

TOWN OF AMHERST
Planning Board

May 20, 2020

APPROVED

In attendance: Arnie Rosenblatt - Chair, Dwight Brew-Selectman Ex-Officio, Marilyn Peterman, Bill Stoughton, Cynthia Dokmo, Tracie Adams (Alternate), and Chris Yates (Alternate).
Staff present: Nic Strong, Community Development Director, and Kristan Patenaude, Minute Taker.

Arnie Rosenblatt called the meeting to order at 6:35 p.m., with the following statement. As Chair of the Amherst Planning Board, I find that 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, this public body is authorized to meet electronically.

Please note that 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, I am confirming that we are:

Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting.

All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.

Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Planning Board at: www.amherstnh.gov.

Providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 603-440-8248.

Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to- Know law.

Roll call attendance: Bill Stoughton, alone; Chris Yates, alone; Dwight Brew, alone; Marilyn Peterman, alone; Cynthia Dokmo, alone; Arnie Rosenblatt, alone.

Marilyn Peterman moved that the Board enter Non-Public Session at 6:38 p.m. pursuant to RSA 91-A:3. II (I) to discuss legal matters. Dwight Brew seconded.

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Chris Yates sat for Mike Dell Orfano, until he later entered the meeting.

**Roll call vote: Bill Stoughton – aye; Dwight Brew – aye; Marilyn Peterman – aye;
Cynthia Dokmo – aye; Chris Yates – aye. Motion carried unanimously.**

Arnie Rosenblatt stated that the Board would end this public meeting and enter into a separate Zoom session for the non-public part of the meeting. The Board would then reconvene in a separate Zoom session for the originally published agenda.

See separate minutes for the non-public session.

Arnie Rosenblatt returned the meeting to Public Session at 7:15 p.m. for Part 2 of the agenda, with the following statement. As Chair of the Amherst Planning Board, I find that 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, this public body is authorized to meet electronically.

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Roll call attendance: Bill Stoughton; Chris Yates; Brian Coogan; Tracie Adams; Dwight Brew; Mike Dell Orfano; Marilyn Peterman; Cynthia Dokmo; Arnie Rosenblatt. All indicated they were alone in their separate locations.

Arnie Rosenblatt explained that the Board had a non-public session directly preceding this to discuss releasing three additional opinions from Bill Drescher, Town Counsel. The Board agreed to release all three opinions. These include an opinion regarding Carlson Manor, Brook Road, and a second opinion regarding the Jacobson property regarding the differences between the first and second applications for this property.

COMPLETENESS REVIEW OF APPLICATION AND PUBLIC HEARING IF APPLICATION IS ACCEPTED AS COMPLETE:

- 1. CASE #: PZ12397-030320 – Peter G., Paula D., & Stephen Warren (Owners) & Jamin Warren (Applicant) – 69 Walnut Hill Road, PIN #: 006-082-000 – Public Hearing/Subdivision Application – To depict a subdivision of Tax Map 6 Lot 82 creating one lot with the existing house and a vacant remainder lot. Zoned Residential/Rural.**

Arnie Rosenblatt read and opened the case.

Marilyn Peterman moved to open a public hearing for the application as stated. Cynthia Dokmo seconded.

The Board discussed that the reading of the notice by the Chair is generally considered opening of the public hearing.

Marilyn Peterman withdrew her previous motion. Cynthia Dokmo withdrew her previous second.

Ken Clinton, Meridian Land Services, LLC, was present via Zoom to present the application. He explained that he is representing the Warren family and shared his screen to display the subdivision plan. He noted that this is a request for a subdivision to create two separate lots from existing Tax Map 6 Lot 82. This property is about 29 acres, off Walnut Hill Road. The northeast, east, and south sides of the property abut residential lots and a town owned lot. There is frontage on Little Baboosic Lake to the west. A majority of the lot is forested, with one field of planted trees, a brook, and the lake frontage. This zone requires, at a minimum, two acres and 200' of frontage. Ken Clinton explained that there is an existing driveway, well, septic, and overhead utilities. This request is simply to separate family interests. The proposed subdivision line would run along an existing stone wall on the property, west to connect with Little Baboosic Lake.

Ken Clinton explained Map 6 Lot 82-3 will be 6.048 acres, with 400+ feet of frontage. The wetlands on this lot have been delineated and there is known history on the property. The existing data will be expanded on. The remainder lot, Map 6 Lot 82, will be about 23 acres.

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Some mapping has been done of this lot, but there is currently no development planned for this lot, although it is suitable for future development. The wetlands have not been fully delineated, and there have been no test pits dug, as there is no intent for development at this time.

Ken Clinton explained that Stephen Warren will own the six acre lot, and Peter G. and Paula D. will own the other lot, which they may seek to place a house on or further subdivide in the future, by right.

Ken Clinton review the three waivers requested for the 23 acre lot:

1. Detail associated with the development of the remainder lot 6-82, including Topography, Wetlands, Soils Data, 4k Area, Well and Driveway.
2. Statement of Development Suitability regarding the remainder lot 6-82.
3. The studies referenced in Section 210.3 B.23, which include Fiscal, Environmental, Traffic, Water Supply, Drainage, Hydrogeological, or Other.

Ken Clinton explained that the remainder lot, 6-82, is not to be considered a building lot until a septic design is pulled for it. Not approving these waivers would be a hardship to the applicant.

Christy Houpis entered.

In response to a question from Mike Dell Orfano, Ken Clinton stated that, north of the proposed lot line, the property is fairly steep, but well within the required two acre zoning, probably closer to seven or eight acres. Ken Clinton stated that there could be at least one fully compliant lot subdivided off the remainder lot.

In response to a question from Dwight Brew, Ken Clinton stated that the lot will have substantially more frontage than the 200' minimum required on Walnut Hill Road.

Dwight Brew noted that he wanted to make sure that this subdivision doesn't result in a non-buildable lot. Nic Strong explained that it is a regulation that all land subdivisions must be of such a character that they can be used to build on without issue to the safety, health, or welfare of the public.

In response to a question from Bill Stoughton, Ken Clinton explained that the remainder lot can support a septic design.

In response to a question from Tracie Adams, Ken Clinton stated that there is no concern regarding increased traffic on Walnut Hill Road. There are no proposed changes to the existing driveway.

Arnie Rosenblatt asked for any public comment at this time. There was none at this time.

Bill Stoughton noted that there are a lot of items yet undone on the remainder lot, such as wetland delineation, well, driveway, and septic design and location, etc. He explained that most

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of these items are addressed on the plat but questioned if these items should also be mentioned as subsequent conditions to the approval. He stated that he is inclined to approve the request, subject to any future owner of the remainder lot complying with the regulations before building.

Marilyn Peterman noted that the remainder lot, 6-82, is not currently being developed, and may never be. If the lot is going to be developed on, all of the necessary criteria would need to first be met prior to acceptance. She believes it is redundant to note all of this on the plan.

Ken Clinton agreed that potential development on the remainder lot would need to first receive a building permit, and include all of the necessary items for it to be a proper design - septic design with wetland setbacks shown, a driveway to the lot, etc.

**Marilyn Peterman moved to approve the waivers as presented by the applicant.
Mike Dell Orfano seconded.**

Cynthia Dokmo pointed out that the motion should include the reasons for granting the waiver. Arnie Rosenblatt stated that the record would reflect the basis for whether or not the Board was satisfied with the waiver requests. Nic Strong noted that state law allows the subdivision regulations to include a provision for granting waivers and that the basis for approval shall be recorded in the minutes. She went on to say that the waiver should only be granted if strict conformity with the regulations would pose an unnecessary hardship to the applicant and a waiver would not be contrary to the spirit and intent of the regulations or that the specific circumstances related to the subdivision mean that the waiver will carry out the spirit and intent of the regulations.

Marilyn Peterman amended her previous motion – to approve the waivers as presented by the applicant, based on the fact that there is an unnecessary hardship on the applicant to produce the information and studies. Mike Dell Orfano seconded the amended motion.

Roll call: Cynthia Dokmo – aye; Marilyn Peterman – aye; Mike Dell Orfano – aye; Dwight Brew – aye; Brian Coogan – aye; Bill Stoughton – aye. Motion carried unanimously.

Mike Dell Orfano moved to accept the application as complete. Dwight Brew seconded.

Roll call: Brian Coogan – aye; Marilyn Peterman – aye; Mike Dell Orfano – aye; Dwight Brew – aye; Bill Stoughton – aye; Cynthia Dokmo – aye. Motion carried unanimously.

Marilyn Peterman moved to approve the subdivision as presented by the applicant. Mike Dell Orfano seconded.

The Board agreed to table the previous motion.

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It was noted that the Board needed to consider regional impact. Ordinarily this would be discussed at a meeting prior to the public hearing for fear of having to continue the meeting if regional impact was found to exist, but there have been no Planning Board meetings at which to have this discussion.

Mike Dell Orfano moved no regional impact. Marilyn Peterman seconded.

Roll call: Bill Stoughton – aye; Dwight Brew – aye; Marilyn Peterman – aye; Mike Dell Orfano – aye; Cynthia Dokmo – aye; Brian Coogan – aye. Motion carried unanimously.

The Board retook the tabled motion.

Marilyn Peterman moved to approve the subdivision as presented by the applicant. Mike Dell Orfano seconded.

Discussion:

Bill Stoughton thought the motion should be amended, for the approval to include the conditions listed in the staff report, and that no building permit shall be issued until a) wetland and wetland buffers are identified and documented, b) driveway standards are approved, c) septic system design is approved, d) well location is approved. He stated that if Marilyn Peterman did not want to add these things, he would make a separate motion.

Marilyn Peterman noted that Bill Stoughton's request is redundant because no one can develop on a lot without meeting those criteria.

Ken Clinton agreed, and noted that delineating the wetlands for the entire lot at this time is unnecessary and excessive.

In response to a question from Arnie Rosenblatt, Ken Clinton stated that he had no issues with the conditions contained in the suggested motion in the staff report.

Marilyn Peterman amended her previous motion to include the conditions listed in the staff notes. Mike Dell Orfano seconded this amended motion.

Roll call: Bill Stoughton – aye; Dwight Brew; Marilyn Peterman – aye; Mike Dell Orfano – aye; Cynthia Dokmo – aye; Brian Coogan – aye. Motion carried unanimously.

2. CASE #: PZ12394 – 030320 – Steven & Dorothy Hufft (Owners & Applicants) – 79 Horace Greely Road, PIN #: 010-060-000 & 83 Horace Greely Road, PIN #: 010-060-001 – Public Hearing/Subdivision Application/Lot Line Adjustment – To depict a lot line adjustment between lots 10-60 & 10-60-1. Zoned Northern Transitional.

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Arnie Rosenblatt read and opened the case.

Tom Carr, Meridian Land Services, explained that he is representing the Huffts in a lot line adjustment request. There are two existing lots of record in this application. There are no issues with the notes in the staff report. Tom Carr asked Nic Strong to pull up the plan to allow everyone to view the proposed lot line adjustment.

Tom Carr explained that lot 10-60 was owned by a family for a significant period of time. The lot was eventually repossessed and auctioned off about five years ago. A developer bought the lot and began to redo the existing house, but eventually needed to sell it off due to financial issues. The Hufft family owns lot 10-60-1 and bought lot 10-60 in order to preserve the lot and their property value. The family has just about finished the existing house on lot 10-60 and he believes this to be a huge asset to the town.

Tom Carr stated that the original lot 10-60 is 7.201 acres. Parcel A (3.487 acres) will be annexed from lot 10-60-1 to lot 10-60, and parcel B (2.204 acres) will be annexed from lot 10-60 to lot 10-60-1. There is a wetland in parcel B adjacent to the existing driveway. The Huffts would like to preserve this wetland through this lot line adjustment and reserve access to it. This will also allow for more room along the driveway, in case improvements are needed for fire and safety, or a shared driveway.

Tom Carr explained that lot 10-60 will move from being 7.2 acres to about 8.5 acres. Lot 10-60-1 will move from being 13.5 acres to about 12.2 acres. Lot 10-60-1 will now be classified as a flag lot, as it will not have the full 300 feet of frontage needed; it has about 45 feet of frontage. Lot 10-60-1 has a state approved septic design on record. Lot 10-60 also has an approved and installed septic system. He stated that he believes this lot line adjustment will overall be a benefit to both properties and the town. There are no waivers being requested.

Dwight Brew asked how many acres were required for a reduced frontage/flag lot to be created. Nic Strong stated that the lot had to be a minimum of ten acres. It was noted that the proposal met that requirement.

Arnie Rosenblatt noted that there were no hands up for public comments.

Mike Dell Orfano moved no regional impact. Marilyn Peterman seconded.

Roll call: Dwight Brew – aye; Marilyn Peterman – aye; Mike Dell Orfano – aye; Brian Coogan – aye; Cynthia Dokmo – aye; Bill Stoughton; aye. Motion carried unanimously.

Mike Dell Orfano moved to accept the application as complete. Bill Stoughton seconded.

Roll call: Bill Stoughton – aye; Dwight Brew – aye; Marilyn Peterman – aye; Mike Dell Orfano – aye; Brian Coogan – aye; Cynthia Dokmo – aye. Motion carried unanimously.

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306
307 **Mike Dell Orfano moved to approve the application. Brian Coogan seconded.**

308
309 **Discussion:**

310
311 Bill Stoughton asked if the conditions of approval suggested in the staff report should be
312 added to the motion.

313
314 **Mike Dell Orfano amended his previous motion to approve the application subject**
315 **to inclusion of the staff notes. Brian Coogan seconded the amended motion.**

316 **Roll call: Bill Stoughton – aye; Dwight Brew – aye; Marilyn Peterman – aye; Mike**
317 **Dell Orfano – aye; Cynthia Dokmo – aye; Brian Coogan – aye. Motion carried**
318 **unanimously.**

319
320 The Board discussed other pending applications.

321
322 Dwight Brew stated that he would be inclined to move forward with additional applications, after
323 the success of these two.

324
325 In response to a question from Mike Dell Orfano, Nic Strong stated that the pending applications
326 are: the Arboleda site plan and CUP for the wetland buffers, Carlson Manor, and Jacobson.

327
328 Arnie Rosenblatt stated that he will be recusing himself from any discussion regarding the
329 Arboleda applications.

330
331 Mike Dell Orfano stated that, as long as the meetings can be held via Zoom, he feels that the
332 Board is obligated to move forward with the other applications.

333
334 In response to a question from Mike Dell Orfano, Nic Strong stated that the Arboleda
335 applications have the tightest time frames of the pending applications.

336
337 *Arnie Rosenblatt recused himself. Cynthia Dokmo took over as Chair.*

338
339 **Mike Dell Orfano moved to advance the Arboleda applications at the upcoming**
340 **June 3rd Planning Board meeting, and, if the applicant is not prepared, to ask them**
341 **to grant a time waiver, and to invite in Carlson, contingent upon them being willing**
342 **to come. Marilyn Peterman seconded.**

343
344 The Board discussed the timeline for the Arboleda cases. Nic Strong explained that the
345 application was submitted on December 16, 2019. If the clock is tolled out based on the
346 emergency order, the application is already four days past the 65 day deadline.

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Ken Clinton stated that his applicant for the Arboleda application is agreeable to a time extension, and that he will try to have an answer by tomorrow as to if they can be ready by June 3rd.

Mike Dell Orfano withdrew his previous motion.

Mike Dell Orfano moved that the LaBelle [Arboleda] application be heard at the next meeting, June 3, 2020. Marilyn Peterman seconded.

There was some discussion regarding needing a contingency in place, as described in Mike Dell Orfano's first motion, in case the first applicant can't make it so someone else can be invited.

Mike Dell Orfano withdrew his previous motion.

Mike Dell Orfano moved that the Planning Board hear the LaBelle [Arboleda] cases on June 3rd and, if they [Arboleda] are unable to attend, that the Board ask Carlson Manor if they able to attend. Marilyn Peterman seconded.

Chris Yates sat for Arnie Rosenblatt.

Roll call: Bill Stoughton – aye; Dwight Brew – aye; Marilyn Peterman – aye; Mike Dell Orfano – aye; Brian Coogan – aye; Chris Yates – aye. Motion carried unanimously.

Arnie Rosenblatt rejoined the meeting and took over the Chair.

In response to a question from Mike Dell Orfano, Nic Strong noted that she is unsure if regional impact has been discussed for the pending applications. She will find out and let the Board know.

NEW BUSINESS:

3. Discussion regarding Master Plan update

Arnie Rosenblatt explained that the initial progress towards looking at moving forward with the Master Plan process was halted because of the number of applications in front of the Board, and then COVID-19. He asked what the Board's thoughts are regarding moving forward when the Planning Board will become an elected board next March, and in the middle of a pandemic.

Dwight Brew, Tracie Adams, Brian Coogan, Cynthia Dokmo, and Christy Houpis all agreed to hear discussion from Mike Akillian regarding a possible Master Plan process. Mike Dell Orfano stated that he's not sure the Board has time to move forward with this effectively, but also agreed to hear from Mike Akillian. Marilyn Peterman agreed that there may be time restraints, but also to hear from Mike Akillian.

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Mike Akillian presented the Board with a possible approach to move forward that should overcome some of the limitations from the last Master Plan process. The proposed thematic approach should allow for more participation. He explained that the Master Plan document will be a land use plan that helps decide the overall development of the community. There are two required sections of the Master Plan: Vision and Land Use, and then a number of optional chapters. The Planning Board can integrate discourse across vertical silos and engage residents through the process.

Mike Akillian explained that the Planning Board originally discussed four potential themes for the thematic approach: character, ability to live entire lives in town, business, and infrastructure. From there a focus group of six people were chosen to review these themes and possible essential questions involved in each category (Daryl D'Angelo, Peter Lyon, Marie Grella, Kristan Patenaude, Peg Bennett, and Charlie Vars). This group seemed enthused by this type of approach. The group also felt that transportation and education needed to be integrated through all aspects of this type of approach. While most Master Plans don't involve schools, Amherst's Master Plan could include them when discussing land use plans for new school buildings, the fact that the school district draws many to Amherst, and the money invested annually by taxpayers to the schools. Four of the six focus group attendees volunteered to be part of the proposed working groups.

Mike Akillian explained that NRPC was approached next regarding their compatibility with this type of project. He, Mike Dell Orfano, Christy Houpis, and Nic Strong had two meetings with NRPC to align approaches. An RFP was shared with the Board of Selectmen, in order to propose using NRPC as a resource in the Master Plan process. Proposed working groups for each of the four potential themes were created, with one separate group specifically for communication and public engagement. Planning Board members volunteered or were assigned to each group. Jay Minkarah, NRPC Director, has explained that there are general public engagement tools available that could be used even in a Zoom meeting to begin the process. There may also be a need to discuss how COVID-19 has impacted Amherst and how the town can adapt and support its businesses.

Mike Akillian outlined four possible phases for the Master Plan process: 1) Create a steering committee and working groups, launch a communications and engagement campaign, compile information in a resident-oriented profile; 2) Broaden the communication campaign, experiment with Zoom tools, assess the changing landscape of COVID-19; 3) Launch the Master Plan process, ensure the process is sustained by the incoming elected Planning Board, drive towards a unified, resident-supported Plan; 4) Rework the land use ordinances as needed to support the Plan, implement the Plan.

Nic Strong noted that there is no funding available for this fiscal year for this project. Dwight Brew noted that, originally, \$15,000 from this fiscal year and \$39,800 for the next fiscal year, were requested for the Master Plan process, based on discussions with NRPC. The Board of Selectmen have recently discussed a spending/hiring freeze for the town, due to a plan to set the interest for tax bills due from July 1, 2020, to December 1, 2020, to zero percent, in order to

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hopefully help local residents and businesses. This does not mean there is no money available for the Master Plan process, but that is unclear as of yet.

In response to a question from Bill Stoughton, Mike Akillian stated that the four potential themes were discussed based on collective issues heard about in the community. It is by no means an exhaustive list and can certainly be amended.

Bill Stoughton stated that he likes the thematic approach and believes that it will be an incredible amount of work to undertake. If the Board is unable to use NRPC's help, it shouldn't do nothing, but also must be careful not to do useless work.

Cynthia Dokmo stated that she likes the thematic approach and wondered about sending surveys to audiences in town.

Dwight Brew stated that, for the process to be worthwhile, there must be buy-in from the community. If that can be achieved then the process should remain intact, no matter what the Board looks like next year. It will be important to present the public with meaningful tradeoffs as part of the process.

Tracie Adams stated that she likes the thematic approach and believes it will be easier to use to engage community members. She wondered if there is an inexpensive option to begin that engagement process.

Brian Coogan stated that he believes anything that can be done to move the process forward is good. He believes there are freeware options to begin the engagement process. He believes that the longer the process sits idle, the harder it will be to catch up with it.

Mike Dell Orfano stated that he is somewhat anxious with moving forward as there are many time restraints. He believes the Board members should think of what thematic questions are of interest to the public, as getting the right questions is a huge step in the process.

Mike Akillian agreed and suggested that the Board might also want to share the potential themes with the public and ask for their input on additional ones. He also stated that the school board learned of the Master Plan process and assigned a member to each one of the working groups. The Board may want to check on the schools' strategic plan process.

Marilyn Peterman stated that the Board needs to discuss possible other themes and ask the public for their opinion on the proposed themes.

Cynthia Dokmo stated that this seems to be a great way to engage the community and that this process could create a real picture of what the community wants to be at different stages of people's lives. She is unsure how much extra time the Board has to do this process.

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Christy Houpis stated that the Board should do something and get the ball rolling for this process.

Mike Akillian explained that he would love to have a Plan before the voters in March, but this is an aggressive timeline. The Board could get the process started, see who wants to be involved, and play it by ear.

Arnie Rosenblatt stated that there was very little public engagement in the Master Plan process last time. Thus, the town ended up with a Master Plan that was possibly not worth the money spent to create it. The thematic approach seems to make sense and he believes the process should be started, as it may take a while to complete.

Nic Strong left the meeting.

Public Comment:

Tom Quinn, 30 Christian Hill Road, stated that he has a concern that public involvement might be difficult right now. He explained that he had difficulty accessing the meeting this evening, and had his hand raised for some time hoping to speak earlier in the meeting, but didn't seem to be noticed. Some people may have a hard time accessing the engagement tools. He doesn't believe Zoom should be utilized for the engagement process, as it is not well-suited for public comments. He also noted that he does not see the point in pushing forward any pending applications at this point in time.

Marilyn Peterman stated that she appreciates that Tom Quinn attends most of the Planning Board meetings. These are unusual times and there is no perfect way to take public opinion at this time.

Tom Quinn noted that the Board might want to look into other avenues that allow for more active public participation.

Arnie Rosenblatt stated that he respects Tom Quinn's concerns regarding Zoom, but that, with respect to tonight's meeting, there were no hands up during either of the two applications heard by the Board. No one was not given the chance to speak during these applications. While Arnie Rosenblatt recused himself from the Arboleda discussion, Tom Quinn raised his hand, and a decision was made not to call upon him at that time. This was not due to a technological inability to participate.

Arnie Rosenblatt stated that the Board will continue to discuss the thematic approach to the Master Plan process at their June 17th work session meeting.

OTHER BUSINESS:

4. Minutes: April 30, 2020; May 6, 2020 Public; May 6, 2020, Non-Public; May 12, 2020

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Marilyn Peterman moved to approve the meeting minutes of April 30, 2020, as amended [Line 430: to change the word “though” to “thought.”] Bill Stoughton seconded.

Roll call: Bill Stoughton – aye; Dwight Brew – aye; Brian Coogan – aye; Mike Dell Orfano – aye; Marilyn Peterman – aye; Cynthia Dokmo – aye. Motion carried unanimously.

Marilyn Peterman moved to approve the Non-Public meeting minutes of May 6, 2020. Bill Stoughton seconded.

Roll call: Bill Stoughton – aye; Dwight Brew – aye; Brian Coogan – aye; Mike Dell Orfano – aye; Marilyn Peterman – aye; Cynthia Dokmo – aye. Motion carried unanimously.

Marilyn Peterman moved to approve the Public meeting minutes of May 6, 2020. Bill Stoughton seconded.

Roll call: Bill Stoughton – aye; Dwight Brew – aye; Brian Coogan – aye; Mike Dell Orfano – aye; Marilyn Peterman – aye; Cynthia Dokmo – aye. Motion carried unanimously.

Dwight Brew moved to approve the meeting minutes of May 12, 2020. Cynthia Dokmo seconded.

Roll call: Bill Stoughton – aye; Dwight Brew – aye; Brian Coogan – aye; Mike Dell Orfano – aye; Marilyn Peterman – abstained; Cynthia Dokmo – aye. 5-0-1; motion carried.

5. Memo from Scott Tenney, Building Official/Health Officer/Code Enforcement Officer, re: temporary outdoor seating at restaurants, for the Board’s information.

Scott Tenney explained that, pursuant to the Governor’s Emergency Order #40, restaurants are able to open with outdoor dining capabilities. Social distancing and other protective measures must still be followed. He stated that the office received a request from TGI Fridays to have outdoor seating under a tent. The request for permitting went through the Fire Department. He has created a permit application with state guidelines in mind for the Board to review. In looking at the appropriate ordinance, these permits are able to be administered as a temporary measure to existing site plans. He has set these permits to expire 90 days after the date of approval, or once the Emergency Order has been lifted.

In response to a question from Mike Dell Orfano, Scott Tenney explained that, if the Emergency Order is not rescinded and the 90 day window passes, the permit expires.

In response to a question from Marilyn Peterman, Scott Tenney explained that applicants will provide a snippet of their existing site plan, a diagram of their proposed outdoor seating, and information on the proposed traffic flow/parking if these proposal is located in a parking lot.

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566 The Board thanked Scott Tenney for attending the meeting and for creating the process to help
567 restaurants serve patrons using outdoor seating.

568

569 **Marilyn Peterman moved to adjourn the meeting at 10:20pm. Mike Dell Orfano**
570 **seconded.**

571 **Roll call vote: Cynthia Dokmo – aye; Marilyn Peterman – aye; Dwight Brew – aye;**
572 **Brian Coogan – aye; Mike Dell Orfano – aye; Bill Stoughton – aye. Motion carried**
573 **unanimously.**

574

575

576 Respectfully submitted,
577 Kristan Patenaude

578

579 Minutes approved: June 3, 2020