Chairman Paul Carideo opened the meeting at 7:00 PM. Members and staff present – Paul Carideo, Chris Dane, Dean Howard, Jr., Proctor Wentworth, Chad Bennett, Ex-officio from the Board of Selectmen, Glen Emerson, alternate, and Randy Clark, alternate, Nicholas Cricenti Jr. PE, SFC Engineering Partnership, Town Engineer, and Susan Hastings, Secretary.

Members of the public – Tom Davis, Tom Lindquist, Kim Lindquist, Shara Chickering-Hill, Barry Hill, Paul Gosselin, Tobin Farwell, Michael Hall Jim Mitchell Dennis Stephens, Priscilla Lindquist and Penny Williams, Media.

**ALTERNATE DESIGNATION**

Designations of the Chairman Paul Carideo – alternate Glen Emerson to sit in for his father Neil Emerson – alternate Randy Clark to replace on the Board for Robert Waldron.

**CHAIRMAN’S ANNOUNCEMENTS**

**Next Public Hearing Date – 7 December 2015**

**Work Session Date – 16 November 2015**

**Public Hearing filing deadline - 16 November 2015**

**Zoning Ordinance Petition Articles – First date to file with the Selectmen is 9 November 2015**

**Last Date to file a Zoning Ordinance Petition Article is 9 December 2015**

**BONDS 11-060, 060-1 Lancaster Subdivision**

Paul Carideo invited Scott Lancaster to update the Board on the change he was proposing for the cul-de-sac stabilization. Mr. Lancaster said the dirt road had been widened and the grass banking’s were stable. The grass banking’s of the cul-de-sac were not growing. **Attachment # 1** The owner had a discussion with SFC Engineering. S. Lancaster said he was asking the Board to allow him to use bark mulch instead of seeding for grass. The Chairman asked N. Cricenti for his comments. He said there might have been too much hay, too much water, or

**BONDS 11-060, 060-1 Lancaster Subdivision** Continued from page 1

too little water causing the grass to fail to germinate. Nick Cricenti said there was not much of a slope around the cul-de-sac and mulch would probably be fine. Chad Bennett said he had no problem with the use of bark mulch. Dean Howard, Jr. commented there might need to be three to four inches of mulch on the back slope. N. Cricenti said he did not expect there would be much erosion with the bark mulch. Paul Carideo added he had a letter from the Fire Chief saying he would concur with the opinion of the Town Engineer.

There was no further discussion from the public or the members of the Board present.

**MOTION**

Chris Dane made the motion to allow the substitution of four inches of bark much on the Fire Department turn around on banks of the cul de sac. Glen Emerson seconded the motion and it was approved.

YES VOTE – Chris Dane, Glen Emerson, Randy Clark, Paul Carideo, Dean Howard, Jr., Chad Bennett and Proctor Wentworth.

The motion was approved for there to be four inches of bark mulch placed around the cul-de-sac off Estee Road to stabilize the banks. The cul-de-sac was created to give the Fire Department or other emergency vehicles a place to turn around.

Paul Carideo told Scott Lancaster to work with the Town Engineer, Nick Cricenti, on completion of the cul-de-sac.

**06-046 Tropic Star Letter of Credit**

The Chairman said there had been some issues Town Counsel and the Town Treasurer wanted to clear on the Letter of Credit presented to the Town for Tropic Star. The owner of Tropic Star and ENKI LLC is Scott Mitchell. The Letter of Credit had been presented a week earlier using the old form. A newer version has been adopted since the form was sent. Attorney Gorrow said she would prefer the new form, but considering the later form adoption, the Letter of Credit presented was acceptable. The other issue of concern was the bank Tropic Star used. Attorney Gorrow could find no filing of accreditation for the Pentucket Bank. Paul Carideo summarized the issues saying the first was the form used for the Letter of Credit and the old form was acceptable. Town Counsel and the Treasurer can only work with a state approved bank. The Board was assured the document would be emailed to the Town Tuesday for our Attorney to review. The last issue is the recording of the plan. Once the Bank is verified as state qualified, the plan can be signed and recorded.

Contractor Dennis Stephens, Steven’s-Marquis Associates, Inc., said the trees on the site had been cleared and they were ready to start blasting. He asked if this could be started on Tuesday and explained it will be a two-week process. Chairman Carideo said no work is to begin until the plan is accepted and recorded at the Rockingham County Registry of Deeds. A Performance Guarantee had been submitted to the Town for $235,000.00 to obtain the building permit but this document was not accepted by the Town Treasurer of Town Attorney. Paul Carideo said a sign had been placed on the site without a permit and this issue was still not resolved.

The Board was polled for their opinions on the Letter of Credit: Dean Howard, Jr., “just not right”; Glen Emerson “a bond was needed and the plan then recorded”; Chad Bennett abstained; Chris Dane agreed “the issues needed to be straightened out”, Proctor Wentworth abstained; Randy Clark said “the old form was OK, our attorney needed the bank status to be appropriate”.

**06-046 Tropic Star Letter of Credit** Continued from page 3

Dennis Stephens said he was working with his designer, D. Myers Architect, for a new canopy design, a new “skin” on the building and a portal entrance. The building is triangular shaped with a flat front. The brick has an urban look. A design was presented. The front entry design is more in character with the neighborhood having a colonial look and would be lighted. **Attachment # 2** Randy Clark asked if it had the same footprint and he was told it did not. The canopy was also smaller and would have a mansard look with a flat roof. The roof drains are underground and have a balanced flow. N. Cricenti said he had no comment at this time.

Paul Gosselin, a member of the public attending said in his Town, Windham. A notice would be given for a design change.

Paul Carideo asked the Board if they had any comments. The abutters are not notified of a design change. The Chairman said the abutters should be notified of the change to the footprint of the building and the other design changes. The next meeting is 7 December and the paperwork would have to be filed by November 16, 2015 in order for the Town to meet the legal deadlines. The company coming in is Mobile and they will use the standard Mobile colors. P. Carideo said details of the canopy, building entrance design and the sign can be discussed at that meeting.

The sign is proposed to be 8 feet by 20 feet, internally lit with LED and have a planter at the base. A sign permit is required from the building department. It will be designed to meet the code so a variance is not needed. The building would be 100 square feet larger.

**01-018 Depot Crossing Bond**

Paul Carideo opened the hearing. The remaining issue for a bond release was the resolution of the drainage at the NH Route 121 entrance catch basin. SFC Engineering presented Site Visit Report # 7, dated 29 October 2015, **Attachment #3.** Nick Cricenti said the frame and grate had been moved close to the curb. The area had been regraded and repaved to provide an entrance to the catch basin. This repair should meet the storm water collection design. SFC recommended all bond monies should be released.

There were no further comments or questions and the Chairman asked the Board members if they were ready to vote.

**MOTION**

Proctor Wentworth made a motion to release the remaining bond money (Irrevocable Letter of Credit # 107, Pentucket Bank) being held by the Town for Depot Crossing 1-18. Randy Clark seconded the motion and it was approved.

YES VOTE – Chris Dane, Glen Emerson, Randy Clark, Paul Carideo, Dean Howard, Jr., and Proctor Wentworth. ABSTAIN – Chad Bennett.

The remaining bond of 01-018, Depot Crossing, is released to the owner**.**

**PUBLIC HEARING 08-104, 07-023 Site Plan Access Road**

The Public Hearing notice was posted and published as required:

*“To consider the request of Tobin Farwell, 265 Wadleigh Falls Road, Lee, NH 03861 to have a Public Hearing for the Town of Hampstead School District and the Roman Catholic Church to construct an emergency gravel access road from the Hampstead Middle School across Saint Ann Roman Catholic Church land. The property is located on School Street and Emerson Avenue in Hampstead, NH.”*

**PUBLIC HEARING 08-104, 07-023 Site Plan Access Road** Continued from page 5

The Chairman opened the Public Hearing for a proposed access road from the Hampstead Middle School across St. Anne Church land to Emerson Avenue. Mike Wall introduced Tobin Farwell, Farwell Engineering Services LLC. M. Wall explained the proposal is the same as last year. It will be presented to the voters in March as a warrant article. Board members were asked if there were any questions. The previous plan had been allowed to lapse, meaning the conditions of approval were not met and the plan was voided. The developers will apply for time extensions to keep the plan active.

Abutters were invited to comment. Tom Lindquist, Agawam Way, asked if there was a way the road could be built and not cut through the baseball field. Tobin Farwell explained this layout was done to minimize the wetland impact. Kim Lindquist asked the location of the gate. The proposed location is at the edge of the parking lot pavement at St. Anne’ Church. A second gate will be at the ballfield near the stonewall. The road will be plowed in the winter.

Tom Davis, 44 Brighton Way asked the grade of the access road. It is 2.8%. It was further explained the road way is elevated 4 to 6 inches,

There were no further questions or comments from Board members of the public. The Chairman asked Board members if they were ready to vote.

**PUBLIC HEARING 08-104, 07-023 Site Plan Access Road** Continued from page 6

**MOTION**

**Chris Dane made a motion for the Board to take jurisdiction of the plan for tax map 8, parcel 104; Hampstead Middle School and tax map 7 parcel, Roman Catholic Bishop of Manchester to construct a gravel access road from the Hampstead Middle School to the parking lot at St. Ann’s Church. Dean Howard, Jr. seconded the motion, which was approved.**

**YES VOTE – Chris Dane, Glen Emerson, Randy Clark, Paul Carideo, Dean Howard, Jr., Chad Bennett and Proctor Wentworth.**

**Jurisdiction was taken of the plan. The emergency access road is intended for emergency use and will have gates.**

Paul Carideo asked the Town Engineer if he had reviewed the plan. Nick Cricenti said he had not reviewed the plan since there have been no changes to the plan.

There were no further comments and the Chairman called for a motion on the plan.

**PUBLIC HEARING 08-104, 07-023 Site Plan Access Road** Continued from page 7

**MOTION**

**Chris Dane made a motion for the Board to conditionally approve the plan for tax map 8, parcel 104, Hampstead Middle School and tax map 7 parcel, Roman Catholic Bishop of Manchester to construct a gravel access road from the Hampstead Middle School to the parking lot at St. Ann’s Church. Dean Howard, Jr. seconded the motion, which was approved.**

**YES VOTE – Chris Dane, Glen Emerson, Randy Clark, Paul Carideo, Dean Howard, Jr., Chad Bennett and Proctor Wentworth.**

**The plan was approved with the usual conditions and receipt of required agreements discussed.**

**OTHER 17-089 Shoppers Village Use Change**

The Chairman opened the hearing on the request for a change of use to the detached building formerly used as a day care. He asked Paul Gosselin, owner of Shoppers Village to explain the request.

Mr. Gosselin said he has a client who wants to open a bakery. An application for a Change of Use was received from Chickadee Hill Cakes, LLC owned by Shara and Barry Hill. **Attachment # 4** The current business is for custom cakes. In the 45 Danville Road location, they would also offer retail services of coffee and fresh baked goods. A site plan exists for the site.

Paul Carideo said the change from a day care to a bakery with retail space could affect the septic system. They would likely be an increase in parking needs for the site.

**OTHER 17-089 Shoppers Village Use Change** Continued from page 8

The Chairman asked for information on any grease trap on the septic system. The septic may be connected to the vacant bank building on the site. Mr. Gosselin contended the proposed use was consistent with zoning. There were no exterior changes proposed and only minor renovations to the interior. A discussion of septic flows for each use followed. Paul Carideo said a site plan of the building is required to include location, traffic flow, parking, the proposed canopy, more information on the septic system and other items as detailed in the Site Plan regulations for the site. Mr. Gosselin said the use is the same as the original plan. Nick Cricenti said a Department Heads Review would probably not be required. Dean Howard, Jr. added the existing gym had been required to present a separate site plan. Other Board members comments requested a parking count, a copy of the state septic permit and septic loading calculations, the design and location of any new signage. Mr. Gosselin was told this hearing is not the same as a public hearing since the abutters are not notified.

Planning Board members were in agreement a site plan for the proposed bakery is required.

**BOARD BUSINESS**

**Correspondence Wetland Permit Notification**

The site is Map 8A Parcel 73, 12 Edgewater Lane. The owners have applied for a permit to repair or replace retaining wall. The Chairman summarized the application request. The application is on file.

**Correspondence Wetland Permit Notification**

The site is located at 65 Ells Road, Map 8A Parcel 59. The owners want to replace the existing stonewall and stairs. The Chairman reviewed the application and it will be filed.

**Member Comments Chairman Carideo said the Work Shop on** 11/16/2015 would be with Chief Carrier, Deputy Warnock, and Nick Cricenti, SFC Engineering Partnership Inc. to discuss the fire codes.

**BOARD BUSINESS** Continued from page 9

**Minutes to approve 5 October 2015** Tropic Star: change to read, “Some heavy equipment has been moved onto the site.” Sweet Baby Vineyard: change to read, “Mr. Eaton said there are four 8 foot panel of fence, totaling 32 feet of fencing. The car lights from the parking lot should not affect the neighbor’s house.”

**MOTION**

**Randy Clark made the motion to approve the minutes as amended. Chris Dane seconded the motion.**

**YES VOTE – Randy Clark, Chris Dane, Paul Carideo, Dean Howard, Jr., Proctor Wentworth, Glen Emerson and Chad Bennett.**

**The minutes of 5 October 2015 were approved unanimously.**

**Minutes to approve 3 August 2015** Add, “Nicholas J. Cricenti, Jr. PE of SFC Engineering and Susan Hastings, Secretary attended the meeting.”

**MOTION**

**Paul Carideo requested members to approve the amended minutes.**

**YES VOTE – Randy Clark, Chris Dane, Paul Carideo, Dean Howard, Jr., Proctor Wentworth, Glen Emerson and Chad Bennett.**

**The minutes of 3 August 2015 were approved unanimously.**

The Chairman adjourned the meeting at 8:50 Pm.

Respectfully submitted,

Susan J. Hastings, Secretary