

**Official**  
**As of 04/15/13**

**HOOKSETT PLANNING BOARD**  
**MEETING MINUTES**  
**HOOKSETT MUNICIPAL BUILDING**  
**Monday, April 1, 2013**

**CALLED TO ORDER**

Vice-Chair D. Marshall called the meeting to order at 6:00pm.

**ATTENDANCE – PLANNING BOARD**

Vice-Chair Dick Marshall, Town Administrator, Dr. Dean E. Shankle, Jr., Town Council Rep. Susan Lovas Orr (arrived 6:04pm), Town Administration Rep. Leo Lessard (DPW Director), David Rogers, Frank Kotowski, Thomas Prasol., Donald Winterton, and Tom Walsh.

Excused: Chair John Gryval and Robert Duhaime.

Absent: Frank Kotowski.

**REPRESENTING TOWN OF HOOKSETT**

Jo Ann Duffy, Town Planner.

**D. Marshall: Tom Prasol is a voting member tonight in place of F. Kotowski.**

**APPROVAL OF MINUTES OF 03/18/13**

*D. Rogers motioned to approve the minutes of 03/18/13. Seconded by D. Winterton. Vote 7 in favor; D. Shankle abstains.*

**COMPLETENESS WAIVER & PUBLIC HEARING**

**1. NERR, LLC (#13-05)**

**180 West River Rd., Map 24, Lot 57**

Amended phasing plan for the proposed construction of phase 2A that will be a 9,000 sq. ft. vehicle storage building in place of the previously approved 27,500 sq. ft. building (phase 2B remaining 18,500 sq. ft. will be built in the future to total the 27,500 sq. ft.).

- **Waiver Request #1** – Development Regulations Section III Site Plan Completeness Criteria – Checklist

J. Duffy: In 2004 a site plan was approved, and in 2007 they received an approved phasing plan. They have already built phase I and would like to build a portion phase 2A with the remainder of phase 2B to be built later.

D. Marshall: They want to implement the plan as approved and it is just the timing of the

build out.

***D. Winterton motioned to grant waiver #1 above. Seconded by T. Prasol.  
Vote unanimously in favor.***

***Waiver above per RSA 674:44 (III) (e).***

**Open public hearing**

No comments.

**Close public hearing**

***T. Walsh motioned to approve the phase 2A application conditional:***

- All review fees are paid-in-full
- 1 mylar, 11 paper copies (22x34), 1 paper copy (11x17), and 1 digital
- All outstanding Federal, State, and local permits are obtained and submitted to the Town and Stantec
- All waivers noted on plan cover sheet
- At the discretion of the DPW Director, the applicant agrees to attend a required pre-construction meeting after (a) all bonds are submitted and approved, (b) site plan compliance monitoring escrow is in place, and the Inspection Funding Agreement is signed and submitted, and (c) the plans are signed and recorded
- At the discretion of the DPW Director, the applicant agrees to site plan compliance monitoring
- PDF version of signed plans is submitted to Town via e-mail attachment

***Note: The above conditions in no way reflects all requirements to be met by the applicant per the Town of Hooksett Zoning Ordinances, Development Regulations, Minutes of Boards/Committees/Council, Stantec, and Merrimack County Registry of Deeds.***

***Seconded by D. Rogers.***

***Vote unanimously in favor.***

**\*PUBLIC HEARING – WAIVER REQUEST & EXTENSION REQUEST –  
CONDITIONAL APPROVAL PERIOD**

- **Waiver Request #1** - Development Regulations (6/4/2012) section 10.03 2) Time Limits for Fulfilling Conditions “The Board may grant extensions, upon written request filed with the Board **at least thirty (30) days prior to expiration** of conditional approval.”
- **Extension Request** – Development Regulations (6/4/2012) section 10.03 2) Time Limits for Fulfilling Conditions.

**2. \*HARMONY PLACE (#08-31)**

**1621 Hooksett Road, Map 14, Lot 27**

Proposal for a 63-unit 55 yr.+ development.

**Application conditionally approved on 03/16/2009 and expired on 03/16/2012.**

**Applicant received the 1<sup>st</sup> 1 yr. extension to 03/16/2013 (4-16-12 Planning Board meeting). Applicant now requesting a 2<sup>nd</sup> 1 yr. extension to 03/16/2014.**

J. Duffy: This is a 55 and older project across from the Beauchesne development. The project was initially approved March 2009 and expired 3/16/12. A 1 yr. extension was previously granted to 3/16/13. The applicant is asking for a 2<sup>nd</sup> 1 yr. extension to 3/16/14 due to the economy and applicant health issues.

**Open public hearing**

No comments.

**Close public hearing**

*D. Winterton motioned to grant waiver #1 above. Seconded by S. Lovas Orr. Vote unanimously in favor.*

*Waiver above per RSA 674:44 (III) (e).*

*S. Lovas Orr motioned to grant an extension to March 16, 2014 to meet the conditions of approval. Seconded by D. Winterton:*

D. Shankle: What makes you think you will move forward in a year?

Sonny "Forrest" Sell: Because the financing is better, the economy is better, and I am healthier. This is why I believe we will move forward.

*Vote unanimously in favor.*

**OTHER BUSINESS**

**3. 2013-2014 CIP COMMITTEE SELF-AUDIT REPORT**

T. Walsh: Our CIP audit consisted of standard questions, paper trails, etc. Pg. 4 of the report list the following recommendations to the Planning Board:

<p><b>1) Previous CIP proposals by some departments were spread-out 2-3 years and now submitted as one lump sum. Departments should indicate why urgency changed from prior years.</b></p>
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T. Walsh: Department urgency changes – we have changed things over the last couple of years. Departments with multiple requests were first asked last year to separate their line items, but then we asked them this year to lump them together to minimize the amount of warrants on the ballot.

D. Marshall: The departments need to justify why they are making changes.

D. Winterton: As a member of the CIP Committee, we need the departments to justify why they had pushed out an item(s) in years 3 & 4 and then all of a sudden it becomes urgent and the items is needed all in year one.

**2) Finance Director to attend CIP Committee meeting(s) as requested by the CIP Committee.**

T. Walsh: The Finance Director is to attend the CIP Committee meetings as requested. Her help is huge at the end of the plan.

D. Marshall: You can coordinate that with the Town Administrator.

**3) The Planning Board should seriously consider previous attendance by past CIP members when appointing members to the current CIP year per the attendance policy in the CIP Handbook.**

T. Walsh: Attendance is important, because if a member can't make it, it is hard to get a quorum.

S. Lovas Orr: Are the CIP members appointed by the Town Council?

T. Walsh: They are appointed by the Planning Board.

S. Lovas Orr: When a past member is up for nomination we should be provided with his/her meeting attendance records.

D. Marshall: The Board feels strongly that there needs to be a School Board member. The CIP Committee needs to have more flexibility in scheduling their meeting, because the night the CIP schedules them is the same night as the School Board meeting.

T. Walsh: I agree with the importance of having a School Board member on the CIP Committee. Tuesday nights worked best for the majority of the members, however we can look at alternate nights.

D. Shankle: From a staff perspective the last 2 yr., CIP process has gone very well. We spend a lot of time going over what I recommend. Any time you want Christine or I there, we can come. The CIP members who show up on a regular basis contribute a lot. We should not throw everything out there for the voters without the CIP Committee input. I think it is a good process.

S. Lovas Orr: For CIP/warrant/budget descriptions, Dr. Shankle has been interviewing different staff members via video. The video is linked to the Town Website [www.hooksett.org](http://www.hooksett.org), Facebook page, and the library. We should put the word out that this video exists.

*D. Rogers motioned to accept the 2013-2014 CIP Committee Self-Audit Report to include the three (3) recommendations to the Planning Board. Seconded by T. Prasol. Vote unanimously in favor.*

#### **4. CHANGE OF USE**

1. Heff-A's Second Hand Merchandise, 4 Pleasant Street, Map 6, lot 116-1. Formerly used as part of landscaping business site. Proposed use is retail/second hand merchandise and consignments. The existing building is 2,250 sf. Approved with conditions.

J. Duffy: The owner of the property came in to the Planning Board for a modified site plan for an antique center in the old Carusso landscaping house. The use for the outdoor structures was to be for landscaping purposes. The owner of the property came in for a change of use for the outdoor space for the proposed use as retail/second hand merchandise and consignments. We put a list of conditions on the change of use and we are going to keep a close eye on this site.

#### **5. Legislative Updates – Pending Bills**

J. Duffy: There are three (3) bills in the legislature:

##### **Senate Bills – sponsored by Senator Boutin**

>**SB49** = this bill is about decisions made by the Planning Board. In the middle of a hearing process, if there is something that has to do with a zoning ordinance, they could appeal to the ZBA. This would stay the Planning Board final decision to give the applicant more time to apply to the court if they were turned down by the ZBA. This bill is approved by the senate with amendments and is now going to the house.

>**SB50** = this bill is about expirations of variances and special exceptions. Usually the expiration is a year or two. We don't have any expiration dates in Hooksett for variances and special exceptions. This bill has a 2 -year expiration, but if the Town wants to be more restrictive, then we could be. This bill is approved by the senate with amendments and is now going to the house.

##### **House Bill – sponsored by Senator Hunt**

>**HB 278** = this bill is about the installation of fire suppression sprinklers. It allows a builder to install fire sprinkler systems in one and two family homes if they wish to vs. having a cistern. This must be a condition of approval of the Planning Board. This bill is approved by the house and is now going to the senate.

T. Walsh: This bill takes into consideration road widths, slopes and turnarounds for fire trucks.

D. Winterton: I have done research on this issue. There can be some negotiation on the widths of the roads to allow sprinklers in certain areas. It is in the list of things to do.

T. Walsh: Hopefully an amendment will take out that bargaining tool.

**OEP Planning & Zoning Conference May 11, 2013**

J. Duffy: This year's OEP conference is at the Radisson in Manchester on May 11<sup>th</sup>. The fee is \$60.00 per person and this is paid for by the Town. Let Donna know if you would like her to sign you up.

**Bass Pro Shops**

D. Marshall: Is there an update on Bass Pro Shops.

J. Duffy: Leo, Matt, and I went down to their Foxboro, MA facility last week. It is beautiful and well maintained. We are meeting with their architect this week. We expect them to move along at a fairly rapid pace to open in November 2013. Their building will not be higher than 75 ft. For signage they made need some variances.

D. Marshall: Is the staff comfortable with the amount of parking?

J. Duffy: We are still in the process of reviewing things.

D. Marshall: The hourglass project should be relooked at now that Bass Pro is going in. Where is the money coming from for the hourglass roadway?

J. Duffy: It will depend on the Hackett Hill Rd. & Rte. 3A project funds. For Hackett Hill Rd. they did test borings last week and are now doing surveying. We have a scoping meeting with the State DOT. Within 10 months an engineering study will be done with an anticipated spring construction.

*D. Winterton motioned to adjourn at 6:30pm. Seconded by T. Walsh.  
Vote unanimously in favor.*

**ADJOURNMENT**

Vice-Chair D. Marshall declared the meeting adjourned at 6:30pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator