

Official

**HOOKSETT PLANNING BOARD MEETING  
HOOKSETT TOWN HALL CHAMBERS (Room 105)  
35 Main Street  
Monday, June 16, 2014**

**MEETING CALLED TO ORDER AT 6:00 P.M.**

**PLEDGE OF ALLEGIANCE**

**INTRODUCE MEMBERS OF THE BOARD**

**PRESENT:** D. Rogers (Chairman), Dick Marshall (Vice-Chairman), P. Scarpetti, T. Prasol, Frank Kotowski, and Donald Winterton (Town Council Rep.)

**ALTERNATES:** Michael DiBitetto and Muamer Durakovic

**EXCUSED:** T. Walsh

**STAFF:** JoAnn Duffy (Town Planner), Carolyn Cronin (Assistant Planner), and Leo Lessard (Dept. of Public Works)

**APPROVAL OF MINUTES OF 5/19/14**

**May 19, 2014 Regular Meeting** – *D. Marshall motioned to approve the May 19, 2014 regular meeting minutes. Seconded by P. Scarpetti. T. Prasol and M. DiBitetto abstained. Motion carried.*

D. Rogers: If anyone is here for Agenda Item 4, KENNEY & BLEVENS (plan #14-09) 22 Coaker Ave. & 27 Francis Ave., Map 45, Lots 129 & 130, there was a request to table that agenda item this evening.

D. Marshall: Table to when?

J. Duffy: July 21, 2014.

*D. Marshall motioned to table Kenney & Blevens (plan #14-09), 22 Coaker Ave. & 27 Francis Ave., Map 45, Lots 129 & 130, to July 21, 2014. Seconded by T. Prasol. Motion carried unanimously.*

**DISCUSSION**

**SNHU**

**North River Rd.**

Possible proposal to convert existing parking lot into grass campus quad.

Jeff Kevan (TF Moran): SNHU approached me about two weeks ago and asked if this is a project they could get done this summer. When we came in last year to extend E. Side Dr. around and construct that new parking lot we said their intention was to turn this into a grass quad area. They are proposing to

remove all the pavement, maintain an access way that would come across the front face of the building from a fire department standpoint, and allow for some ADA parking. On the board I have to show, there is their student center, the current library which is moving across the street, some student services are in there now and they will be improving that facility and moving the accessibility department in here. They will remove that parking, maintain fire access, and access for these ADA parking spaces. They are looking at putting some type of removable bollards there so there won't be through traffic and opening this up as far as grass. You would come down the stairs and there would be a little hard scape area, some benches, and access ways that would come out. There is a small ditch line that has some wetlands, vegetation, and a pipe that leaves here and heads down towards Depot Rd. across campus. That would remain and is where the drainage would continue to flow. We are not changing drainage patterns. This is about 1.8 acres of grass that would be created. You are just under two acres of removal of impervious surface.

D. Marshall: There won't be a net loss in parking on the campus?

J. Kevan: We added that parking. Overall parking needed on campus is 2,329 parking spaces. When we added that parking lot we were at 2,710. This is 205 parking spaces that would be lost, so there would be 2,550. That is why the E. Side parking lot was built in planning to eliminate this so they had adequate parking. You will have to park on E. Side Dr. and walk across campus.

D. Marshall: Staff won't have a place to park? They will have to park some distance away and walk?

J. Kevan: They will. I would assume the Depot Rd. parking will be completed by the end of summer, and the improvements down on that corner, so those spaces will be available. Those would be more student remote parking for freshman.

D. Marshall: The Fire Department has no objection to blocking that off with bollards?

J. Kevan: We will have to coordinate that with them to make sure.

D. Marshall: Other than that I think it will look nice.

J. Kevan: It will change the aesthetics of the campus. The only master plan when I first started working for them was that there would be a green-way through here that would connect through campus and this is kind of that piece. The one idea they have always had was creating that quad and a green space down the middle of the college. Do I need to submit a site plan to create asphalt and create a grass area?

J. Duffy: Leo and I met with Jeff and we felt comfortable having the staff review it and allow them to do it without a site plan. They are not building anything other than grass.

J. Kevan: We would have a site plan. I can get it on the street and under construction quicker if I just work with staff and provide an as-built and provide that to the town.

D. Rogers: That was somewhat contemplated anyway, initially, with the first build out and the other

work that is going on across the street. How long will this project take?

J. Kevan: I think it is a three month type of project. They are hoping to begin in mid-July through August and September. What we have stressed to them is that they would need to have turf, which will probably be sod, on the ground by October 1 so they don't have 1.8 acres of dirt to worry about over the winter.

D. Rogers: Or mud in the Spring.

J. Kevan: Correct.

D. Marshall: You feel you can get your plantings in and they will survive the winter?

J. Kevan: I don't know if we will have all the plantings in. The intention is to get everything done and I will have a better handle on that when they get pricing from a contractor.

**Open public hearing.**

**No public comments.**

**Closed public hearing.**

***F. Kotowski motioned that a site plan is not required. D. Marshall seconded. Motion carried unanimously.***

**WAIVER REQUESTS**

**SNHU (plan #14-11)**

**15 West Alice Ave., Map 41, Lot 94**

- **Waiver Request** from site plan requirement for temporary use (1 year) of existing building for office space for IT and online staff.

J. Kevan: I have gotten a better handle from SNHU on what their intention is when I walked through the first building on W. Alice Ave. Currently it is a 25,000 sq. ft. building with approximately another 16,000 sq. feet on the 2<sup>nd</sup> floor. Most of that had been set up for office use for CB Sullivan. There was cubicle space which is not there anymore, but the electric and wiring is set up. It appears there were about 103 office personnel in that building. SNHU is looking in that range of 100 people. Their intention is for a temporary approval for one year. What they are using it for is swing space. That means when they move into the new library and they need to renovate that space for incoming office uses, they will put those people there so they can vacate their current area and renovate their existing areas on campus. They have done that a couple of different times. They have a fair amount of space in downtown Manchester which is their on-line program. They are currently looking to relocate their HR and financial departments into some space at the Brady Sullivan building. This space would be a temporary home as they shift these people from one place to another. They have had around 700 employees on campus. That does change but it hasn't grown significantly. They are telling me, for this one-stop, there may be a half dozen people increase in personnel. Their on-line program has grown in Manchester. The use here would be fairly consistent with the numbers of people that were coming to that building beforehand. I have asked if there was a need for these people to go from here to campus

on a regular basis. They said no. They will be connected by internet and other than for an infrequent meeting. Their hours are 8:00 am to 4:30 pm with a half hour for lunch. One of the questions that was asked was if these people were going to drive to campus for lunch. That is anybody's guess, but with a half hour for lunch, I don't see that being the norm. I asked them if it made sense to have a shuttle and they did not feel it was practical or made sense for this temporary use because they would never know if they had people to shuttle back and forth. If we said, out of 100 people, 50 or 60 were coming from this direction they would not be driving thru Donati and Bicentennial. To me, it would reduce the traffic on that section of the road. There may be a small percent that would be coming from N. River Rd. but if I was going to approximate it, I would say maybe 60% of the people coming to campus would be going on that road, 20% would be coming from N. River Rd. and a percent from Martins Ferry. I did some schematics of that type of traffic pattern, but I would like to hear if the Board has any questions pertaining to the office use.

**Open public hearing.**

Gary Rondeau (abutter of this property): What is the long term plan for this property? You are looking for a one year waiver for swing space, what is the long term use?

J. Kevan: I have heard a variety of things they are thinking of, but they are not at a place where they definitively know. They are hoping in that year period they would finalize their plan and then they could come back here with a site plan.

G. Rondeau: With a temporary waiver of use, it leaves it open to do whatever they want to do?

J. Kevan: No, we are asking for an office use in that space. It would just be office uses. It may be three months when someone is there while they renovate a space.

G. Rondeau: It was my belief it was half warehouse at one time, that is why the second warehouse was built.

J. Kevan: There is some storage space in that building, but we would not need to occupy it.

G. Rondeau: There is parking for how many vehicles?

J. Kevan: Around 103 on that lot and on the lot next door probably in a similar range.

G. Rondeau: So it will be a full lot?

J. Kevan: A full lot if the building is full. I can't say how many people will be there at a given time because it is flex space for them and will vary.

G. Rondeau: I have no further questions at this time.

**Close public hearing.**

D. Rogers: JoAnn, if we grant a one year waiver, is it one year from now? When you say Fall semester, do you mean 2014?

J. Kevan: To get me though the next school year so I would be back here in one year either telling you something more specific or giving you more information as to why you should extend that waiver.

D. Rogers: The waiver request we have has a parenthetical “through the Fall semester.” Normally we grant a year waiver and that will carry you though June of next year if we grant it tonight

J. Kevan: That is what we would be looking for.

D. Marshall: If we grant the waiver, I think we should attach that this carries no vesting, in the case that if you go in there and make improvements and then come back and say you have made improvements that you don't want to rip out, in terms of a site plan application.

J. Kevan: That is fine.

D. Rogers: This stands alone.

J. Kevan: They may put cubicles up but it will be something they can easily take down.

F. Kotowski: If we approve this tonight for a year of temporary use office space, would that mean they can come back at 11 months and 29 days and ask for a change-of-use? Would it automatically move forward, or will they have to come back with a full plan?

J. Duffy: That is what the Board said when you first started talking about this.

J. Kevan: From our standpoint, this building had been used for a little storage space and some office use. For any change-of-use, for example they want to use it for permanent office space, we would come back to you with a site plan.

***D. Marshall motioned to grant a waiver request from site plan requirement for temporary use (1 year) of existing building for office space for IT and online staff. Seconded by P. Scarpetti. Motion carried unanimously.***

#### **CONTINUED WAIVER REQUESTS**

**SNHU (plan #14-08)**

**19 West Alice Ave. (16 Leonard Ave.), Map 38, Lots 8-1 & 8-2**

- **Waiver Request** from site plan requirement for temporary use (1 year) of existing building for band and music practice space for students.

J. Kevan: This is the second building which is the building on the corner. There is a parking lot out front and a loading area out back. The connector road is coming through and heading down towards campus. Their intention is to ultimately put in a parking lot so this will be gated. Students and faculty can come down, park, and access these two buildings from campus but not have cut through traffic.

This is a 30,000 sq. ft. one-story building. It is about 35' clear in the middle and maybe 30' tall on the outside. It is a metal warehouse type building. They had some conveyor systems inside. They are asking for a temporary one-year use. Right now their music program is practicing above the dining area on campus. They are looking to have some of that practice time at this building between 4 pm and 10 pm. About 50% of the people are on campus and 50% are from off campus. I asked about the shuttle and they did not feel it was practical. One of their larger bands is around the 100 person mark. They would be driving to this location. There was discussion that they would be able to walk from campus up here. I talked to Bob about making a connection and utilizing this rear pavement area so we could not have a cut through, but if someone came up to the end of the road they could pull in, park, and then go back to campus. I could put about 25 cars back in that area. The road would remain gated. I could gate that rear driveway with a Knox box for the fire department to this industrial building and construct a little driveway between the two so they could come up and park on that little area. The students coming from campus could come up, park, rehearse, and go back to campus without accessing through Donati, Bicentennial, and so forth.

D. Winterton: That would require ungating at the campus end, correct?

J. Kevan: Correct. Down on E. Side Dr. we would remove those barriers and allow the students to come up. Bob's concern is there is a little path that if you really wanted to drive a vehicle you could come up around there, so we would look at tightening that up. Either we would gate it or put boulders or something that would prevent people from driving around the building and going through.

D. Marshall: If I remember this was a warehouse so there were trucks coming in during the day, but a 100 piece orchestra at 8:00 pm? Is that place that well soundproofed or are the neighbors going to be worried about the sound?

J. Kevan: I don't think there is anything special as far as soundproofing in that building. We would have to confer with the fire department that they could utilize the building, as is. If he says that they would have to do improvements we would walk away from doing this. As far as response from a noise standpoint, we would do some type of study. I don't have the band to put in there right now to see what the noise levels would be, but we could take noise level readings. As long as it was under 75 decibels, which is the norm at a property line, we would continue. If it exceeded that we would stop.

F. Kotowski: Is there currently a band or orchestra or is this a new venture?

J. Kevan: This is existing programs they have that are practicing in the common space above the dining room.

P. Scarpetti: Is this for one year?

J. Kevan: Yes.

D. Rogers: Are there any plans beyond that?

J. Kevan: For this building?

D. Rogers: Yes.

J. Kevan: They have made reference for a performing arts center, or some other uses, but I don't want to be quoted because I cannot predict which direction they will go in. We will be back in front of this Board with a change-of-use because, I can definitively say, they won't use it for just a warehouse.

D. Rogers: Then there will probably be some significant structural changes that will be required.

J. Kevan: Yes, they would be doing renovations within the building.

D. Winterton: How would we know three days a week is only three days a week?

J. Kevan: If you want to put a condition on it that it be limited to three days a week we can do that. The problem is the programs are not all orchestras. There are small groups that may not have much affect on the surrounding neighborhood. I understand what you are asking and I would put a limitation on the use that it would be three days a week.

D. Winterton: Or maybe no more than 20 hours per week.

J. Kevan: That is acceptable.

### **Open public hearing.**

Chelsea Collins (29 Donati Drive): Can you give me an example of 75 decibels?

J. Kevan: For the power plant in Londonderry, they had everyone stop talking and had a couple of air conditioning units and soda machines and that was 55 decibels. 75 decibels is pretty standard at the property line. Your house is about 250' from that property corner so you would lose quite a bit of that noise through the woods between you and that property corner.

C. Collins: Do you think I will hear it?

J. Kevan: I don't know, that is why I said the best thing to do is to have some noise meters when they start playing in that facility and if it exceeds that limit we would stop.

C. Collins: I am just trying to get a feel for what that is. I am sure that I might be able to hear something. For most people once a week would not be a big deal but if it is constant noise every night that could turn into a problem, but I don't know what that is.

J. Kevan: It is limited and depending on the group that is in there, the noise level will vary significantly.

C. Collins: No marching band?

J. Kevan: No marching band.

D. Rogers: Are any of the instruments electric?

J. Kevan: I don't know, that is why we have to study all of the different groups, not just go out there once.

C. Collins: The lot you are thinking of allowing the students to come from to the back lot is pretty small. You said 25 spaces. Is 25 people all you think will come from the campus?

J. Kevan: I think that would accommodate the majority of the people coming from campus.

C. Collins: They won't be able to get out because it will be gated off.

J. Kevan: Correct. They would have to come in, turn around, and go back.

J. Duffy: I have information about decibels. Singing from 3' would be equivalent to 75 decibels, a power mower from 3' would be 107 decibels, and a chain saw from 3' would be 117 decibels.

J. Kevan: You are about 550' to 600' away.

**Close public hearing.**

F. Kotowski: I am glad this came in as a one-year request because I think it is going to give us and the property owners an opportunity of seeing what has to be done with that building before it goes to full use. I suspect they may be thinking of some performing arts use for that building as we have heard all along. What better way than to see what happens over the next year.

***D. Winterton motioned to grant a waiver request from site plan requirement for temporary use (1 year) of existing building for band and music practice space for students, not to exceed 20 hours per week and with decibel testing of 75 decibels at the property line. Seconded by T. Prasol. Motion carried unanimously.***

**CONTINUED COMPLETENESS & PUBLIC HEARING**

**KENNEY & BLEVENS (plan #14-09)**

**22 Coaker Ave. & 27 Francis Ave., Map 45, Lots 129 & 130**

**Lot line adjustment and subdivision to annex a 50' by 100' portion of Lot 129 with frontage on Francis Ave. into Lot 130. The applicant proposes to subdivide the remaining land on Coaker Ave. to create one new building lot.**

*Tabled until July 21, 2014.*

**CHANGE OF USE**

J. Duffy: Tire Warehouse has changed ownership. The owner sold it back to the franchise. We met with

the construction company and they would like to take the exiting space and make room for an alignment area. That has been approved.

D. Rogers: Does that mean one of the existing bays is going to change over to an alignment bay?

J. Duffy: I don't know. It is not in the front area, it is on the left hand side where they were currently storing tires.

### **BOARD DISCUSSION**

#### **➤ APPROVAL OF STANTEC INVOICES**

***D. Marshall motioned to approve the Stantec invoices. Seconded by T. Prasol. Motion carried unanimously.***

#### **➤ APPROVAL OF KEACH-NORDSTROM INVOICES**

D. Marshall: When did we switch from Stantec doing Heads Pond?

L. Lessard: Now that it is a road job. They were going to do the wetlands crossing and they bring them to me to redo them because it is a road job and it is out of the Planning Board's hands, it is mine. I chose Keach-Nordstrom to do the third-party work.

D. Marshall: It seems that the Planning Board decides who does any reviews because that is part of the state regulations.

L. Lessard: Once they are reviewed and signed and the plan is mine it is my road. I get to choose who I want.

D. Marshall: They are not reviewing plans?

L. Lessard: They are reviewing the plans of the walls. It would be me reviewing them, but I am having them review them.

D. Marshall voiced his concerns about the engineering review process and lack of using Stantec on all reviews.

***T. Prasol motioned to approve the Keach-Nordstrom Invoices. Seconded by P. Scarpetti. Motion carried unanimously.***

#### **➤ APPROVAL OF DPW DIRECTOR INVOICES**

***F. Kotowski motioned to approve the DPW Director invoices. Seconded by T. Prasol. Motion carried unanimously.***

#### **➤ PLANNING BOARD MEMBER TERM EXPIRATIONS**

○ **Tom Walsh, Frank Kotowski, Muamer Durakovic expire June 30, 2014**

F. Kotowski: I have indicated to the Town Council, via letter, that I am very much interested in remaining on the Board, but the choice is theirs.

D. Winterton: At the Town Council meeting on Wednesday, all three of those names were placed in nomination and at the next meeting I would suspect that they will all be appointed.

D. Rogers: I plan on attending the next meeting to convey whatever the consensus is tonight.

F. Kotowski: I would like to be there to speak on my own behalf, but won't be able to be, so if you could speak to what I told you I would be pleased.

D. Rogers: I can do that. Tom Walsh is not here, but I understand that he is interested in being reappointed.

J. Duffy: Yes. He called this afternoon and is very interested.

D. Rogers: Mo, is there anything you would like to say?

M. Durakovic: I have nothing new to say and would like to be reappointed.

***D. Marshall motioned to recommend to the Town Council that all three applicants, per their nomination, be reappointed. T. Walsh and F. Kotowski as full members and M. Durakovic as an alternate member. Seconded by T. Prasol. F. Kotowski abstained. Motion carried.***

D. Rogers: We will make that presentation to the Town Council at their next meeting on June 25.

➤ **REGIONAL IMPACT: Wellington Hills, Manchester**

C. Cronin: They have not let us know when the public hearing is going to be scheduled but they said they would be in touch. Jeff Belanger from Manchester Planning Department spoke to some of the questions you had at the last meeting and said there are no sidewalks proposed at this time and they are working out the details of their off-site improvements.

D. Winterton: Not being knowledgeable in the facts of traffic studies, I am bewildered how they estimate the number of people taking a right turn versus a left turn out of a new housing development that has no traffic that comes that way now.

D. Marshall: Under normal circumstances they would use the existing distribution in which they have determined in previous years studies and then they tap into that and say that any new construction would have the same general distribution. The only way you can counteract that is wait until it is done and then determine at that time.

D. Rogers: Going back to the town engineer, what is the status of that? Has there been a posting for the

position?

J. Duffy: I don't know too much. There has not been a posting yet. We were talking about putting together a final job description. I think Dean is holding off for now because we were not planning for this person to start until September. Since we have been slow, I think he may be holding off a little until things pick up because the fees we would be collecting would pay their salary. That is my take, but I haven't had any formal conversations with him.

D. Rogers: For our purposes, Stantec is still on board.

J. Duffy: Yes.

F. Kotowski: Would it be unreasonable to ask Dr. Shankle to let the Board know what his thoughts are?

D. Rogers: I don't think that is unreasonable. JoAnn, could you ask Dr. Shankle to attend our July 1 meeting?

L. Lessard: He was planning on coming.

D. Rogers: Are there any other items that anyone has to bring up?

L. Lessard: The road that goes up to the library through the condos. There is a problem every year with the highway department. It starts as a town road, then goes into condo association which is a private road, and then goes into the library which is town owned. My thought is to have that road section be town property so we can maintain it. Last year we had a problem with the plowing and I was picking up my irons and then dropping them due to fees.

D. Marshall: I thought we had a maintenance agreement and they were giving us fees to maintain it.

L. Lessard: They had been but the past couple of years they stopped. That is why I was picking up. I don't know why there was not a road easement set up there.

D. Marshall: It would be good to work out some agreement with with association to take it over. It would be ideal if you were doing it.

J. Duffy: I think there is some mention in the deeds when the property was first turned over from the college of who was going to be responsible for what.

L. Lessard: In the past, that is where the x amount of money would come into play where the condo association would pay the town and we would plow and maintain it, but they have not been paying so I pick up my irons and don't plow. They don't care because they have there guys do it, but it aggravates the residents and library personnel. I am trying to find out if we should pursue it to meet with the condo people and take that area as an easement or right-of-way, or whatever we have to call it. Have them donate it to the town and then it is ours.

J. Duffy: I think the day care center is involved in that as well.

L. Lessard: That is the backside.

J. Duffy: In order to get here you have to come in that front.

L. Lessard: So they come in that front and go through the library's land and back through?

J. Duffy: I can look for it. I have a file upstairs.

P. Scarpetti: They must have a right-of-way through there.

D. Rogers: They have a right-of-access.

L. Lessard: I thought they were using the back side.

J. Duffy: The back side is newer and was not there when this was set up.

L. Lessard: Should I pursue this?

D. Marshall: I would like to see it pursued.

M. DiBietto: What about improvements? Do you see that is a sufficient roadway? Traffic is iffy in the winter months.

L. Lessard: If we take an easement or acquire the land, I would acquire enough so that in the future we could do something. At least it would be ours so we could touch it up.

M. DiBietto: Traffic flow is getting heavy. There is a lot of traffic that goes in and out of that road from the day care.

L. Lessard: They go in front of the library?

M. DiBietto: Yes, many of them, and then they go around behind it and come back out. In the winter it is not safe for two cars to pass.

L. Lessard: It's not, but I think it is something we can rectify.

D. Rogers: As a member of the Board of Directors of the Condo Association at Mount St. Mary's, we are thrilled with the idea of the town taking it over. This came up a while back because of the winter. We had our contractor go out and widen the area, but for a week or so it was wide enough for one car.

F. Kotowski: From a safety standard, due to the number of people that use that road, I think the town should insist on having control of that road.

D. Rogers: To be clear, the stretch of road is after you come up Mount St. Mary's Way and the road levels out at the top of the hill at the south parking lot to the dead end next to the Whittemore House. That is what we are looking to transfer it over and deed it for no payment and remove whatever right-of-ways or easements are in place subject to the transfer. Little Angels would still have access as well as the library patrons and we would have a proper road that is well maintained and serviceable. I am authorized on behalf of the Board to say that to the Planning Board because I am on the Condo Board. Our next meeting is Thursday night so I can give them an update and we can work something out once you and JoAnn review what is necessary on the document side of things

L. Lessard: You would be the contract person?

D. Rogers: Yes.

P. Scarpetti: I want to commend Carolyn on her response to the Union Leader regarding SNHU, defending our actions last month. Thank you.

**ADJOURNMENT**

*D. Marshall motioned to adjourn. Seconded by T. Prasol. **Motion carried unanimously.***

**ADJOURNMENT**

**The meeting was adjourned at 6:59 pm.**

**Respectfully submitted by,**

**AnnMarie White  
Recording Clerk**