

**HOOKSETT  
TECHNICAL REVIEW COMMITTEE (TRC)  
MEETING MINUTES  
HOOKSETT MUNICIPAL BUILDING – room 204  
Thursday, April 8, 2010**

**CALLED TO ORDER**

J. Duffy called the meeting to order at 9:00am.

**ATTENDANCE**

**Town of Hooksett**

J. Duffy, Town Planner (left @ 10:00am,), P. Rowell, Building Dept., D. Tatem, Stantec, C. Granfield, Town Administrator (left 10:25am), S. Colburn, Fire Dept., J. Gryval, Planning Board Chair, D. Boyce, Transfer Station, D. Hemeon (arrived 9:10am, left 10:00am), S. Agrafiotis, Police Dept., and J. Hebert & T. Amato, Village Water Precinct (arrived 10:00am, left 10:20am).

**1. (9:00 - 9:55am)**

**Southern NH University (SNHU) (plan # 10-04)**

**North River Road, Map 33, Lot 67**

Proposal to construct a 1-story operations center (26,711 sq ft footprint and a 7,322 sq ft mezzanine), associated access, and parking.

**Representing the Applicant**

Jeff Kevan, engineer @ TF Moran, and David Udelsman, architect @ Udelsman Associates.

J. Duffy: We would like to welcome you to the TRC. We will start with introductions.

J. Kevan: Provided an overview of the SNHU campus. SNHU wants to consolidate all uses into one proposed operations center facility. The houses used now for operations will be torn down. The site is located near the first intersection over the highway where the parking lot is across from the tennis courts. The location is remote, off to the side, and abuts close to the highway. There are some wetlands. The Master Plan for SNHU has a future loop road. This project's next phase is where the campus would grow. There is a greenway to connect. It is a high dry piece of ground. There is a wetland through the driveway entrance. Distributed photos – looks like a dug trench.

D. Tatem: Perennial streams?

J. Kevan: Yes.

P. Rowell: Are you coming off Leonard?

J. Kevan: It is not on my plans. The Town has been discussing a by-pass road for 15 yrs+. Now the college can't afford to build the road.

P. Rowell: Dale (just arrived), I was just mentioning you were trying to get some land at the sharp corner of Martins Ferry.

J. Kevan: Our access roadway will come in off the parking area (across from the tennis courts). When Opechee did the new dormitory back in 2004 or 2005, they used two 24-inch pipes. Our wetland delineation will go through those pipes come out into one pipe. The driveway is wider in one section in case of the proposed future parkway.

J. Duffy: In the new regulations, you can't disturb the first 40 ft of buffer.

J. Kevan: There was 1,800 sq ft of impact, and we paid mitigation money. This project is about 3,000 sq ft more of impact with the side slopes and what not. We will go over the top of the pipes for utilities.

D. Tatem: Have you discussed that with DES yet?

J. Kevan: I will have to look at that. I need a modification to the pipe for a valid DES permit. I will have to talk to DES for that modification. To bring utilities in, the nearest sewer line is at the dining facility, so instead we will have septic. We are 10-12 ft up for the site from the wetlands. Some ledge will have to be cut. We may have to relocate the 26,711 sq ft footprint and mezzanine. There is parking for 40 employees. In the back area there will be storage sheds for vehicles, equipment, and sand.

D. Udelsman: The sheds are open frame wood structures on 3-sides. The equipment shed will be fully enclosed. There will be parking for 5 pickup trucks.

J. Kevan: To wash the vehicles, there will be floor drains. Septic and all other utilities will feed into the building. There will be shoebox style lighting. For impact, the highway is 500 ft away, and the nearest abutter is over 1,000 ft away. No classroom space or dorms will be on this site, because of the noise from the highway. There is a nice buffer from all surrounding abutters. There is not a whole lot of landscaping needed, because it is completely surrounded by woods. For drainage, there are a couple of basins; bio-retention or wet pond if water table is shallower per AOT standards and regulations.

D. Udelsman: I am the architect for the project. The building is for the SNHU operations, conferences, and events services. It will have a little storage for events and have space for an electric powered golf cart. This will also be the location of the Director of Facilities, and housekeeping manager. There will be three separate shops for plumbing, electric, carpentry & woodworking, and groundskeeping. There will be storage for extra toilets & sinks, light bulbs, ceiling tiles, carpets, mops, and cleaners etc. One area you can drive cars into. There will be docking out back for tractor-trailers to drive up for deliveries.

D. Tatem: Is the trailer section sunk down?

D. Udelsman: Yes. Also the dumpsters are down 4 ft. There is also storage for water heaters, stoves, and brochures. I have no plans today for the mezzanine. There will also be storage for dorm room furniture. There will be an open lift for materials to move up and down.

S. Colburn: How far away will the dumpsters be?

D. Udelsman: There will be an 8 ft level platform.

S. Colburn: It has to be a 10 ft platform. Will they be loose dumpsters? If compacted, they need to be near sprinklers.

D. Hemeon: Where is the salt shed?

D. Udelsman: The bottom right of the site.

D. Hemeon: Fertilizers?

D. Udelsman: That will be on shelving inside the bay.

J. Duffy: Salt shed structure?

D. Udelsman: It will be 3-sided

J. Duffy: It is so close to the wetland buffer.

D. Udelsman: The intent is to grade so no water will get into the salt shed. There will be some sort of asphalt burn.

D. Tatem: Will there be a concrete wall?

D. Udelsman: For the most part they (SNHU) don't do their own fertilization. The exterior of the building is pre-engineered. The warehouse section will have heat only. The roof is a simple saver; R30 and has thermal breaks. The walls are composite; R22-25. It is a well-insulated shell for the back. The front will have brick panels and metal siding; R29 with a wall system in that area. It will have a flat white roof; R30. The front of the building will be heated and cooled. There will be radiant floor heating in the back storage area. It will be a green building. For site lighting, SNHU recommended LEDS. For parking there will be wall packs and maybe one or two pole fixtures. Closer to the road the lighting will be consistent with the rest of the campus.

D. Tatem: Will they have full cut offs?

D. Udelsman: Yes and .3 candles.

J. Kevan: We will light the two side areas. There will be a couple of poles to the left. We haven't done photo methods yet.

D. Tatem: Will there be people in the building 24 hrs?

J. Kevan: No, unless there is a snowstorm for the trucks or other emergency maintenance work needed.

D. Udelsman: There will be fencing in the back portion of the property and the site will be gated in one area.

D. Hemeon: Will Depot Road disappear?

J. Kevan: The older buildings for offices and maintenance will come down.

J. Duffy: The stone foundation near the proposed septic, will you be removing it?

D. Tatem: Is there a historical significance for the stone foundation? Kathie Northrup may want to look into it.

S. Colburn: Central and receiving?

J. Kevan: The building will be sprinklered.

J. Duffy: Mitigation is needed if over 1,000 sq ft and that is paid to the Town.

J. Kevan: Only if it is not paid to the State. It is cumulative impact for the whole campus. We may have a couple thousand sq ft to pay.

D. Tatem: The trail on the plan, do people use it?

J. Kevan: I don't think it is used. There are formal trees there. There are other uses in this location.

D. Tatem: On the plan it is noted as a 6 ft wide trail. If the trail is active, the hydrant is pretty easy to move. Your parking spaces are 10 x 20? The regulations don't require that size unless it is for a different use. You may be able to use 9 x 18 spaces.

J. Duffy: For water, we have comments. What about sewer?

J. Kevan: We have septic.

J. Duffy: The note on the plan that says municipal sewer needs to be changed to read septic.

D. Tatem: The 40 ft no disturb Jo Ann mentioned, you may need to revise that on the plan.

J. Duffy: For the parking lot, you are at the edge of the wetland buffer. Will you disturb the wetlands when you construct your parking lot?

J. Kevan: For wetlands the 40 ft buffer is outside of the tree line.

J. Duffy: I see two setback lines. What is the second one for?

J. Kevan: I don't know.

J. Duffy: You are familiar with the Aesthetics Committee process, etc.?

J. Kevan: I don't know what they (Aesthetics Committee) can comment on. The building is set back from the roadway.

J. Duffy: You still need to meet with the Aesthetics Committee. They made comments for the Ravinia project, and that project's nearest abutter was 1,000 ft away.

D. Tatem: If your building is 1,000 ft long, you will need a break in it. You mentioned the warehouse has radiant heat and no cooling, is there a door in between?

D. Udelsman: There is a break where there are bathrooms, and those areas will have air conditioning. Each shop is fully separated from the warehousing area and can be cooled.

D. Tatem: Vehicle maintenance?

D. Udelsman: No oil changes or anything like that.

J. Kevan: We have filed with the ZBA for work within the buffer. We went to the Conservation Commission for our initial meeting, and we will go back to them the following month. We are on the May 3<sup>rd</sup> Planning Board agenda for the special exception ZBA input, and to have an initial discussion for our site plan.

J. Duffy: Are you planning on starting construction this year?

J. Kevan: Yes.

D. Tatem: State permits?

J. Kevan: We will need AOT, wetlands, and septic. Our access will come from Manchester.

J. Duffy: Is any portion of your property in Manchester?

J. Kevan: Manchester has a separate lot. Our utility work will come through Manchester. I will ask the Manchester Planning staff how much they want to be involved.

J. Duffy: On another plan the access was through Manchester, and that needed to go through the Manchester Planning Board for approvals. It had to be signed by both Boards and recorded in both Counties.

J. Kevan: There is no reason to assess traffic. It is the same number of people doing the same things.

D. Tatem: Can you write a paragraph on how the older buildings are coming down, and that the operations of these buildings are being moved to this new building?

J. Kevan: Yes.

J. Duffy: The building use has to be pretty specific for impact fees.

P. Rowell: Why is this site a separate parcel for the two new buildings (academic and dining facilities)?

J. Kevan: They didn't purchase this site (parcel), until the dining facility was completed.

S. Colburn: The North River Road # Peter?

P. Rowell: We can look at that.

J. Kevan: The wetlands bureau and Town all would like to have an idea where we think the college is going, but it changes as quickly as where the money is flowing. The campus will grow behind the academic and dining facilities over time; when, we have no idea.

D. Tatem: Show a profile where the crossing is.

D. Hemeon: The block on the bottom (Cynthia Sullivan), we (Town) now owns it. That bridge is failing. I have applied for FEMA money. I would like to move the bridge upstream and fix the sharp corner.

J. Kevan: Do you have a design?

D. Hemeon: Not yet. I have to fix the wall by the end of June. DES says I have to pay mitigation to move the stream. As soon as I hear from FEMA, then I will know which way I am going for a design. Where the bridge failed, the retaining wall is on SNHU's property. The failure from 2005-2006, the State engineer said he could see daylight behind the box. There is now a weight limit for that section of roadway.

C. Granfield: What is the weight limit?

D. Hemeon: 10 tons. UNH has some plans for the original brook. I want to move it 200-300 ft up for the stream.

D. Tatem: Jeff, make your pavement heavier; ½ inch vs. 3/8 inch for your type of vehicle use at the operations center.

J. Duffy: Greg Weir from Central Water Precinct commented. He knows this project is under the jurisdiction of Manchester Water Works. Greg said there have been two major water breaks due to old pipes that may have asbestos lining. Greg recommends if you are already working in that area to replace those pipes.

**2. (10:00 - 11:00am)**

**MEGA X CONVENIENCE STORE (plan #10-03)**

**Matt Peterson, Woodland Design Group, Inc.**

**1560 Hooksett Road (Dale Road & US Rte 3), Map 13, Lot 46-1**

Proposal to construct a 1-story 2,800 sq ft convenience store/gas station.

**Representing the Applicant**

Matt Peterson, Woodland Design Group, Inc.

P. Rowell: We would like to welcome you to the TRC. We will start with introductions.

P. Rowell: What zone is this?

M. Peterson: I have commercial zoning for the groundwater resource district and the rest as PZ (Performance Zone).

D. Tatem: It is all PZ. You will need to check your setbacks.

M. Peterson: This is the Granite Hill Market site. We propose to demo clear out the whole site. At one point we were looking at using the existing building. Now it makes sense to clean up the site by tear down the existing structure and starting over. We came to the Planning Board with conceptual drawings. We are back into the design mix and match and will include the Planning Board comments to function. It is an existing corner lot and it is pretty tight. The site already has full access from DW with a full center turn lane. For Dale Road, the original access was closer to the intersection. One Planning Board member wanted the Dale Road access closer to the plaza driveway across the road. The problem is grading. We are trying to make the whole site as flat as possible. If the entrance moved, delivery tankers on Dale Road backing into the site didn't make sense. We now have a split entrance; only 75 ft from the intersection. We might need a waiver for this. Traffic in and out here without the split was confusing. There will be canopy space; 24 ft on either side of the pumps. There will be a drive-thru with a menu board

and a 16 ft lane; typically the lanes are only 12 ft. We will look at this with fire and police. There are two existing signs; from the standpoint of code we could just reface them. If we tear down the signs, we need to meet the PZ requirements – variance? I don't know if Dan has gone through his review. For grading there is a 6 ft grade change from one access point to the other. The DW entrance is 2%-15 ft, etc. We didn't create ups and downs. We have nice grades. This is a digsafe site have we will have two test pits on Monday. We might open the detention basin in the back. I don't think the current swale will be the final design. There is a 2ft to 4 ft high wall. For utilities there is an existing stub, but we would rather bring in another line. Sewer has a stub. The underground electric from the utilities poles is pretty clean.

D. Tatem: Tie into the utilities from the site vs. tearing up a Town road (Dale Road).

M. Peterson: For the lighting and erosion control plan, the lighting needs to be finalized. We now have a spec for under the canopy. The landscape architect, there are two buffers (15 ft landscape and 15 ft buffer + easement for taking). We suggest plantings along the back 15 ft vs. within the easement. We will use dwarf plantings for sight distance.

D. Tatem: Dale wanted me to make sure this site had no tall plantings along DW for sight distance. We can have a discussion with the Planning Board. It is the same thing with the signage for sight distance. This will be a waiver request with the Planning Board.

T. Amato: Will there be a fire sprinkler system in the building?

S. Colburn: You won't meet the fire lane ordinance, so you will have to sprinkler the building. You would have needed 10 ft around the building, and 20 ft for the drive.

D. Tatem: It is a 16 ft one way drive-thru.

S. Agrafiotis: If fire can't get through, then we (police) will have a concern.

J. Gryval: It is a drive-up, therefore there will be cars there.

P. Rowell: Is it a curved drive-thru on both sides?

S. Colburn: If sprinklered, then you are OK. The question is the width out back. Let me run that one through Mike tomorrow.

D. Tatem: There is nothing in the ordinance that requires a by-pass lane for drive-thrus. Go with a 40 template.

T. Amato: For the existing water line, remove and incorporate into the main vs. just capping. There is a twin line that is also going to the property that will need to be removed.



J. Hebert: I will find the water for you. You have a 2 ½ inch water main on the plan, why?

M. Peterson: We will have to look at that.

D. Tatem: Talk to Jo Ann for impact fees. Traffic will increase due to the drive-thru.

M. Peterson: We are in the aquifer.

D. Tatem: Do you have a potential tenant for the drive-thru?

M. Peterson: Yes.

J. Hebert: He will meet with us. We need four sets of PE plans.

D. Tatem: Most of Jo Ann's notes are on the setbacks and that you need to show the zone as PZ. She is also saying you will need a waiver to continue access onto Rte 3. I am not sure the Board will go that way, because there is an existing access there now. In PZ, it states to use a side street access vs. Rte 3. I talked to Dale, you discharge off the rear of your site. A pond or whatever will most likely need to be underground. Dale is doing future roadwork on Dale Road. Maybe you can put in a catch basin; talk to Dale. This will benefit the Town and your project. Relocate the front two catch basins to be roadway catch basins. You have concrete over the tanks?

M. Peterson: Concrete is what they all do.

D. Tatem: Vent?

M. Peterson: Vent is on the north side where the curb is.

D. Tatem: For the gas station lighting, a lot of light trespasses onto Dale Road. Talk to the Board, maybe they will like that. There is an existing stockade fence. We will work with the north abutter. Also, there is the buffer for commercial use to residential use.

P. Rowell: The Planning Board is to take care of that north side buffer. Impervious area – waivers?

D. Tatem: What is the pre and post impervious?

M. Peterson: I don't have that # yet. We are probably reducing from the existing.

P. Rowell: For a filling station that is not allowed in the aquifer, but we have an existing one now. For the plan on spill control and double containment, use best management practices.

D. Tatem: They also need a state permit for this.

P. Rowell: Refer to Article 19 - spill plan for surface spills. It also must be approved by fire and water.

D. Tatem: Have grease hoods on all catch basins, and a shut off for major spills. Add a note on the plan that no construction vehicles should use Dale Road.

P. Rowell: The building size won't change.

D. Tatem: Meet with sewer since they are not here; slip line vs. trenching.

**ADJOURNMENT**

P. Rowell declared the meeting adjourned at 10:40am. The next TRC meeting is scheduled for Thursday, May 13, 2010, Hooksett Municipal Building, 2<sup>ND</sup> FLOOR ROOM 204.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator