings is a requirement of the wetland
206 permit. An architectural historian will be brought in to inventory the structures.
207

208 Ken Clinton explained that there are many steps of the process still to come. He noted the need
209 for the site plan approval, CUP, NHDOT driveway permit, NHDES wetlands, and AoT permits,
210 septic approvals, and water supply approval. Tonight he is asking the Board for their response to
211 the landscape waiver and to schedule a site walk.
212

213 **Public Comment:**
214

215 Jake Macedo, 9 Winterberry Drive, expressed concerns regarding the odor from the distillery
216 mash being left out to dry and a concern with fungus from distilleries.
217

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218 Amy LaBelle explained that the farmers will be picking up the mash liquid while it's still wet.
219 This wet mash will be sealed in storage totes until that time.

220

221 In response to a question from Jake Macedo, Ken Clinton explained that a planned residential
222 development was originally in the project plans for this site. It is not currently, but he cannot say
223 that it will never be an option again in the future. If a PRD was to be explored on this property,
224 another application process would need to be approved by the Planning Board.

225

226 In response to a question from Jake Macedo, Amy LaBelle stated that the fungus issue he
227 referenced is one usually seen with much larger distilleries (million gallons) that are in warm
228 weather climates. This will not be an issue at this distillery, which will be batch produced at 250
229 to 500 gallons at a time.

230

231 Rob Carson, 7 Winterberry Drive, expressed concerns regarding the water usage on this
232 property.

233

234 Mike Dell Orfano suggested that, as a property owner, Mr. Carson should get his well tested
235 prior to any construction in order to get a baseline reading. If there ends up being a material
236 change to the water at his property, this will be a civil matter.

237

238 Ken Clinton stated that the project will have to estimate water usage to comply with the septic
239 design. He does not have that number tonight. There are detailed formulae for all usages that will
240 be on site.

241

242 Joseph Mahoney, 5 Winterberry Drive, expressed his appreciation for the original concept plan
243 that included an inn and his hope that this may again be part of the site concept in the future.

244 Amy LaBelle noted that an inn would have to be part of another phase and still could be.

245

246 Ken Clinton read the non-residential site plan review waiver request 8.11: We request a waiver
247 for the requirement that a Professional Landscape Architect prepare, sign and endorse the
248 landscape design. The landscape plans are clearly 'prepared in sufficient detail to indicate
249 compliance with the regulations' by a professional company, even if the designer is not a
250 licensed landscape architect.

251

252 Sally Wilkins stated that she has mixed concerns regarding the waiver. The plan states the
253 intention to plant Bradford pear trees on site, which should probably be considered to be invasive
254 species in the state. She is concerned if the fact that the landscape architect doesn't have a license
255 and also didn't know that fact.

256

257 Rich Hart also expressed this as a concern.

258

259 Ken Clinton stated that licensed landscape architects are few and far between. If necessary, the
260 applicant is willing to have the plan reviewed and commented on by a secondary landscape
261 designer, in order to vet the plan.

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262

263 Marilyn Peterman suggested that there is a landscape architect in town who could be used as a
264 possible consultant.

265 Brian Coogan stated that LaBelle Winery has a track record of being thoughtful in their design
266 and approach. He believes they would have a vested interest in planting non-invasive plants. He
267 thinks they will make thoughtful choices in regards to this perspective.

268

269 Ken Clinton stated that, if the waiver is granted, the plantings list will be reviewed by a
270 secondary person.

271

272 John D'Angelo stated that he believes the ACC will look up all of the plants on a landscape list
273 the next time an application like this comes before them. He also doesn't believe that having a
274 "licensed" person is necessarily better than a "non-licensed." He's more impressed with
275 competence than the title.

276

277 Lisa Eastland commented that she was happy to see many native, easy-growing plants on the list,
278 such as day lilies, which will be great filter plants and not require much extra work.

279

280 **Sally Wilkins moved to approve the three requested landscape waivers [8.7a – a**
281 **reduction from the required 10' landscape width adjacent to the distillery building,**
282 **to 8' wide; 8.8 a – although the landscape island where the entrance sign is located is**
283 **only 4' wide, it's length more than makes up for the overall landscape mass as**
284 **intended by the required "minimum 4 foot area around freestanding sign;" 8.11 – a**
285 **waiver for the requirement that a Professional Landscape Architect prepare, sign,**
286 **and endorse the landscape design.] as requested, with the provision that the**
287 **plantings recommended on the landscape plan be double checked. John D'Angelo**
288 **seconded.**

289 **All in favor.**

290

291 The Board discussed waiting to schedule a site walk until the spring.

292

293 **John D'Angelo moved to table this application to the March 4, 2020, meeting. Lisa**
294 **Eastland seconded.**

295 **All in favor.**

296

297 OTHER BUSINESS

298

299 **2. Master Plan Session Dates**

300

301 Sally Wilkins explained that Christy Houpis, not in attendance, the point person for the
302 Communications subgroup, has concerns regarding getting started with the working groups
303 without having more meat on the bones of the plan for the groups.

304

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305 Mike Dell Orfano stated that Mike Akillian expressed concerns over the Board losing
306 momentum on the Master Plan process.

307
308 Sally Wilkins stated that Mike Akillian suggested that he, Christy Houpis, Lisa Eastland and
309 Sally herself meet to coordinate and plan the outreach/communications campaign.

310
311 Mike Dell Orfano suggested incorporating NRPC into the mix as well. He stated that he would
312 email the breakdown of NRPC's participation in the update to all Board members.

313
314 Arnie Rosenblatt expressed concern with Christy Houpis leading the efforts for this subgroup.
315 He stated that Christy Houpis has made personal attacks on other Board members; he doesn't
316 feel comfortable ceding any level of leadership to him or to allow Christy Houpis to speak for
317 him. While he is willing to have this subgroup go forward, he is not comfortable with Christy
318 Houpis making up 50% of the group. He is okay with Sally Wilkins leading the group.

319
320 Brian Coogan suggested that Christy Houpis wanted to be a part of the subgroup due to his
321 professional background. Arnie Rosenblatt and Marilyn Peterman articulated their antipathy to
322 this.

323
324 Mike Dell Orfano stated that, in Christy Houpis' absence, he would neither speak for him nor
325 attack him, but that there needs to be a plan to supplement the work of this subgroup to keep
326 moving forward.

327
328 Sally Wilkins read through Christy Houpis' email. It expressed concern with setting up an
329 outreach/communications campaign without knowing the detailed themes and process for the
330 Master Plan subcommittees. It stated that certain key logistics are needed before moving
331 forward.

332
333 Sally Wilkins explained that Terri Behm requested that the schools be involved in the process.
334 She then went and recruited school representatives to be on each of the subcommittees, but these
335 people need to know the days and times for these meetings. Sally Wilkins volunteered to create a
336 questionnaire, which contains about four questions to determine some of these details. She was
337 hoping Christy Houpis would be the point person for creating the copy for the public education
338 campaign.

339
340 John D'Angelo stated that he was appalled by the attacks on Board members by Christy Houpis.
341 He has spoken with many people who had wanted to volunteer to be on these subcommittees for
342 the Master Plan process but now don't want to work with Christy Houpis.

343
344 Mike Dell Orfano stated that the Board needed to find the expertise to get the necessary copy to
345 be distributed.

346
347 Brian Coogan stated that the subgroup should look at start/end dates for this process in order to
348 inform people as they volunteer for these subcommittees and content for them.

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349 The Board determined that Lisa Eastland, Sally Wilkins, and Mike Dell Orfano meet to come up
350 with a game plan.

351

352 **3. Staff Reports**

353 Mike Dell Orfano stated that the purpose of this discussion is to make sure that the work Nic
354 Strong, Community Development Director, is doing is the most useful for the Board's
355 deliberations. He believes the amount of information in the staff reports is overwhelming and he
356 would like the Board to discuss what information they'd most like to see, in order to make the
357 process more manageable and efficient.

358

359 Marilyn Peterman stated that she doesn't need all of the detail that the staff reports currently
360 provide. If there is additional information for some items, a reference to the statute or RSA could
361 be included, instead of the full wording. She would like the staff report to note if any items are
362 missing and any necessary comments.

363

364 In response to a question from Arnie Rosenblatt, Mike Dell Orfano stated that this discussion
365 could not be in non-public session and is not meant to be personally about Nic Strong, but to
366 help her to know exactly what the Board needs from her in these reports.

367

368 Sally Wilkins agreed that it would be helpful for the supporting materials from an RSA,
369 regulation, or ordinance to be referenced, but not spelled out in full. It is difficult to wade
370 through the sheer volume of information in the reports.

371

372 John D'Angelo suggested that the staff report need not note the plan sheet numbers and titles on
373 the first page. He would like it to include a note of how much of the acreage for a property is
374 actually developable. He would also like to know if there is a difference between the IIHO net
375 tract area and the non-IIHO net tract area. He believes the background and history sections of the
376 report are helpful for the applications that have a detailed history. He would like to know which
377 submission items are missing from the list. He would like to see less work being done on
378 itemizing the things that have already been submitted, and more work listing what is still needed.

379

380 Rich Hart noted that, if items are missing from the application, it should possibly not be heard
381 yet. Sally Wilkins explained that Nic Strong does not have the authority to not put an applicant
382 on the agenda, even if the Planning Board is thusly going to turn them away. Mike Dell Orfano
383 agreed that Nic Strong is not to prescribe the Board's action. He explained that Nic Strong
384 provides the information for the Board to then make its decision.

385

386 Mike Dell Orfano thanked Nic Strong for her very detailed reports. He would like to see the facts
387 and items necessary for the hearings, and believes that the rest will come substantively through
388 the process.

389

390 John D'Angelo stated that he did not need the regional impact statute included in full but
391 referenced by statute number. He thought the waivers section was fine. He did not need details of

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392 landscaping and lighting. John D'Angelo went on to say that he was not expecting the
393 Community Development Director to be making any decisions, but to point out missing pieces.
394
395 Mike Dell Orfano noted that he found the checklist very helpful. He would like to have
396 Department comments referenced earlier in the staff report with the substance of what the Board
397 needed to accomplish in the hearing.
398
399 In response to a question from Lisa Eastland, Nic Strong stated that she created the current
400 format of the report to follow the order of the process and regulations.
401
402 Lisa Eastland stated that she likes the checklist, as it helps her to compartmentalize all that she's
403 read in the report. She actually likes all of the detail because she's new to the Board, but can
404 understand that it might seem like too much for other Board members.
405
406 Brian Coogan stated that he initially liked all of the information at a more granular level because
407 they had not received this information before, but he also really likes the approach as outlined by
408 John D'Angelo. It is probably better to trim down some of the boilerplate language in the reports
409 in order to make it easier to quickly process the information, although he said so begrudgingly.
410
411 Lisa Eastland noted that it was nice to be spoon-fed so much information, but suggested the
412 reports could be more manageable, so that each Board member is not flipping through a large
413 report at each hearing. It would be important to know what the application does not yet have, in
414 addition to what it does have.
415
416 Sally Wilkins suggested that, if the staffing was available, she would like to receive both the
417 detailed report, as an email, and a boiled down format for the hearing itself, that way Board
418 members could prep with the detailed report and use the checklist at the meetings.
419
420 Marilyn Peterman stated that the Board members need to rely on their manual. It is their
421 responsibility and job to have the information from the manual and understand it.
422
423 Sally Wilkins stated that while Nic Strong likes the format of the report because it flows as the
424 ordinances do, the presentations are not actually organically structured in this way. She noted
425 that as the plans are presented, questions come up. She also stated that, with regard to parking
426 calculations, for example, either the plan meets parking requirements or it doesn't. The Board
427 shouldn't have to discuss it and, preferably, this would be resolved before the meeting.
428
429 Mike Dell Orfano stated that, if there are questions regarding a truncated version of the report,
430 there should be the ability to have an open dialogue between the Board members and Nic Strong
431 during a hearing.
432
433 Sally Wilkins also mentioned turning radii and Fire Department requirements. She noted that if
434 the Board was supposed to discuss each of these questions, what was the point of asking for

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435 review by others. Marilyn Peterman stated that the applicants walk through the application point-
436 by-point and provided what was needed.

437

438 Arnie Rosenblatt stated that he is content with the currently diligent report created by Nic Strong.
439 He is also comfortable with whatever he gets and can work with anything.

440

441 John D'Angelo suggested that all of the supporting details be sent via DropBox, with one copy
442 printed out for possible review during the hearing, if needed.

443

444 The Board discussed the possibility of having individual laptops/tablets for each member. Most
445 agreed that they did not find this to be necessary and would bring their own electronic devices if
446 they wanted to.

447

448 Sally Wilkins noted that she would like to see a set of full size plans available during meetings
449 for each application.

450

451 The Board discussed having a mylar overlay available for as-built plans in order to show they are
452 consistent with what was approved. Nic Strong noted that no plans with such requirements had
453 come in since she'd started.

454

455 Mike Dell Orfano stated he would find it easier to keep his papers organized if he could have
456 each application in a different manila folder. Nic Strong stated that was doable but the office
457 would need to reuse the folders. It was determined that Board members were responsible for
458 bringing back materials for continued applications so no further printing would be required.

459

460 **4. Any other business**

461

462 In response to a question from Lisa Eastland, Mike Dell Orfano stated that Town Administrator,
463 Dean Shankle, organized the housing needs assessment with NRPC. He believes that NRPC will
464 survey the existing housing stock in town, survey the allowed amount of affordable housing in
465 town, come to a reconciliation of how much of this stock is still considered affordable, and look
466 at the calculation of Fair Share for Amherst. This should give the Board a sense of what kind of
467 housing is needed in town.

468

469 In response to a question from John D'Angelo, Nic Strong stated that she is currently on round
470 two of recruiting a Town Planner. The outcome doesn't currently look good, but the deadline for
471 applications is Friday.

472

473 In response to a question from John D'Angelo, Nic Strong stated it is possible to post some of
474 the information for the Planning Board meetings under a tab on the town website, so the public
475 can see information for the hearings.

476

477 The Board reviewed a list of upcoming legislative actions. Arnie Rosenblatt suggested that the
478 Board meet with Town Counsel to ask his advice regarding the suggested changes.

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479 John D'Angelo stated that there was quite a lot of public input on the IIHO and a number of
480 topics during the public hearing at the last Board meeting. He noted that he listened to all of the
481 input and would like the Board to spend some time processing it.

482

483 Sally Wilkins noted that the ordinance would need to be talked about generally, and not in
484 regards to any specific application. This discussion would have to happen during a public
485 meeting.

486

487 The Board discussed the agenda of their upcoming meeting to try to determine the best way to
488 move through the volume of applications they currently have. Also, to try to find time to discuss
489 the public input heard during the public hearing. No decisions were reached and no additional
490 meetings set, although February 26, 2020, was suggested as a possibility, if the ACC would give
491 up the room to the Planning Board. It was also discussed that the Planning Board used to meet
492 once a week and may need to see about getting every Wednesday back from the ACC.

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494 **Arnold Rosenblatt moved to adjourn the meeting 10:41pm. Brian Coogan seconded.**
495 **All in favor.**

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501 Respectfully submitted,
502 Kristan Patenaude

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504 Minutes approved: February 19, 2020