

**HOOKSETT
TECHNICAL REVIEW COMMITTEE (TRC)
MEETING MINUTES
HOOKSETT MUNICIPAL BUILDING –Chambers
Thursday, June 7, 2012**

CALLED TO ORDER

J. Duffy called the meeting to order at 9:10am.

ATTENDANCE

Town of Hooksett

Jo Ann Duffy, Town Planner, Dan Tatem, Stantec, Matt Labonte, DPW-Building, John Gryval, Planning Board Chair, and Acting Police Chief Jon Daigle.

Introductions

1. **2ND TRC**
(9:15 - 10:35am)
Southern NH University (SNHU) - plan #12-12 (Manchester Water, Sewer)
TF Moran, Inc.
East Side Drive, Map 33, Lot 67
Proposal to construct a 4-story dormitory with associated parking and roadway.
The dormitory will have 152 dorm rooms (to accommodate 308 beds), and a resident director apartment.

Representing the Applicant

Jeff Kevan, TF Moran, Inc.

J. Duffy: I received two e-mails with comments:

> Guy Chabot, Manchester Water Works: “I have reviewed the Moran plans and they look fine and I have no comment. Meter fees and such will be worked out with SNHU once construction begins.”

> Deputy Fire Chief Mike Hoisington: “Fire hydrant locations for SNHU dormitory will have to be worked out between my office and SNHU.”

J. Kevan: I met with Guy Chabot for the project moving forward.

J. Duffy: We weren't planning to have this 2nd TRC now. We thought he should submit first to the Planning Board, but Jeff pointed out our Development Regulations state two TRCs then submit to the Planning Board. The 2nd TRC purpose is to work out any issues or comments here before the Planning Board gets involved. At the last Planning Board meeting, the Board wants the waiver(s) taken care of prior to the Board's completeness hearing. If the Board denies the waiver(s), then the applicant is found not complete and has to come back again.

J. Kevan: That would depend on the type of waiver and Board presentation. Some towns have a waiver for completeness to then act on the waivers. For waivers on this project, we show buildings within so many feet, but there is so much acreage we own to show the buildings farther out.

D. Tatem: If it is a technical waiver, then I would need to do that review now (and need escrow for this). Then I would need more money for the full review (vs. reviewing technical waivers at the same time as the full review).

J. Gryval: We need to listen to the public, before we vote on waivers.

J. Kevan: This project will have a new drainage system. Would the Board waive the drainage cover issue for completeness? We try to avoid waivers. It is hard to write regulations that work for everyone.

D. Tatem: For technical waivers, if you say you can't get or do something and it is raw land that is proven you can do it in the end, I wouldn't recommend the waiver.

J. Kevan: The point of the drainage cover is frost protection. We want to compensate with installation and type of pipe. A lot of towns have slope constraints.

J. Gryval: We usually don't have issues with technical waivers, because Dan recommends them. It is the smaller waivers that are issues (i.e. parking sizes).

J. Kevan: Parking always applied. Once the library project is submitted, SNHU doesn't want parking around the library. This is a walking campus. A student parks his car at one spot and can walk to other locations.

M. Labonte: As long as the building is not used for other purposes.

J. Kevan: The parking will be used by students, faculty, and for special events. At some point we will be presenting for parking.

J. Kevan: For the dormitory, I have two conceptual architectural renderings (distributed to attendees). The design goes with the existing buildings (Hampton & Windsor) and the back dorms. The materials and shades may vary a little bit. East Side Drive has two existing dorms and a parking lot built 2 yrs. ago. The college is there to service its students. The parking lot across street from the dining facility is to become a green quad. The proposed library will be constructed to the lot next to the dining facility. There will be walkways behind it to connect to other buildings. For the proposed new dormitory site, there will be a path to the dining facility. The future road connection will "loop" near the parking lot bordering the Manchester line. There is a long-term potential for another dorm next to the proposed new dorm.

D. Tatem: Do you have notes on the plan for the knox boxes?

J. Kevan: I don't know, but I will add them. Handicap and visitor parking is at the dorm. Other parking is in another lot. There is a handicap shuttle service to get students to class. Accessibility on campus is not 100% ADA (i.e. North River Rd. is steeper than 5%). That is why they have a shuttle. For utilities we have public water, sewer, gas, telephone, and electric.

D. Tatem: Are you still maintaining the hydrants?

J. Kevan: The hydrants are 500 ft. apart. I will review with Deputy Chief Hoisington for his approval. For sewer the nearest hook-up is in front of the existing dorms on East Side Drive.

J. Duffy: Jeff, have you met with the Sewer Commission on capacity on the Martin's Ferry line?

J. Kevan: Yes, they updated the pumps at the pump station from an 8 inch main to a 12 inch main. It is a larger dollar amount, cumulating fees, but adequate capacity. I met with them this week.

D. Tatem: You will need something in writing from Sewer Commission for completeness.

J. Kevan: SNHU maintains their roads. They are out there before public works to sand.

J. Duffy: Is there parking for the conference guests using some of the dorm rooms?

J. Kevan: The only time this building will be used to house outside guests is when the students are not there in the summertime.

M. Labonte: The guests will have to walk.

J. Duffy: The cross-walk, a lot of Planning Board members are concerned with safety.

J. Kevan: As I mentioned at the last TRC the students on campus create less traffic. The students living off campus are driving at least twice and leaving. For pedestrian traffic, the last dozen times I have been over there, I have not seen students crossing without the walk signal. Whenever there is a road where there should be free flow traffic, there will always be a concern of students crossing. With the signal, it has slowed traffic down. This is exactly what it was designed for. Even if there was a tunnel or bridge for walking, students will still cross via the street. The pedestrian signal is functioning well.

J. Daigle: I have seen students walk-up to the signal to cross.

J. Kevan: Could we get that in writing from you?

D. Tatem: I talked with Bob Vachon and he said they circulated material to students on the use of the cross-walk signal.

J. Kevan: We omitted the proposed parallel parking spaces, since this was a concern from the Fire Dept.

M. Labonte: That cleans up the plan nicely.

J. Kevan: Outside the fence area there will be a compactor.

D. Tatem: Are the gates any issue for the gas company to read meters? Will there need to be remote meters?

J. Kevan: I will check on that. For landscaping it is basic and we meet the standards. There is the line with trees and preserving trees on the hillside. For wetlands we are staying out of the buffer with everything we are doing. We will look at the existing dorms and proposed dorms for any additional landscaping needed. There are trees around the perimeter of the proposed dorm.

D. Tatem: The big green space between the existing and proposed dorms looks like a good spot for picnic tables and Frisbee.

J. Kevan: SNHU sees a need for a general recreation area outdoors (i.e. throw football). I would like an estimate for Stantec engineering fees. The plans are fairly complete. Drainage is not 100% complete, but we are working on it. My analysis will complete the entire side of North River Rd.

D. Tatem: For the drainage report, get that into the public hearing. Then you can use that old drainage report for impervious for future buildings.

J. Duffy: Is the AOT permit amended or new?

J. Kevan: The AOT permit will be new. Runoff is at a 30-40 ft. grade change. It will be sheet flow and no impervious. Small sidewalks will be included in the drainage information for pre & post development.

J. Duffy: Administration, Building & Zoning, and Highway are to be changed to their current names. The cover sheet and site plan sheet should have a recording block and signature block. The plan conditions need to be met in one year.

D. Tatem: Provide the general landscaping.

J. Kevan: For 203 acres, I need metes and bounds to record.

J. Duffy: Add a recordable sheet to the plan set. You don't need a waiver, because it will meet registry requirements for scale.

M. Labonte: For handicap parking, you have 2 and need 5.

J. Kevan: We always approach handicap parking for the campus and not just a building.

M. Labonte: Handicap parking is something you can't get around. You need it for the building. It is a building code.

D. Tatem: Could they go to the State for waiver of handicap spaces?

M. Labonte: Yes, they could request a waiver from the State.

J. Kevan: We have enough for the total campus and we have handicap shuttle service.

M. Labonte: For handicap parking 2 are shown you need 5. This is a dual use issue during conference "summertime".

J. Kevan: They will accommodate for activities for ADA attendees. I will go for 5 and contact the woman from the State to discuss a waiver. You don't need domed sidewalks for private sites for the handicap per Wayne Richardson.

D. Tatem: They made them do it for Market Basket.

J. Kevan: They have something different. They almost always due to the dome sidewalk. The handicapped find them difficult.

M. Labonte: A person with a walker should have a tactical warning dip and tip downs for handicap spaces.

J. Duffy: Will you lose spaces now that you are adding handicap ones?

J. Kevan: Yes, I will see where I can add them back in.

M. Labonte: For roof drainage, it will sheet all off. These buildings don't have gutters.

J. Kevan: We will have drip strips and connections. I will get a detail in there. We will show collection after the drip strip and after the architect finishes the design.

M. Labonte: A lot of valleys are dumping in.

J. Duffy: Impact fees: \$353.15 per new student for roadway impact. Public safety doesn't really fit into categories we have now. For the recent academic & dining facility buildings, we based those on office space square footage. This proposed dorm at 80,000 sq. ft. is \$28,800. We will research the public safety impact fee further. Bruce Mayberry completed the report.

J. Kevan: Sewer is based on flow at \$200,000.

J. Duffy: Thank you.

ADJOURNMENT

J. Duffy declared the meeting adjourned at 10:35am.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator