

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Minutes for October 27, 2016

Meeting with Engineering Firms

BOARD MATTERS

The Planning Board members met with Dubois & King Inc. at 7:00 pm

The Planning Board members met with Keach Nordstrom Associates at 7:45 pm.

Members present: Chairman Paul Carideo, Vice Chairman Ben Schmitz, Neil Emerson, Alternate Randy Clark, Ex-Officio Chad Bennett.

Dubois & King was represented by Jeff Adler and Scott Bourcier

Mr. Adler went over some of the history of Dubois & King and went over the communities that they currently handle.

They were asked if they would be able to attend the Planning Board meetings, especially for the public hearings. Mr. Adler and Mr. Bourcier both stated that they would, if the Board required them to do so. They stated that they have found that it is not always best for them to be there because the presenters will look to them instead of funneling everything through the Planning Board members.

Their process is to get the plans, give an estimate for the review and then wait for the approval to move ahead on the review. They went over some of the options they offer regarding billing. Mr. Adler stated that in the Town of Chester, they handle all the billing including the escrow account.

N. Emerson asked Mr. Adler that if they came into Hampstead and were doing an inspection on three sites he wanted to know how they would bill it. Mr. Adler responded that there is no travel time to the site and the time to be billed will depend on the time on each site.

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N. Emerson asked if they followed the approved plans, or a set of standards. The response was that they would go by the approved plan, which would hopefully include the town regulations. If they found out if the regulations weren't being followed, they would notify the proper person and if it was a minor change, they would note it on the plan. There would need to be a determination of a major/minor change that could be allowed. They stated that they try to communicate with the board and will put enough information into the site inspection reports. They do believe in doing surprise visits along with the milestone visits. They went over some of the other things they could do such as review regulations (at no additional cost), work with Road Agents and any other departments as needed. They consider themselves a full service resource for the whole town. They would have no problem working with Mr. Cricenti in transitioning and wouldn't bill for that time. They would like to have a process in place when the review is ready to go and Chairman Carideo noted that they are open to change if something works better.

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Keach -Nordstrom and Associates, Inc. (KNA), represented by Steve Keach, Pat Colburn and Jeff Quirk.

Mr. Keach went over the history of the company along with the communities that they currently work with. He introduced Mr. Coburn and Mr. Quirk and went over their experience and expertise.

R. Clark asked Mr. Keach if he had room left to take on another community. Mr. Keach responded that he has learned to be efficient, which allows him to handle the quantity of towns that he has and allows him to take on more such as Hampstead.

N. Emerson noted that the Planning Board currently meets on the 1st Monday for Public Hearings and the 3rd Monday for workshops. He asked if this would be a problem for KNA. Mr. Keach stated that he currently has Pelham on those Mondays, but they are reversed. The 1st Monday is their workshop and the 3rd Monday, their Public Hearings so he didn't anticipate a problem.

They went over the process of getting the plans, which can be done electronically, via pick up at the town office, or be delivered to them. They would give an estimate on a site review and bill monthly.

N. Emerson asked how they would handle the billing if they came into town to inspect three different site on the same day. Mr. Keach stated that any mileage would be split amongst the developers and then for the time spent on the site. He noted that the mileage would be from where they were coming from. Mr. Keach was asked if they do their inspections from the Town's regulations or State DOT etc. Mr. Keach responded that it would be from the approved plan. He noted that what would consider a minor change that would be allowed in the field would need to be

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discussed. They talked about a transition period and they had no problem working with Mr. Cricenti during a transition period. Mr. Keach and the other two went over some of the options they also offer such as working with Road Agents and doing maintenance plans for town roads.

DECISION

The Board discussed whether to make a decision with a full board, or make the decision tonight. It was agreed to have the people that heard the two companies make the decision and it would get things moving.

They went over some of the pros for each company such as familiar with the area, knowledge, presentation and history.

N. Emerson moved to hire Dubois & King as the new Town Engineering firm for a three year term with the possibility of extensions. C. Bennett seconded the motion. The motion passed.

Yes: C. Bennett, B. Schmitz, and N. Emerson

No: P. Carideo

Abstain: R. Clark

Absent: C. Howard, D. Howard, G. Emerson, and R. Waldron

Mrs. Harrington will notify everyone tomorrow.

ADJOURN

The session was adjourned at 9:00