



Town of Hampden  
**Planning and Development Committee**  
Wednesday November 1<sup>st</sup>, 2017, 6:00 pm  
Municipal Building Council Chambers  
**Minutes**

Attending:

Committee/Council

Ivan McPike-Chair  
Terry McAvoy  
David Ryder  
Dennis Marble  
Mark Cormier

Staff

Angus Jennings, Town Manager  
Myles Block, Code Enforcement Officer

Chairman McPike called the meeting to order at 6 pm.

1. **Approval of October 18th, 2017 Minutes – Motion** to approve as submitted made by Councilor McAvoy with second by Councilor Marble; carried 5-0.
2. **Committee Applications:** None.
3. **Updates:**
  - A. **MRC/Fiberight** – Manager Jennings provided an update regarding the project timeline and there was discussion among the Committee members. CEO Block provided an updated regarding site work to date. Committee discussion focused on the requirements associated with implementing the updated Solid Waste Flow Control Ordinance, including the requirement to notify local businesses and institutions regarding the new destination for MSW after April 1, 2018, and how these communications could best be handled. Manager Jennings said that the MRC Exec. Director has talked about MRC preparing “model” documents (i.e. hauler licensing forms, sample correspondences to haulers and to local businesses) so that 110 municipalities can implement the changes with some consistency, but a timeline isn’t known. It was acknowledged that there could be challenges in enforcing the Flow Control Ordinance.
  - B. **Staff Report** – Manager Jennings summarized the materials in the meeting packet, including the update of ongoing/pending development activity.
4. **Old Business:**
  - A. **Update on potential commercial development at northeast corner of Coldbrook Road and Route 202; update on agreement to engage consultant to support new TIF District proposal to facilitate development; review potential boundaries of potential TIF District** – Manager Jennings summarized the materials in the meeting packet. There

was discussion about the potential District boundaries. Mayor Ryder suggested including several additional parcels along Coldbrook Road. The Committee members unanimously agreed with these changes. Manager Jennings said that an updated map would be reviewed at the next meeting, and that the TIF consultant would be present to begin discussion of other aspects of the TIF District. Manager Jennings reminded the Committee of the November 8 Planning Board public hearing regarding the proposed zoning map amendment. Mayor Ryder and Councilor Marble confirmed that they would join the Manager in attending the public hearing.

**B. Review of approved consultant work scope and schedule to prepare amendments to the Business Park Covenants and associated zoning amendments; review draft outreach to Business Park owners –**

*Manager Jennings summarized the materials in the meeting packet. The Committee appreciated the detail in the schedule and all agreed that it will be important to maintain the project schedule.*

**5. New Business:** *None.*

**6. Zoning Considerations/Discussion:**

**A. Discussion of zoning amendment process including the role of the Planning Board and its Ordinance Committee; preparation for November 8 Planning Board meeting –** *Manager Jennings summarized the materials in the meeting packet. He circulated a draft letter to the Planning Board and asked the Councilors to take a couple of minutes to review the draft to be sure it effectively communicated the issues. The Councilors read the draft letter, and all agreed it was appropriate to send as is. The Committee discussed the importance of aligning the Planning Board process relative to zoning amendments with the Council's goals regarding timeliness of amendments. Manager Jennings said the letter would be included in the November 8 Planning Board meeting packet. Mayor Ryder and Councilor Marble confirmed that they would join the Manager in attending the meeting.*

**7. Citizens Initiatives:** *None.*

**8. Public Comments:** *None.*

**9. Committee Member Comments:** *None.*

**10. Adjournment:** *There was a motion by Councilor Marble seconded by Councilor McAvoy to adjourn at 7:03 pm. The motion carried unanimously.*

*Respectfully submitted –  
Angus Jennings, Town Manager*