

# TOWN OF FITZWILLIAM

## PLANNING BOARD

### Minutes - DRAFT

December 5, 2023

**Planning Board Present:** Suzanne Gray, Chair; Tom Rothermel, Vice Chair; Ed Goodell; Kevin Woolley; Richard Mays; Martin Nolan, Selectmen's Representative; and Josh Joslyn, Alternate.

**Planning Board Absent:** Barbara Young, Secretary; and Robin Peard Blais, Alternate.

**Staff Present:** Lori Nolan, Land Use Coordinator.

**Guests Present:** Carol Ogilvie; Phil Dunn; Dan Scheerer; Mike Piquette; Chelley Tighe; and Dave Tighe.

#### **Working Session** – ordinance review

The Planning Board met with Carol Ogilvie and reviewed the draft ordinances.

#### Short-Term Rentals (new)

- General discussion and drafting of ordinance, including inspection and enforcement.
- Ogilvie to provide updated draft.

At this time, Ogilvie leaves and the other guests arrive.

#### **Public Meeting**

Chair Suzanne Gray called the public meeting to order at 7:04 pm and held roll call.

With the absence of one member, Josh Joslyn was seated as a voting member.

#### **Public Hearing**

Case #23-10: PLP Composite Technologies – Site Plan Review – to permit manufacturing (molding process) of decorative light poles shrouds at 646 NH Route 12 South. [Map 8, Lot 13 – Rural District]

Gray welcomed Dan Scheerer (owner) and Phil Dunn (operations manager) to the meeting. She explained that the Applicants came before the Planning Board for a preliminary consultation and have obtained a variance from the ZBA. The LUC confirmed that the public was properly noticed.

**M. Nolan motioned that the application for PLP Composite Technologies for a Site Plan Review to permit manufacturing (molding process) of decorative light poles shrouds at 646 NH Route 12 South is complete. Richard Mays seconded. Motion passed unanimously.**

Yes: 7 [Gray; Rothermel; Goodell; Mays; Woolley; Joslyn; M. Nolan]; No: 0; Abstained: 0

Scheerer began his presentation by showing the Planning Board a decorative shroud. It is a unique product because of the materials used – two part urethane. They have expanded their business from \$3 million to \$10 million in a couple of years and need interim space to keep up with the current demand. They will have a three year lease with an option to buy this property. However, the plan is to move this operation to a new location.

Scheerer showed the molding process and explained their plans.

They will make the building secure. It will be cleaned up and renovated to make it usable for production, including replacing the roof and front columns, and painting the exterior. The rolling security door will be replaced with an overhead door on the side of the building. If they manufacture shafts at this facility, they may need to make “pits” in the floor to get the required height. The shafts use the same mold process as the shrouds. The Fire Chief did not require a sprinkler system. They plan to use the existing lighting. However, they may add another light to assist with the security system. The rear building is in better shape. They will secure the door and clean up. They will use the building for storage.

They will use a solid waste disposal service. The dumpster will be behind the building outside of sight. Delivery vehicles will load/unload in the back of the building. The existing driveway will be utilized with no changes. There is parking for 7-9 vehicles to safely park. Snow will be pushed to the back of the property.

The existing septic will be used. They have not gotten the system inspected yet but there will be less burden on the system than for a convenience store with apartment. The apartment will be removed as there is not much left of it.

They will run a single shift as there are not enough workers for multiple shifts. There will be 4-5 employees with no customers visiting the facility. Management will visit the facility and from time to time give guided tours. Hours of operation will be 6:00am to 5:00pm, Monday through Saturday.

The biggest odor produced is when they spray the mold with primer paint. Then the mold is filled using a closed system. It takes approximately 2-3 hours to cure. They can produce 8-10 molds per day.

M. Nolan wanted to make sure that the oil tank is in good shape. Dunn did not think the tank was still present.

Gray explained that any lighting must shine down. She also advised the Applicants to be mindful of the residential houses in the back and the immediate area.

Gray asked about an exhaust fan, vented to the Route 12 side. M. Nolan would rather see a filtration system. Scheerer explained that odors do not leave the building. Employees do not wear any masks or protective equipment.

The Planning Board was happy that this property was being cleaned up. They reviewed the requested waivers and agreed to waive all the requested items.

**Rothermel motioned to approve the following Findings of Fact. Mays seconded. Motion passed unanimously.**

Yes: 7 [Gray; Rothermel; Goodell; Mays; Woolley; Joslyn; M. Nolan]; No: 0; Abstained: 0

Findings of Fact:

1. Applicant proposes to use the existing "QuickMart" structure for light industrial use, specifically the manufacturing of decorative poles and bases using a closed mold process;
2. Industrial production will be limited to 6:00am to 5:00pm Monday-Saturday;
3. The footprint of the walls and roof of the existing structure will not be changed;
4. The Applicant has obtained a variance though the Zoning Board of Adjustment to permit light manufacturing within a rural zone;
5. There will be no changes to the parking area, which allows for 7-9 parking spots;
6. There will be no changes to the existing septic system;
7. All existing lighting will be used, with the exception of lighting to enhance security cameras may be added;
8. There will be approximately 4-5 employees working on site, with supervisors making visits;
9. All manufacturing activities will take place inside the facility, with the exception of products being loaded onto vehicles;
10. All manufacturing noise will be contained within the building, with the exception of products being loaded onto vehicles; and
11. Off-gassing of styrene chemical is at 2% and can be described as working in a small photo dark room and employees do not need to wear any protective equipment, like masks.

**Rothermel moved to approve the Site Plan for PLP Composite Technologies to permit manufacturing (molding process) of decorative light poles shrouds at 646 NH Route 12 South. [Map 8, Lot 13 – Rural District] as presented. Mays seconded. Motion passed unanimously.**

Yes: 7 [Gray; Rothermel; Goodell; Mays; Woolley; Joslyn; M. Nolan]; No: 0; Abstained: 0

**Gray motioned to attach the following conditions to the Site Plan. Goodell seconded. Motion passed unanimously.**

Yes: 7 [Gray; Rothermel; Goodell; Mays; Woolley; Joslyn; M. Nolan]; No: 0; Abstained: 0

Conditions:

1. If the business operations expands its footprint, hours of operation, or employees (more than 8) beyond the presented site plan, the business must return for an updated site plan review;
2. The Applicant must install and keep in working order an exterior ventilation exhaust fan to vent any odor towards NH Route 12 South;
3. Solid waste dumpster must be located out of view of abutters and road;
4. There is to be no residential use on the property;
5. There is to be no increased load on the septic system than what is rated for a convenience store;

6. The Applicant must obtain a construction permit from the Board of Selectmen;
7. The Applicant must receive written approval from the Fire Chief; and
8. Must obtain a sign permit from the Board of Selectmen.

Therefore, the Site Plan for PLP Composite Technologies to permit manufacturing (molding process) of decorative light poles shrouds at 646 NH Route 12 South. [Map 8, Lot 13 – Rural District] was approved, subject to conditions.

### **Preliminary Consultation**

C. Ann Ramos – Site Plan Review – to permit development of a lot for commercial use (camping and/or greenhouse) at Martin Road. [Map 1, Lot 3 – Rural District]

No one was in attendance for this appointment.

### **Preliminary Consultation**

Hayden Rothermel – Conditional Use Permit – to permit construction of a 24x24 foot accessory structure (garage) 65 feet from a wetland when 75 feet is required at 15 Doyle Court. [Map 12, Lot 18 – Rural District]

Rothermel recuses himself from the case.

Gray welcomed Hayden Rothermel (owner) and Tom Rothermel (contractor) to the meeting. T. Rothermel explained that there is a small brook that is fed from a beaver pond near the property. The brook has a concentrated flow of about two feet. It sits about 9 feet below the property elevation. The property is on a private road. They would like to build a 24x24 foot garage on an Alaskan slab that is 65 feet away from the brook against a ledge outcrop. The garage will replace a shed and carport. The garage location will be further back than the existing carport.

The Rothermels understand they will need to obtain a variance from the ZBA and a conditional use permit from the Planning Board. They plan to show the difference in impervious surface at the hearings.

### **REVIEW OF MINUTES**

T. Rothermel rejoined the meeting.

**Rothermel motioned to approve the minutes of November 21, 2023 as written. Goodell seconded. Motion passed.**

Yes: 6 [Gray; Rothermel; Goodell; Mays; Woolley; Joslyn]; No: 0; Abstained: 1 [M. Nolan]

### **UPDATES**

46 Rantilla Lane: The tour to view the stormwater management plan the property owners installed will take place on December 22. If there is snow on the ground, it will be rescheduled for spring.

Stone Pond dam: Connecticut River Conservancy was awarded \$360,000 for the Stone Pond Dam Removal from National Fish and Wildlife Foundation Long Island Sound Futures Fund.

354 NH Route 119 East: Gray explained that the ZBA remanded this case back to the Planning Board to finish deliberations on the CUP criteria.

Housing Working Group: There is a housing assessment survey on the town website homepage.

### **OLD BUSINESS**

Turnkey Lumber:

Gray and Joslyn recused themselves and sat in the audience. Rothermel chaired the meeting.

The Planning Board reviewed the letters to Turnkey and the BoS.

Dave Tighe stated that they have found evidence of human waste on their property. There are 15-20 piles of toilet paper behind the lumber stacks at two different areas. They noticed it first on November 24.

Chelley Tighe mentioned that the lumber piles were moved away from the property line following the site walk, but the piles are back to being on the property line again.

Josh Joslyn explained that he has reviewed the zoning map from when it was first adopted. He felt that the residential lines should be on the property line. The original intent was for the zoning district to change at the

property line. The rural zoning district remains as is and is accurate at 500 feet from Route 12 centerline. The Planning Board was in agreement to remove any reference to the residential zoning district in the letters.

The Planning Board discussed setbacks from residential zone based from the map provided during the site plan review. Mike Piquette mentioned that everyone in town must follow zoning rules. C. Tighe commented that this is not Turnkey's first operation. They know that they must follow local zoning rules.

**Goodell motioned to send the letters to Turnkey Lumber and BoS with the amendment of removing reference to the residential zoning district. Mays seconded. Motion passed unanimously.**

Yes: 5 [Rothermel; Goodell; Mays; Woolley; M. Nolan]; No: 0; Abstained: 0

Piquette stated that he has filed an administrative appeal to the ZBA. He felt that the Planning Board had standing to file the same sort of application.

Goodell asked how to handle the human waste complaint. Rothermel requested that the LUC send the complaint to the Health Officer. M. Nolan will bring it to the BoS attention.

Gray and Joslyn rejoined the meeting.

With no further business to discuss, **Mays motioned to adjourn the meeting. Rothermel seconded. Motion passed unanimously.**

Yes: 7 [Gray; Rothermel; Goodell; Mays; Woolley; Joslyn; M. Nolan]; No: 0; Abstained: 0

The meeting was adjourned at 8:55 pm.

Respectfully Submitted,  
Lori Nolan  
Land Use Coordinator

**Minutes approved as amended on December 19, 2023.**