Chairman Paul Carideo opened the meeting at 7:00 PM. Planning Board members and staff present: Paul Carideo Chris Dane, Dean Howard, Proctor Wentworth, Robert Waldron, Neil Emerson, Chad Bennett, Ex-officio, alternates Randy Clark, and Glen Emerson, Nicholas J. Cricenti, Jr., PE, Town Engineer and Susan Hastings Secretary.

Members of the public attending: James Lavelle, Lavelle Associates, Curtis Sweet, Ken Sweet, Penny Williams, Media.

**CHAIRMAN’S REMARKS**

**7 March 2016** Next Public Hearing Date

**15 February 2016** Plan Filing Deadline for 7 March 2016 Public Hearing

15 February 2016 Workshop Meeting, Presidents Day, Building Closed

**14 March 2016** Plan Filing Deadline for 4 April 2016 Public Hearing

**BONDS 13-215 Applebriar**

The Chairman told the Board the Applebriar Road bond is ready to be released. Dean Howard asked if this was a private road and he was told it is. N. Cricenti said he had inspected the pavement and shoulders in areas where they would be subject to damage. The gravel shoulders had been installed. N. Cricenti added he saw no reason not to release the bond. **Attachment # 1.** The records show a balance of $436.46 due the Town of Hampstead. P. Carideo said the money could be taken out of the bond. There was no further discussion of the issues.

**BONDS 13-215 Applebriar**

Continued from page 1

**MOTION**

**Neil Emerson made the motion to release the bond plus interest for Applebriar Estates, tax map 13 parcel 215, subject to fees of $436.46 being taken from the bond and paid to the Town. Proctor Wentworth seconded the motion.**

**VOTE YES Neil Emerson, Proctor Wentworth, Paul Carideo, Chris Dane, Robert Waldron, Dean Howard, and Chad Bennett.**

**Members signed the appropriate paperwork and the bond is to be released subject to the payment of fees.**

**1ST PUBLIC HEARING 06-018 Sweet Management LLC Site Plan**

The Chairman announced this Public Hearing was continued from 4 January 2016.

Jim Lavelle presented the plan for the **owners.** It is an amended site plan with a revision date of 29 January 2016. The plan was reviewed on 14 January 2016 by the Department Heads, **Attachment #2.** Nick Cricenti, PE submitted his remarks in a letter dated 27 January 2016. **Attachment #3.** A copy of the rental agreement has been provided to the Hampstead Fire Department. A copy of the Zoning Variance will be submitted to the Board. More parking spaces and accessible parking spaces are needed. Outside storage has been removed from the amended plan dated 1/29/2016.

J. Lavelle said the sign would be reviewed by the Building Department. The building will be open 24 hours 7 days a week. If a gate is needed, a Knox Box will be installed. A letter from the Hampstead Fire Department was provided. **Attachment #4.** It listed 10 items as required. The Fire Department will want “NO PARKING” signs and striping where the fire lanes and hydrant are located. Chris Dane asked the owner, Ken Sweet, the number of employees and he was

**1ST PUBLIC HEARING 06-018 Sweet Management LLC Site**

Continued from page 2

told two or three. Paul Carideo said the building dimensions needed to be on the plan. The architect said all items would be addressed. Note #10 will be added to the plan specifying the parking requirements of the fire department.

Paul Carideo remembered during the pre-application meeting there being a loading dock near the bay door on building #1. Mr. Sweet said they intend to close most of the large doors and there will be no loading area. Mr. Sweet said they are not doing anything to the lower building at this time. There will not be a mezzanine in the upper building. The main entrance will remain on the side of the building. It will lead into a small office area. There will be a concrete pad by one of the doors. P. Carideo said this should be identified on the plan.

Mr. Sweet said the over-hanging shed roofs on the rear of the building are to protect the HVAC systems. Nick Cricenti said they are not shown on the original plan and need to go to the Board of Adjustment for a variance or equitable waiver. This would be needed before the plan can be approved.

J. Lavelle pointed out the ZBA meets the Thursday before the Planning Board, which means they could have the time to apply for the variance or equitable waiver.

Jim Lavelle requested the Public Hearing for Sweet Management be continued to the next meeting on 7 March 2016. The Chairman said the Board needed to take jurisdiction of the amended plan as presented with the latest amendment date of 1/29/2016.

**1ST PUBLIC HEARING 06-018 Sweet Management LLC Site**

Continued from page 3

**MOTION**

**Robert Waldron made a motion to take jurisdiction of the completed application of Sweet Management LLC 6-18 as presented with a revision date of 1/29/2016. Proctor Wentworth seconded the motion and it was approved.**

**VOTE YES Robert Waldron, Proctor Wentworth, Paul Carideo, Chris Dane, Dean Howard, Chad Bennett and Neil Emerson.**

**Sweet Management LLC completed application taken under the jurisdiction of the Planning Board for Amended Site Review.**

Robert Waldron asked what the front of the building would look like. Mr. Sweet said they intend to close in the front wall and paint it. There will be a glass front where the door is. He added the buildings would be painted “soft colors. The office area would be about 250 square feet. No change to the roof line was anticipated.

R. Waldron asked about Phase II. Mr. Sweet said their intentions are to add fencing for an outside storage area, work on the pavement of the parking area and add a drop-off pick up area for the tenants.

The Chairman questioned the addition of an elevator inside the building. He asked for the location of the loading dock.

P. Carideo asked about the sign and was told the new sign would be the same size as the existing one. There would also be a small sign on the building. R. Clark added the site has about 1043 feet of frontage and the sign areas are based on this. The sign information will be included as a plan note.

**1ST PUBLIC HEARING 06-018 Sweet Management LLC Site**

Continued from page 4

Paul Carideo said there is an existing well. The well will be used for irrigation. The water supply for the building will come from the Hampstead Area Water Company. This is based on the building being within 500 feet of the new gasoline station. Nick Cricenti explained the State requires use of a public water system if one is available. The architect added they would not use the well for drinking water. Mr. Sweet said the well is for use by the landscapers and there will be no public use of the well water.

Robert Waldron asked to see the building elevations. N. Cricenti pointed out this is a requirement of both Zoning and the Site Plan requirements.

The Chairman directed the Architect to contact the Police Department for their comments or concerns with the proposal. They were not present at the Department Heads Review meeting.

Jim Lavelle requested the Public hearing be continued to the next meeting, 7 March 2016.

**MOTION**

**Robert Waldron made the motion to continue the Public Hearing for Sweet Management LLC, map 6, parcel 18 to 7 March 2016. Chris Dane seconded the motion and it was approved.**

**VOTE YES Robert Waldron, Chris Dane, Paul Carideo, Proctor Wentworth, Dean Howard, Neil Emerson and Chad Bennett.**

**PUBLIC MATTERS 10-31 L. Trahan** Use ChangeUnit 1

Chairman Paul Carideo opened the public discussion of the Use Change for 315 Kent Farm Rd, Unit #1, Hampstead NH. The application states the new occupant to be Omni Electric, 11 Woodland Dr., Sandown NH. He will be using the space for storage and business. The proposed use is described as commercial. A site plan exists but it was not available. S. Hastings stated she had spoken with the Code Enforcement Officer, Kris Emerson and Fire Deputy Chief Will Warnock. Neither expressed any special concerns with the new business occupation. A copy of the letter sent to L. Trahan is **Attachment # 5**. The approval is subject to site inspection and review by the Hampstead Code Enforcement Officer and the Hampstead Fire Department. All permits are to be obtained prior to occupancy.

**MOTION**

**Neil Emerson made a motion to approve the Change of Use requested by Lawrence Trahan for Unit #1, 315 Kent Farm Rd., Hampstead NH subject to inspection and review by the Hampstead Code Enforcement Officer and the Hampstead Fire Department. Proctor Wentworth seconded the motion and it was approved.**

**VOTE YES Neil Emerson, Proctor Wentworth, Dean Howard, Paul Carideo, Chris Dane, Robert Waldron and Chad Bennett.**

**PUBLIC MATTERS 10-32 L. Trahan** Use ChangeUnit 2

Chairman Paul Carideo opened the public discussion of the Use Change for 315 Kent Farm Rd, Unit #2, Hampstead NH. The new tenant will be J. R. Burns Construction, LLC, PO Box 305, Hampstead, NH. The construction company will use the site for business and storage. A copy of the site plan was not available. S. Hastings had spoken with, Kris Emerson, Code Enforcement Officer and Deputy Chief Will Warnock, Hampstead Fire Department. They had no concerns and were familiar with the businesses coming in. A copy of the letter sent to L. Trahan is **Attachment # 6**. The approval is subject to site inspection and review by the

**PUBLIC MATTERS 10-32 L. Trahan** Use ChangeUnit 2

Continued from page 6

Hampstead Code Enforcement Officer and the Hampstead Fire Department. All permits are to be obtained prior to occupancy.

**MOTION**

**Neil Emerson made a motion to approve the Change of Use requested by Lawrence Trahan for 315 Kent Farm Rd., Unit #2, Hampstead NH subject to review and inspection by the Hampstead Fire Department and Hampstead Code Enforcement Officer. Proctor Wentworth seconded the motion and it was approved.**

**VOTE YES Neil Emerson, Proctor Wentworth, Dean J. Howard, Jr., Paul Carideo, Chris Dane, Robert Waldron and Chad Bennett.**

**PUBLIC MATTERS 8-104,7-23 Hampstead Middle School** Time Extension

Chairman Carideo read the request of Farwell Engineering Services, LLC for a time extension on the Hampstead Middle School proposal for construction of an emergency access from the school to the parking lot of St. Anne’s Church, map/parcels 8-108 and 7-23. **Attachment # 7** Members agreed a time extension was necessary. P. Carideo suggested the time be until mid-May to allow for proper planning of the development and incorporation of any changes resulting.

**MOTION**

**Chris Dane made the motion to extend the time for meeting the conditions of approval of the Hampstead Middle School plan for an access road to 15 May 2016. Proctor Wentworth seconded the motion and it was approved.**

**VOTE YES Chris Dane, Proctor Wentworth, Paul Carideo, Robert Waldron, Dean J. Howard, Jr., Neil Emerson and Chad Bennett.**

**OTHER 6-46 Tropic Star Town Engineer Site Reports # 2, 3**

Nick Cricenti, SFC Engineering, updated the Board on the status of the work on the Tropic Star site. The tanks were in the ground prior to Christmas. The underground drainage is being installed and backfilled with the proper materials. The eastern section has not been backfilled. The report for 20 January 2016 stated the backfilling of the underground drain water storage is continuing. The west section is complete and the east section was beginning. **Attachment # 8.** N. Cricenti said Jones and Beach are inspecting the site for Tropic Star.

**BOARD BUSINESS Correspondence**

**8A-059 Wetlands Application** The request was to remove and replace existing stairs at65 Ells Shore Drive. Paul Carideo said the Conservation Commission reviews these applications. A decision notice is sent at the end of the process. It was requested the address appear on the agenda. The copy of the application was filed.

**8B-3 Wetlands Application** This was a request to remove and replace existing stone retaining wall at 10 Shore Drive. The application was placed on file.

**8-219 Historical Resources** The request was to stabilize the Shop Pond Dam and the application was filed.

**8-219 NHDES Wetlands Application** This application was to stabilize the Shop Pond Dam. The application was filed.

**BOARD BUSINESS Member Comments**

N. Emerson asked to have a copy of the existing site plan be required as part of the use change requirement. R. Waldron said there should be more information on the type of business coming in. It was explained the Change of Use process was developed to allow the Town to track businesses as they came and went. The Fire and Police Departments used the information to find owners in the event of

**BOARD BUSINESS Member Comments**

Continued from page 8

an emergency. It provides the Building Inspector, as well as the fire and police the opportunity to monitor interior changes to the structures. It is not intended to be a full plan review, unless the business changes are substantial.

P. Carideo said he was working with S. Theriault to draft a RFQ for a Town Engineer. N. Cricenti suggested bringing the applicants to participate in the meetings ahead of anyone being hired.

**BOARD BUSINESS Minutes and Adjourn**

The minutes of 12/7/2015 were edited. The Chairman called for a vote.

**MOTION**

**Chris Dane made the motion to approve the minutes of 12/7/2015 as edited. Chad Bennett seconded the motion.**

**VOTE YES Chris Dane, Chad Bennett, Paul Carideo, Neil Emerson, Robert Waldron, Proctor Wentworth and Dean Howard.**

The minutes of 1/4/2016 were edited. The Chairman called for a vote on them.

**MOTION**

**Chris Dane made the motion to approve the minutes of 1/4/2016 as edited. Chad Bennett seconded the motion.**

**VOTE YES Chris Dane, Chad Bennett, Paul Carideo, Neil Emerson, Robert Waldron, Proctor Wentworth and Dean Howard.**

The meeting was adjourned at 8:45 PM with a unanimous vote.

Respectfully submitted,

 Susan J. Hastings, Secretary