

**TOWN OF JAFFREY, NH  
PLANNING BOARD  
Meeting Minutes  
December 12 2023**

**Present:** Chairman Amy Meyers, Members Peter Maki, John Peard, Keith Dupuis, John Brouder, Margaret Dillon, Gary Arceci (alt), Nathan Flowers (alt), Franklin Sterling, Selectmen's Rep

**Other:** Thomas Ahlborn-Hsu, Conservation Commission, David Chamberlain, Fire Chief, Doni Ash, Kirk Stenersen

**Staff:** Jo Anne Carr, Planning & Economic Director, Becky Newton, Recording Secretary

**CALL TO ORDER** – Chairman Meyers called the public hearing to order at 6:00 pm.

**MEETING MINUTES APPROVAL**

On a **motion** by Brouder, seconded by Maki, the minutes for November 14, 2023 were approved as submitted. (7-0-0)

On a **motion** by Brouder, seconded by Dupuis, the minutes for November 28, 2023 were approved as submitted. (7-0-0)

**PRELIMINARY CONCEPTUAL** - Doni Ash, Shattuck Golf Course

Mr. Ash is proposing to open a family-friendly, mini-golf course at Shattuck Golf Club. Preliminary drawings of the course were distributed. The course would be situated near the putting green, an area already being utilized by the golf course, and is outside of the wetland. The design of the course would mirror the natural landscape of the existing course and would not be visible from the road. There is no intention of creating a carnival-like atmosphere and the course will not be lit at night. The individual holes would be impervious, cement covered with Astroturf, but each hole will have a drain to allow water to pass through. Surrounding the holes will be landscaped with grass, mulch, flower beds and a small pond. J Carr noted that recreation is an existing allowed use in the Mountain Zone. The Board requested photos be submitted with the application in January.

By unanimous consent, the Board determined that this application would not have regional impact.

**PUBLIC HEARING - continued**

**A letter was submitted by Allison Lewis, Keach-Nordstrom Associates, requesting to continue this hearing to the January 9, 2024 hearing.**

**PB 23-09 Scott Brown, Owner**, Keach-Nordstrom Associates, Inc., Agent  
371 Mountain Rd., Map 220 / Lot 13 Mountain Zone & Rural District, with town water  
Minor Subdivision – the applicant proposes a 3-lot subdivision.

**APPLICATION ACCEPTANCE**

*K Dupuis recused himself from this hearing*

By unanimous consent, the Board determined that PBA 23-10 would not have regional impact.

**PB 23-10 Town of Jaffrey (Fire Station), Owner**, Kirk Stenersen, Agent  
138 Turnpike Rd, Map 244 Lot 7.1, Zone: Rural, with town water and sewer

Site Plan – The applicant proposes a 4,775 SF addition to the existing building with associated parking and drives.

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Staff review - two variances and a special exception have been granted by the ZBA. The following items are pending: stormwater maintenance plan, application for Town water/sewer, updated Source Water Protection Plan (SWPP), and a driveway permit.

By unanimous consent, the Board determined that PB 23-10 was sufficiently complete.

**PUBLIC HEARING - New**

**PB 23-10** Town of Jaffrey (Fire Station), Owner, Kirk Stenersen, Agent  
138 Turnpike Rd, Map 244 Lot 7.1, Zone: Rural, with town water and sewer

Site Plan – The applicant proposes a 4,775 SF addition to the existing building with associated parking and drives.

Kirk Stenersen, Higher Design, LLC

The Jaffrey Fire Station is proposing a 4,800 +/- square foot, 2-story addition to the east side of the existing fire station. In preparation for this addition a lot line adjustment was completed increasing the acreage of the site from 1 acre to 1.9 acres. A slope easement was granted by Kimball Farm. The lot is located at the corner of Rte 124 and Fitzgerald Drive in the Rural district with Town water. A wetland is located at the rear of the property. The area of disturbance is 59,000 square feet, therefore no AOT permit is required. The existing building and proposed addition fall within the front setback and existing pavement/grading is within the 75-foot wetland buffer. Variances were granted for the front setback and wetland setback.

The slope of the existing driveway causes fire apparatus to drag as they enter. Moving the entrance of the rear driveway further south evens out the slope, eliminating this problem.

Currently, the entire site drains to the rear of the property directly into the wetland without benefit of treatment or detention. The proposed drainage improvements would reduce runoff to the wetlands. During a rain event of 1" or less there would be no outflow at all from the basin, in a larger rain event, stormwater would exit the basin at a slower rate. The result is a decrease in the flow rates of today, a net improvement.

No hazardous materials will be stored on site and no parking lot lighting is proposed. The façade of the addition will match the existing fire station.

Chief Chamberlain gave an overview of the proposed addition. The existing fire station was built in 1981 and was not constructed with showers. The first floor includes administration and office areas, an emergency operations room, a day room, and a conference room. Located in the back is an apparatus/equipment bay which will be utilized as a "clean room" to eliminate cross-contamination. The second floor has locker rooms/showers enabling fire personnel to shower on-site after a fire event, dorm rooms, a fitness area and room for future expansion. At this time staffing is low however, they are anticipating the need for 24-hour staffing in the future. This new layout would allow them to keep the operations side separate from the meeting and training area. During the 2008 ice storm the conference room doubled as the emergency operations center during the day and a bunk house for onsite fire personnel who stayed at the station 24-hours a day for two weeks. The new facility would significantly improve their ability to manage an emergency situation such as that.

Peter Maki stated he understands the need for the new station and staffing issue concerns. He asked, where do the contaminants go? D. Chamberlain responded anything that is washed in the garage bays goes into a containment system.

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D Chamberlain added, moving forward they hope to secure grant funding to help offset costs. It is beneficial to have a shovel-ready plan when applying for grants. To date, all work has been done without impacting the tax rate.

M Dillon noted that the energy chapter of the Master Plan states that municipal buildings should “set an example for high-performance, low-energy building strategies.” There is enough roof space to accommodate solar panels which could generate enough energy to make this a net zero building. Non-profits and municipalities can receive a cash incentive of 30% off solar panels.

G Arceci asked, can the ambulance be operated with the Fire Department? D Chamberlain responded it could be looked at.

J Peard noted that the building is being used at full capacity for more than just the fire station. He is looking forward to this coming to fruition. At some point the department will need full-time staff, this will allow us to be ready.

Tom Ahlborn-Hsu, Conservation Commission, is concerned with the wellhead protection area. Hopefully this new drainage plan will be an improvement. It is important to keep contaminants out of the well.

**Findings of Fact**

Two Variances and one Special Exception were granted by the ZBA.

The proposed drainage plan is a net improvement over existing drainage.

The façade will be consistent with existing building.

On a **motion** by Brouder, seconded by Dillon the application proposing a 4,775 SF addition to the existing fire station building with associated parking and drives was approved as presented per testimony given and plan submitted. (6-0-0)

Plans include: “Jaffrey Fire Station Addition” and “Stormwater Management Plan and Drainage Computations.” Plans are dated November 1, 2023, signed and stamped by Kirk Stenersen, PE. Also submitted is the site survey, “Boundary Line Adjustment Plan” dated September 11, 2020 signed and stamped by Richard Drew, LLS.

*K Dupuis rejoined the Board for the remainder of the meeting*

**PUBLIC HEARING - Zoning**

1. Section VI – 6.4 Clarify that density in the General Business, General Business A and Residential B Districts where town water and sewer are available that multi-family is permitted.
2. Add paragraph to Section 6.4 which allows for a Workforce or Senior Housing development to exceed the maximum number of units per building pending a financial statement from the developer indicating economic viability per RSA 674:58 (III).

A **motion** was made by Brouder, seconded to Dillon to move the amendments to the warrant for Town Meeting. (7-0-0)

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**OTHER BUSINESS**

Additional Proposed changes to Zoning Code:

Section VI: Areas and Setbacks for Buildings.

Correct reference to Turnpike Road Industrial District, should read Section 4.7.2 rather than 3.6.2

Section XII: Guide to the Zoning Districts.

Correct reference to 12.13 Industrial District (Tack Shop), should read Industrial District  
(Knight Street)

Clarify reference to 12.14 Industrial District (Northeast), should read Industrial District  
(Stone Arch Bridge)

On a **motion** Brouder, seconded by Peard by to bring these changes to public hearing on January 9, 2024. (7-0-0)

**ADJOURNMENT**

The meeting adjourned at 6:59 pm

Submitted:



Rebecca Newton  
Recording Secretary

Attest:



Amy Meyers  
Planning Board Chair