

KINGSTON PLANNING BOARD

APRIL 4, 2023  
PUBLIC MEETING  
MINUTES

Ms. Merrill called the meeting to order at **6:47 PM**; there were no challenges to the legality of the meeting.

**MEMBERS PRESENT:**

Lynne Merrill, Chair	Peter Bakie
Robin Duguay, Vice Chair	Peter Coffin
Chris Bashaw, BOS Representative	Rob Tersolo

**ALSO PRESENT:**

Glenn Greenwood, Town Planner  
Robin Carter, Land Use Admin.

**ABSENT:**

Steve Padfield

Ms. Merrill introduced the Planning Board ("PB" or "Board").

**Board Business**

**Election of Officers:**

**Planning Board Officers for Chair and Vice Chair –**

**Motion** made by Mr. Coffin to elect Lynne Merrill as Chair of the Planning Board. **Seconded** by, Ms. Duguay. **A vote was taken, all were in favor, the motion passed. (6-0-0)**

**Motion** made by Mr. Bakie to elect Robin Duguay as Vice Chair of the Planning Board. **Seconded** by, Mr. Coffin. **A vote was taken, all were in favor, the motion passed. (6-0-0)**

**Nomination of Planning Board Members to Town Committees/Boards -**

Mr. Coffin nominated Ms. Duguay as Planning Board Representative to the Capital Improvement Plan (CIP) Committee, Ms. Duguay accepted. Mr. Coffin also volunteered to serve on this Committee. **A vote was taken, all were in favor, the vote passed. (6-0-0)**

Ms. Merrill nominated Rob Tersolo as Planning Board representative to the Historic District Commission, Mr. Tersolo accepted. **A vote was taken, all were in favor, the vote passed. (6-0-0)**

The Board mentioned they are **looking for alternate Planning Board members** and there can be as many as three (3). This is noted on the Town website. Mr. Bashaw suggested that this also be posted on some of the Town social media sites.

#### **Approval of Minutes:**

**Motion** made by Mr. Coffin **to accept the 03/07/2023 minutes as written. Seconded** by, Mr. Bashaw. **A vote was taken, all were in favor, the motion passed. (6-0-0)**

#### **Correspondence:**

Invoice from **Civil Constitution Management, Inc.** invoice #23023, dated March 24, 2023, for professional services (Town Engineer) in the amount of \$1,215. re: Deschenes Subdivision (75 Exeter Rd, R36-2-1). Planning Board approved this invoice.

**RPC Grant Application for Stormwater** – Email from Jennifer Rowden, Land Use Program Manager for Rockingham Planning Commission (RPC), dated March 29, 2023, notifying the Board that the RPC was successful in being awarded this grant and would like to know if Kingston would like to work with the RPC on this project.

**Board discussion:** Mr. Coffin mentioned that the Town's stormwater regulations are required by the MS4 Permit. This project will help update our stormwater management regulations. Ms. Merrill added that for any public that may be interested, the MS4 stormwater management program emerged from the Federal Government and is managed by DES. It came forward in 2012 and it is a massive undertaking and requires a lot of pervious and impervious surface and percentages, etc. all of which is in the Town's regulations. The Town has to match its ordinances to the Federal Government's regulations.

**Motion** made by Mr. Coffin **to move forward with this project. Seconded** by, Ms. Duguay. **A vote was taken, all were in favor, the motion passed. (6-0-0)**

Mr. Greenwood will send a follow-up letter to the RPC on this matter. **[AI.1-04.04.2023]**

**Diamond Oaks Garage Access Easement Plan**, dated March 24, 2023, for Map R3-4-LU1 benefiting R3-4-LU3. Related to Amended Site Plan D-43280 (dated 12/27/2021) that was approved by the PB on April 25, 2022. Mr. Greenwood explained that by law they are required to provide a copy of this plan to the Town. The Board doesn't have any jurisdiction over the easement plan, and it is being provided as an informational requirement to the Planning Board and will be given to the Selectmen's office for Town property files. Ms. Merrill did inquire with Charlie Zilch of S.E.C. & Associates, Inc. and asked why they were they doing an easement versus a lot line adjustment, and he explained that it has to do with the regulations for the land units within the condominium. No further action required from the PB.

**Public Meeting** and **additional information handout** provided to the Board for reference and informational purposes. Ms. Merrill touched on the Right-to-Know Law (RSA 91-A) and that it may be helpful for Board members to read/reread it.

**NHMA – 2023 Legislative Bulletin re: Clarifying the Right-to-Know Law**, dated March 31, 2023, was handed out to the Board for information purposes.

**Board Discussion Cont.**

**Envision Kingston:** Ms. Merrill brought up the Envision Kingston plans. Nothing was done with first one that was created. A copy of the most recent one, Envision Kingston II dated June 3<sup>rd</sup> & 4<sup>th</sup>, 2016 was provided to the Board. She mentioned that a committee was set up but stopped with the sale of the old high school and Covid. Near the end of the plan there is a Summary of Recommendations. Ms. Merrill commented that it would be a good idea to look at this plan again. She suggested that the Board take a look at the Historic District (HD) Ordinance and make certain that there are no conflicts between the ordinance and how people may interpret it, so this area is clear. Ms. Duguay asked if there would be an opportunity to clarify some of the subjective language. Ms. Merrill said she believes the last date the Residential and Historic District Ordinance was updated was in 1994 and things have changed since then. Ms. Merrill suggested that the Board look at conflicts between the ordinances first and then have a joint meeting with the Historic District Commission (HDC). Mr. Coffin suggested that the Board look at the Master Plan and the proposed update to the Natural Resources Chapter at the same time. To summarize, the Board will take a look at the Envision Kingston II plan, the Master Plan, Residential and HD Ordinances, as a whole throughout this year. Ms. Carter to send out a copy of the portion of the Master Plan discussed. **[AI.2-04.04.2023]**

**New projection equipment at the Town Hall:** If applicants want to bring their laptops to the hearings, they should be able to connect to the overhead and project their plans/material on the big screen. There is software that they will need to download prior to accessing the system.

Board went into non-public session at 7:16 PM.

**Motion made by Ms. Duguay to go into non-public per RSA 91-A:3, II (I) to discuss a legal issue. Seconded by, Mr. Coffin. A roll call vote was taken, all were in favor, the motion passed.**

**Ms. Duguay-yes, Mr. Bakie-yes, Mr. Bashaw-yes, Ms. Merrill-yes, Mr. Coffin-yes, Mr. Tersolo-yes.**

**Motion made by Ms. Duguay come out of non-public session and return to public session. Seconded by, Mr. Coffin. A roll call vote was taken, all were in favor, the motion passed.**

**Ms. Duguay-yes, Mr. Bakie-yes, Mr. Bashaw-yes, Ms. Merrill-yes, Mr. Coffin-yes, Mr. Tersolo-yes.**

There were no motions made during non-public session.

**Motion made by Mr. Bashaw to seal the non-public minutes indefinitely. Seconded by, Mr. Coffin. A vote was taken, all were in favor, the motion passed.**

135 Board came out of non-public session at 7:40 PM.  
136 Ms. Merrill reviewed the upcoming public hearing agenda.  
137

138 **ADJOURNMENT**  
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140 **Motion** made by Mr. Bashaw **to adjourn at 7:49 PM. Seconded** by, Mr. Bakie. **A vote**  
141 **was taken, all were in favor, the motion passed.**

142  
143 **\*\*Next Public Hearing is scheduled for Tuesday, April 18, 2023.** Subject to  
144 change.\*\*