



Town of Merrimack, New Hampshire

Community Development Department

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Planning - Zoning - Economic Development - Conservation

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MERRIMACK PLANNING BOARD

APPROVED MINUTES

TUESDAY, JANUARY 2, 2018

Planning Board members present: Robert Best, Alastair Millns, Tom Koenig, Michael Redding, Desirea Falt, Paul McLaughlin, and Alternates Nelson Disco and Dan Ricker.

Planning Board members absent: Lynn Christensen and Vincent Russo.

Staff present: Planning and Zoning Administrator Robert Price, Assistant Planner Kellie Shamel and Recording Secretary Zina Jordan.

1. Call to Order

Robert Best called the meeting to order at 7:02 p.m. and designated Nelson Disco to sit for Lynn Christensen.

2. Planning & Zoning Administrator's Report

The Board voted 7-0-0 to determine that 4 Executive Park Drive Realty, LLC, and Merrimack Parcel A, LLC, site plans are not of regional impact, on a motion made by Tom Koenig and seconded by Alastair Millns.

3. Hicks Builders, LLC. (applicant) and Melissa Blasek & Dayal Sachdev (owner) -

Review for a Home Occupation permit to allow for a music instruction business. The parcel is located at 9 Twin Bridge Road in the R (Residential), Town Center Overlay, Shoreland Protection, and Aquifer Conservation Districts. Tax Map 5D-3, Lot 116.

Gaye Hicks, Hicks Builders LLC, said there would be a waiting room to hold a maximum of two students at a time and a soundproof instruction room for one student and one instructor (Melissa Blasek) at a time. There would be no sign. Operating hours would be 3:00 p.m.-9:00 p.m., five days a week. There would be no external changes to the existing house, just remodeling of the interior.

There was no public comment.

The Board voted 7-0-0 to approve the application, on a motion made by Alastair Millns and seconded by Nelson Disco.

4. 4 Executive Park Drive Realty, LLC. (applicant/owner) - Review for acceptance and consideration of final approval for a site plan to construct 280 multi-family residential units, clubhouse and other associated site improvements. The parcels are located at 4 & 6 Executive Park Drive in the C-2 (General Commercial) and Aquifer Conservation Districts and 100-year Flood Hazard Area. Tax Map 4D, Lots 076 & 077.

Desirea Falt and Dan Ricker recused themselves from discussing and voting on this agenda item.

Austin Turner, Bohler Engineering, proposes 280 one- and two-bedroom units in five buildings (three on Parcel 4 and two on Parcel 6) and a 3,000'-4,000' clubhouse, which would have an internet café and fitness center and would not be open to the public. There would be no pool.

Town comments were incorporated into the plan, which will be refined later.

Staff recommends that the Board vote to accept the application, as it is substantially complete and contains sufficient information to invoke the Board's jurisdiction and to allow it to make an informed decision.

The Board voted 6-0-0 to accept the application for review, on a motion made by Alastair Millns and seconded by Michael Redding.

Austin Turner listed changes since the applicant last appeared before the Planning Board.

Traffic flow would be improved.

If the projects were to be considered separately, then Parcel 4 would meet the parking requirements while Parcel 6 would be short. The property next to Parcel 4 and the Woodspring Suites hotel is commercial with equal access to parking: half the spaces would be shared with the building housing D'Angelo's.

Since the parcels are considered as one site plan, then a parking waiver is required. The applicant indicated there are spaces in under-building garages and Parcel 6 would have a parking lot as well, but a waiver is being requested for the number of spaces required by the project as a whole. Most units would be one bedroom, for which the industry standard is one space for each unit and 1.2 per bedroom, which is less than the Town's requirement. There are added spaces in the rear, as the Planning Board requested, to make just under two spaces per unit, leaving over 60% of open space. The added spaces would have to be put closer to the abutting property line and more unnecessary impervious space would have to be created. The applicant would set aside 30-40 paper spaces that would be constructed only when necessary.

Chairman Best wanted agreement about what the "trigger" for constructing the spaces would be. It would be if there were an overflow (especially on Executive Park Drive) or if tenants wanted more spaces. Austin Turner said the garage spaces would be rented and the spaces outside would not be reserved for particular units. Chairman Best wanted the "no parking" areas clearly marked and noted in the leases. Alastair Millns suggested meeting with the Community Development Department to determine whether there is adequate parking when all units are full. Michael Redding encouraged not installing impervious surface where it is not needed. Perhaps there could be a retaining wall in the rear. Chairman Best suggested trees and landscaping to act as a buffer. He wanted 170 spaces without extra paving in the rear of Parcel 6. Nelson Disco suggested noting all this on the plan.

Austin Turner wanted to have 200 rather than 259 spaces on Parcel 6. He showed where he could put spaces to meet the parking requirement as well as where they would be if the waiver were granted. Chairman Best said the Board wants to see the parking plan before discussing a waiver.

Chairman Best suggested that the applicant present either one site plan for all the buildings or two separate site plans for Parcels 4 and 6; however Austin Turner and Tom Prieto, co-owner, 4 Executive Park Drive Realty, LLC, said this would be one project. They are discussing the parcels separately only for parking purposes, but would present the parking plan as a whole. They want it to be an integrated project. Austin Turner said it has a unique physical limitation. The 150'-wide wetland system makes it difficult to integrate, but he will try for connectivity. Neither Chairman Best nor Tom Koenig saw obvious integration. Tom Prieto said that Chairman Best's suggestion of a trail system behind the buildings that would connect the parcels without crossing the Brook was an excellent idea. Austin Turner intends to use the existing stairs, the pedestrian bridge (after repairing it) and the existing trail network.

Nelson Disco suggested eliminating the lot line between the parcels and consolidating the property. Chairman Best asked how the clubhouse/internet café would be integrated with Parcel 6.

Tom Koenig asked how spaces in the rear would affect Fire Department access. Austin Turner showed the proposed location of the emergency driveway areas. They would be made out of "waffle blocks", which are open and permeable. Grass can grow in the openings. There would be a gated guard rail.

Fire Marshal John Manuele said he is working with the applicant and wants to see what waffle blocks look like. He would like either only one access with a connection to the other parcel or creation of a second access. Chairman Best asked whether the second access could be connected to Cinemagic's driveway. Marshal Manuele said a barrier is acceptable, but he wants access on three sides and wonders whether waffle blocks would last after several winters/plowings.

Nelson Disco said pedestrian access to Shaw's Plaza is still an issue. Chairman Best suggested a crossing at Continental Boulevard in coordination with traffic lights.

Jason Plourde, Project Manager, Beta Group, Inc, investigated a sidewalk at D'Angelo's to cross Amherst Road north of the signal, to coordinate with the peer-to-peer signal and continue to Continental Boulevard, Greeley Street and Camp Sargent Road. Split phasing presents an opportunity for a pedestrian crossing, but Tom Prieto said he could not find a way to cross D'Angelo's property if they refuse permission. He will ask them to put aside land for a sidewalk. Jason Plourde said he could approach the State about a crossing on Continental Boulevard.

As the Planning Board suggested, Jason Plourde did a traffic comparison count at a similar residential development with 350-380 apartments. The estimates were 40-60% higher than the actual traffic count, so perhaps the ITE estimates for 4 Executive Drive are inflated. He recounted that the problems at the signals are because they do not communicate with each other. Because the coordinated system works so much better

on the north-south than on the east-west corridor, the State did not turn on the loop detector. All systems are timed and work independently; therefore there is a lot of congestion at intersections.

First Jason Plourde would replace the loop detector, which is broken and does not register vehicles or tell the signal to make maximum green time. To coordinate the two signals at Amherst Road and Executive Park Drive, he would install a peer-to-peer responsive system that can expand or shrink the timing based on demand and works well at closely spaced intersections. He would replace all the signals so they would all be compatible.

Second Jason Plourde would coordinate the signals along the east-west corridor. He has provided the State with the information. Three State bureaus are involved: Turnpike, Traffic and Highway Design. If the peer-to-peer system is successful, the State wants to use it elsewhere.

Jason Plourde explained how he determined consistent peak hours and what information ITE provides. At 7:00-8:00 a.m. the project would generate 141 trips, 28 in and 113 out and 112 in and 60 out at the p.m. peak. That is a conservative number that is 40-60% over the real count done at a similar site (see above). A peer-to-peer system would improve the engineering, offset the mitigation project's impact and more.

Reducing the queue between signals is the real issue. A peer-to-peer system would eliminate it. Chairman Best said that Community Development Director Tim Thompson told the Police Department that cars block traffic. They will investigate further. Jason Plourde said the main control is at Continental Boulevard. The site where he did the other count has two accesses, one of which is gated for emergencies like at Executive Park Drive. He explained that he determined trip generation by counting all traffic entering and exiting the driveways. He proposes to close the proposed Amherst Road driveway and to keep the one on Executive Park Drive.

Austin Turner showed the location of the interior sidewalk network.

Public comment

Robert Hebert, 3 Heidi Lane, said that the Ordinance states how many cars there must be per living unit and per bedroom. He claimed the Planning Board would not be following the rules if they allowed the applicant to have fewer than the required number. Chairman Best explained that the waiver process allows fewer cars. The rules are not black and white. Alastair Millns said the Board could grant waivers because some are "paper" spaces. The Board does not want more impervious surface than is necessary. Parking standards were reduced recently. The applicant will tell what he thinks is required vs. what he prefers based on his experience, then the Planning Board will decide which number to require. Chairman Best added that the plan would have a table showing specifics. The real proposal would be on the full plan at the meeting for final Board review. The Board has not made a decision about parking, but it wants the applicant to build only what is needed. Robert Hebert said the drawings were not available to the public before this meeting. Chairman Best said the Board would not

vote on plans that it has not seen before and it can set conditions of approval that must be met before the plans are signed.

Dan Ricker, 12 Merrill Road, asked if there would be enough parking spaces if not all the garage spaces were rented. There is glare from cars coming south on Amherst Road onto the parking area. He suggested a fence to block headlights. Dan Ricker asked for an explanation of a heavy duty chamber system. Chairman Best explained that it is a stormwater/sewer system whose maintenance plan the Planning Board would discuss.

Dan Ricker asked what was decided about traffic mitigation. Chairman Best said the Planning Board would decide whether to approve a stop light system, a pedestrian system and a peer-to-peer system that the applicant would design in conjunction with DOT. If DOT pulls out, the proposal would change. The Planning Board can make a condition that DOT approve the signal system. The Planning Board would vote on whether to accept DOT's plan.

Dan Ricker asked what would happen if the peer-to-peer system did not work and if/how the applicant would be held accountable. Chairman Best said the Board is open to ideas.

Dan Ricker asked about phases, but Chairman Best said this is not that type of project. For example it might require doing Phase 1 first before the Board decides whether to continue, which might deter the applicant from improving the traffic situation. DOT has said that it would not fix it. Dan Ricker had little faith in the system because cars could run the lights and block traffic. Chairman Best countered that is not the fault of the traffic system. Dan Ricker noted that traffic from two other projects on D.W. Highway that would affect Exit 11 were not included in the study. Chairman Best said it is difficult to figure out the traffic effects of future developments and past approvals for uses that no longer exist. The only issue is new trips from this project.

Dan Ricker asked about bicycle and motorcycle parking. Chairman Best will discuss it.

Dan Ricker asked the Board to address police comments about public safety and delineating the new hotel lot and the proposed lot.

Chairman Best read a December 19, 2017, letter from George Theodorou, 10 Bryce Drive. The main reason he supports the project is because of the proposed traffic improvements at the intersection. Studies show the development is good for local residents looking for a change. The project would generate significantly less traffic than a commercial use. The apartment complex would generate several hundred thousand dollars in tax revenue to the Town and it would be an improvement over the existing fenced off dirt/vacant lot.

Chairman Best read a December 18, 2017, letter from Donald Provencher, Provencher Engineering, Inc., 6 Wasserman Heights, who is concerned about what recourse the Town would have if the synchronization does not work, if there is a plan to measure performance, and what constitutes success or failure. He recommends that the Town require an escrow to correct traffic problems if needed and a post-implementation traffic

monitoring plan that includes a baseline assessment of present day traffic and some physical methods/metrics of measuring future traffic after a portion of the project is built. The Planning Board should have an opportunity to deny further construction or to disburse the applicant's escrow funds to further assess and correct problems.

Chairman Best read a January 2, 2018, supporting letter from Jacy Amenkowicz, Commercial Loan Officer, Franklin Savings Bank. It states that the developer's traffic engineer has done an exhaustive study relative to the traffic issues, has recommended the necessary repairs (i.e. fixing a broken loop) and agreed to upgrade to a peer-to-peer signalization system that would allow the signals to talk with one another. Ultimately, with the installation of this new traffic light system and repairs, vehicles will be able to move through the area a lot better than they can today.

For the next meeting, the Planning Board wants an updated plan with parking options, staff peer review, sidewalk plan from D'Angelo's, pedestrian connection, on Continental Boulevard, connectivity between Parcels 4 and 6, information about parking in the rear of the property line, and a buffer.

The Board voted 6-0-0 to continue this item to February 6, 2018, at 7:00 p.m., in the Matthew Thornton Meeting Room, on a motion made by Alastair Millns and seconded by Michael Redding.

Chairman Best called a five-minute recess at 9:30 p.m.

- 5. Brett W. Vaughn (applicant) and Brett W. Vaughn Revocable Trust (owner) -** Continued review for consideration of final approval of a 13 lot residential subdivision. The parcel is located at 123 Wilson Hill Road in the R-1 (Residential) District. Tax Map 4A, Lot 023. **This item is continued from the July 18, August 15, and September 5, 2017, Planning Board meetings.**

Desirea Falt and Dan Ricker returned to the Board.

Michael Redding recused himself from discussing and voting on this agenda item.

Chairman Best designated Dan Ricker to sit for Michael Redding.

Chad Branon, Civil Engineer, Fieldstone Land Consultants, PLLC, said there would be 13 new lots in the proposed 14-lot conventional single-family subdivision. Plans were submitted to CLD in late November 2017 and review comments were received December 14, 2017. Changes since the last appearance before the Planning Board were adding a sidewalk on the north side of the proposed road, installing a closed drainage system on that section of the road, modifying the cul-de-sac size at the request of the Fire Department and PWD, including a divergent swale on the uphill side of the sidewalk, and modifying stormwater management treatment practices. On September 27, 2017, the Zoning Board of Adjustment (ZBA) granted revised variances for the two lots that do not comply with the minimum frontage requirement or with the previously granted variances due to the change in design. A 30,000 gallon cistern is proposed on the south side of the road. The Town should maintain it because it would service the neighborhood. The lot line adjustment plan for the property to absorb the remainder lot that the Planning Board approved in April 2017 was recorded. Several

design issues about drainage and erosion control had been raised by the Public Works Department (PWD), which requested that the plan be re-reviewed by CLD, as the design has changed significantly since the initial submission. CLD added six more minor stormwater comments, which can be addressed. PWD wants CLD to sign off on the stormwater plan before conditional approval is granted. There was no opportunity for CLD to sign off for this meeting. Today the applicant met with PWD and the Community Development Department about how to address the comments. The applicant has no problems with PWD, CLD or staff comments. Chairman Best said the memo from Dawn Tuomala, PWD Deputy Director/Town Engineer, states that she can give no opinion without information from CLD. Chad Branon cited a December 12, 2017, PWD memo supporting waivers. He claimed that there are only final engineering details left to be addressed. There is only one drainage comment left from CLD that PWD wants the applicant to resolve.

Chad Branon read out the six CLD comments and his proposed solutions having to do with catch basin gates, erosion control, roadside ditch flow, reinforcement fabric, culvert pipe replacement, and runoff reduction. Chairman Best said he would be worried if PWD does not sign off because CLD comments may change things. Chad Branon noted that he still needs an Alteration of Terrain Permit that would review drainage. He stated that, if the Board granted approval at this meeting, all items could be addressed without modifying the plan. Chairman Best said it is unusual for PWD to ask for a pause until it receives more data and before waivers are granted.

Alastair Millns noted that the Police Department wants a new street name rather than Oak Ridge. Chad Branon said he submitted the new name of Black Oak Drive/Road to the Fire Department. He can easily name the subdivision.

Although Nelson Disco disliked the configuration of Lot 4A-023 that wraps around all the subdivision lots, Chairman Best reminded him that Tim Thompson had said the lot meets all frontage requirements. Chad Branon added that this layout works for Brett Vaughn and meets all requirements. It also works for the abutters by creating the greatest separation between them. The layout allowed for other positive changes. Chairman Best said it allows all Wilson Hill Road abutters to abut conservation land. Chad Branon added that the covenants of the property would prevent anyone from building there. Chairman Best suggested he make that condition specific.

Paul McLaughlin left the meeting at 10:27 p.m.

Public comment

Michael Redding, 105 Wilson Hill Road, asked whether there would be a clogging safety factor in the swales/ditch line. He suggested placing vegetation on the slope and adding small plantings or a compost wall. The culvert is important because it creates a road safety issue. This is an opportunity to connect the bottom and top areas. A formal and efficient entrance inlet to the pipe is needed. He asked whether PWD's comment on the percent of the slope was resolved. If it would be difficult to plow, that would mean putting more salt in the groundwater. Michael Redding approves the shape of the lot because of what it would provide abutters, but he is still concerned about whether

there would be a sufficient amount of water and whether the depth of the wells would potentially impact abutters' wells. He still wanted Emery & Garrett to do more studies to get more data about the impact.

Fire Marshal John Manuele said he changed the road name to Black Oak Road and the subdivision name to Black Oak Circle and should have an answer next week. He stated that a fire pond is not a reliable water source, but a 30,000 gallon cistern is acceptable and the location is good. Since there are no cisterns in Merrimack, he is talking to other towns about maintenance. Most of them use a cistern during development, which the developer maintains. A year after the project is finished, the developer gifts it to the town, which takes over ownership and maintenance. Very little is required. A cistern is a dependable and reliable water source and should last 30-50 years. There are issues when a homeowners association is responsible for maintenance. A cistern solves the concern about road length.

Alastair Millns and Dan Ricker lacked enough information to vote on waivers.

Chad Branon refuted Dawn Tuomala's memo about waivers. As he stated on September 5, 2017, PWD agreed to a slope waiver for a grade of more than 8% rather than 6% for a cul-de-sac length of the 920'. He would exceed the 6% for 1,125' to reduce the amount of land alteration, cutting and hammering to construct the road. He modified the request based on the previous review letter rather than on today's memo. He seeks a waiver for road scale to 40 instead of 50 to make it easier to read. Alastair Millns objected that the slope would cause water velocity coming down the road to accelerate. PWD and CLD do not seem to know about Chad Branon's solution. Chairman Best said the Planning Board wants more information about the requests to waive requirements for street grades and grades approaching the intersection. Chad Branon countered that PWD's memo contradicts what was said at this morning's meeting.

In reply to Michael Redding, Chad Branon said the ditch line openings would allow leaves to go down the grade and not block the structure. It would be the same size DOT uses. Nelson Disco said this is a good opportunity to fix the catch basin under the road. Chad Branon said that is why PWD wants to enlarge the structure. The improvement was incorporated into the plan, which proposes a treatment swale that outfalls directly to the culvert. PWD agrees to use North American Green fabric on one swale and rip rap on the other. It is PWD's decision. Slopes that are over 3:1 would be reinforced with erosion control fabric and seeded. Chad Branon explained slope benching, which he said is good practice. Like a terrace, it captures runoff and diverts it to the appropriate drainage swale.

Alastair Millns cited the criterion that specific circumstances relative to the site plan or conditions of the land in such site plan indicate that the waiver will properly carry out the spirit and intent of the regulations.

The Board voted 6-0-0 to waive the requirements of Section 4.06.2 – Scales of road plan and profile, and Section 4.12(c) – Cul-de-sac street length, of the

Subdivision Regulations, on a motion made by Alastair Millns and seconded by Desirea Falt.

Chad Branon granted the Planning Board an extension of the 65-day limit to grant final approval.

The Board voted 6-0-0 to continue this item to February 6, 2018, at 7:00 p.m., in the Matthew Thornton Meeting Room, on a motion made by Alastair Millns and seconded by Desirea Falt.

The Board agreed to take up new business after 11:00 p.m.

6. Student Transportation, Inc. (applicant) and Crows Nest Commercial Properties, LLC. (owner) - Review for an amendment to the previously approved Site Plan for a school bus operations facility (site grading and drainage). The parcels are located at 534 Daniel Webster Highway and 6 William Street in the C-2 (General Commercial) and Aquifer Conservation Districts and Wellhead Protection Area. Tax Map 6D-1, Lots 001 & 002.

Michael Redding returned to the Board.

Tom Zajac, Civil Engineer, Hayner/Swanson, Inc., said the project was originally scheduled for the December 19, 2017, meeting, but a legal notice error prevented it from being on that agenda and forced it to be pushed to this meeting instead. Ground has been broken and construction has begun. There are three minor revisions to the originally approved site plan: 1) An increase in size to the to the originally approved maintenance addition from 3,000 s.f. to 3,240 s.f. It would be a prefab rather than a stick building and would not abut against the edge of the Morgan Building. Another 40' of the existing building had to be saved. 2) Retain an 880 s.f. portion of the existing commercial building that was originally slated for removal to serve as addition office space for the maintenance addition. 3) A small revision to the drainage plan to accommodate the first two revisions. There would be no traffic, stormwater or buffer impacts or changes.

The building would have white steel siding that would match the existing building. One building would have horizontal siding and the other building would have vertical siding.

The applicant is returning to the Planning Board because of the change in size and the request for a waiver. Chairman Best deemed it alarming that the excavator changed the elevation without notifying anyone. Several changes in a project that is controversial to the neighbors is the reason for the reappearance rather than seeking administrative approval. Tom Zajac said the neighbors would see metal rather than siding on the building, which disappointed Tom Koenig because it would look more industrial. Desirea Falt noted that no neighbors appeared at this meeting, although they were notified. Chairman Best said the aesthetics would be better than what exists currently.

Staff recommends that the Board vote to accept the application, as it is substantially complete and contains sufficient information to invoke the Board's jurisdiction and to allow it to make an informed decision.

The Board voted 7-0-0 to accept the application for review, on a motion made by Alastair Millns and seconded by Nelson Disco.

Contrary to previous expectations, the applicant seeks only one waiver - to re-affirm the parking waiver of June 6, 2017, that allowed 78 spaces rather than the original 89. The increased requirement is 91. The project is unique in that it includes a mix of existing commercial tenants along with the proposed school bus operation facility. Peak parking demand for the various uses will be at different times: for the school bus operation in the morning and early afternoon and for commercial uses/tenants in the late afternoon/evening hours. The bus operation would occupy approximately half of the existing building for associated office space and would be staffed by four employees. The parking ratio requires 15 parking spaces whereas only four are needed for employees

The Board voted 7-0-0 to reaffirm the waiver from the requirements of Section 7.03(e) – Parking – of the Site Plan Regulations, on a motion made by Alastair Millns and seconded by Nelson Disco.

The Board voted 6-1-0 to grant final approval, with the following conditions, on a motion made by Alastair Millns and seconded by Desirea Falt. Tom Koenig voted in opposition.

1. Final plans and mylars to be signed by all property owners. The appropriate professional endorsements and signatures shall also be added to the final plans and mylars;
2. The applicant shall obtain all required State approvals/permits, note the approvals/permits on the final plans and mylars and provide copies to the Community Development Department;
3. The applicant shall note all waivers granted by the Board on the final plans and mylars (including Section and date granted) as applicable;
4. The applicant shall provide draft copies of any applicable legal documents for review, at the applicant's expense, by the Town's Legal Counsel;
5. The applicant shall address any forthcoming comments from Municipal Departments, as applicable;
6. The applicant shall address the following Planning Staff technical comments:
 - a. The applicant should verify (with a stamped letter or summary from a PE) that the drainage analysis previously approved as part of the redevelopment of the site will not be adversely affected.

Staff also recommends that the following general and subsequent conditions be placed on the approval:

1. All General and Subsequent Conditions of Approval per the June 6, 2017, Decision Letter for the redevelopment of the property shall apply to this approval.

- 7. Merrimack Parcel A, LLC. (applicant/owner) –** Review for acceptance and consideration of Final Approval of a site plan application for 372,800 square feet of development including retail, hotel/event center, restaurant, office, multi-family residential uses and associated parking and drainage improvements, in accordance with the Merrimack Park Place mixed use Conditional Use Permit. The parcel is located at 10 Premium Outlets Boulevard in the I-2 (Industrial) and Aquifer Conservation Districts and Wellhead Protection Area. Tax Map 3C, Lot 191-02.

Noting the agenda for this meeting is long, that he has not yet paid the escrow money, that the Town is reviewing the documents he submitted, and that review comments should be received in a timely fashion in order for him to prepare a response, the applicant asks for a continuance to January 16, 2018.

At the applicant's request, the Board voted 7-0-0 to continue this agenda item to January 16, 2018, at 7:00 p.m., in the Matthew Thornton Meeting Room, on a motion made by Alastair Millns and seconded by Nelson Disco.

8. Discussion/possible action regarding other items of concern

Chairman Best suggested that Board members forward their comments on the Nashua Regional Planning Commission (NRPC) pedestrian plan to Tim Thompson and that the Board review Town Master Plan implementation at a future meeting.

9. Approval of Minutes — December 5 & December 19, 2017

The minutes of December 5, 2017, were approved as submitted, by a vote of 6-0-1, on a motion made by Nelson Disco and seconded by Alastair Millns. Michael Redding abstained.

The minutes of December 19, 2017, were approved as submitted, by a vote of 5-0-2, on a motion made by Nelson Disco and seconded by Alastair Millns. Desirea Falt and Michael Redding abstained.

10. Adjourn

The meeting was adjourned at 11:30 p.m., by a vote of 7-0-0, on a motion made by Alastair Millns and seconded by Nelson Disco.