

1 **LONDONDERRY, NH PLANNING BOARD**
2 **MINUTES OF THE MEETING OF NOVEMBER 6, 2013 AT THE MOOSE HILL**
3 **COUNCIL CHAMBERS**
4

5 Members Present: Art Rugg; Mary Soares; Lynn Wiles; Laura El-Azem; Chris
6 Davies; Scott Benson; Leitha Reilly, alternate member; Maria Newman, alternate
7 member, and Al Sypek, alternate member
8

9 Also Present: Cynthia May, ASLA, Town Planner and Planning and Economic
10 Development Department Manager; John R. Trottier, P.E., Assistant Director of
11 Public Works and Engineering; and Jaye Trottier, Associate Planner
12

13 A. Rugg called the meeting to order at 7:01 PM. He appointed L. Reilly to vote for
14 M. Soares until she arrived.
15

16 **Administrative Board Work**
17

18 A. Approval of Minutes – October 2 and October 9, 2013
19

20 **L. Wiles made a motion to approve and sign the minutes from the**
21 **October 2, 2013 meeting. C. Davies seconded the motion.** No
22 discussion. **Vote on the motion: 6-0-0.**

23 (Non-voting alternate A. Sypek abstained as he was absent from the October
24 2, 2013 meeting).
25

26 **L. Wiles made a motion to approve and sign the minutes from the**
27 **October 9, 2013 meeting. L. El-Azem seconded the motion.** No
28 discussion. **Vote on the motion: 6-0-0.**

29 (Non-voting alternate A. Sypek abstained as he was absent from the October
30 9, 2013 meeting).
31

32 Minutes for October 2, 2013 and October 9, 2013 were approved and signed at
33 the conclusion of the meeting.
34

35 B. Extension Request – NeighborWorks Site Plan; NeighborWorks Southern New
36 Hampshire (Applicant), Londonderry Lending Trust (Owner), Map 12 Lot 59-4
37 and 64, 73 Trail Haven Drive, Zoned AR-I [Conditionally Approved July 10,
38 2013]
39

40 C. May stated that the applicant of this project is requesting a one-year
41 extension of the site plan that will expire on November 7, 2013.
42

43 **L. Wiles made a motion to grant a one-year extension to November 7,**
44 **2014. L. El-Azem seconded the motion.** No discussion. **Vote on the**
45 **motion: 6-0-0.** The extension for one-year was granted.
46

47 C. Extension Request – Whittemore Estates Site Plan Amendment; NeighborWorks
48 Southern New Hampshire (Applicant), Londonderry Lending Trust (Owner),

1 Map 12 Lot 59-4 and 64, 73 Trail Haven Drive, Zoned AR-I [Conditionally
2 Approved July 10, 2013]

3
4 C. May stated that the applicant of this project is requesting a one-year
5 extension of the site plan that will expire on November 7, 2013.

6
7 **L. Wiles made a motion to grant a one-year extension to November 7,**
8 **2014. L. El-Azem seconded the motion.** No discussion. **Vote on the**
9 **motion: 6-0-0.** The extension for one-year was granted.

10
11 [M. Soares arrived at 7:07 PM].

12
13 D. Extension Request – Elliot Health Systems - Phase 4 Site Plan and Conditional
14 Use Permit; Tarrytown Real Estate Holdings (Owner and Applicant), Map 6, Lot
15 31, 31 Buttrick Road, Zoned C-I within the Route 102 POD [Plan Signed
16 December 12, 2012]

17
18 C. May referenced the letter from CLD Consulting Engineers requesting a two-
19 year extension of the site plan that will expire on December 12, 2013. The
20 applicant is not seeking to expand their facilities at this time.

21
22 **L. Wiles made a motion to grant a two-year extension to December 12,**
23 **2015. L. El-Azem seconded the motion.** No discussion. **Vote on the**
24 **motion: 6-0-0.** The extension for two-years was granted.

25
26 E. Extension Request – Elliot Health Systems – Phase 5 Site Plan and Conditional
27 Use Permit; Tarrytown Real Estate Holdings (Owner and Applicant), Map 6, Lot
28 31, 31 Buttrick Road, Zoned C-I within the Route 102 POD [Conditionally
29 Approved April 1, 2009]

30
31 C. May referenced the letter from CLD Consulting Engineers requesting a two-
32 year extension of the site plan that will expire on December 31, 2013. The
33 applicant is not seeking to expand their facilities at this time.

34
35 **L. Wiles made a motion to grant a two-year extension to December 31,**
36 **2015. L. El-Azem seconded the motion.** No discussion. **Vote on the**
37 **motion: 6-0-0.** The extension for two-years was granted.

38
39 F. Regional Impact Determinations – Puglisi Lot Line Adjustment, Map 17 Lots 30-
40 1 and 30-2

41
42 C. May stated Staff recommends this project is not a development of regional
43 impact, as it does not meet any of the regional impact guidelines presented by
44 Southern NH Planning Commission (SNHPC).

45
46 **L. Wiles made a motion to accept Staff’s recommendation that this**
47 **project is determined not to be of regional impact under RSA 36:56.**
48 **L. El-Azem seconded the motion.** No discussion. **Vote on the motion:**
49 **6-0-0.**

50

1 G. Discussions with Town Staff

2
3 A. Rugg commended the Department of Public Works on the upgrades made
4 over the summer to Litchfield Road.

5
6 C. May suggested that in preparation of the November 13 Planning Board
7 workshop meeting, Board members familiarize themselves with the four main
8 agenda items; the economic development tool known as the Tax Increment
9 Finance (TIF) District; implementation recommendations of the 2012 Master
10 Plan; the forthcoming zoning ordinance audit (for which funds were approved
11 at Town Meeting); and the Town's Growth Management Ordinance and
12 associated State RSA. The Town's Economic Development specialist Stu Arnett
13 will provide a presentation on the TIF district, which caused M. Soares to ask if
14 School Board members should be invited to the workshop meeting since his
15 recently scheduled presentation to that Board was postponed. A. Rugg
16 encouraged School Board members and any other interested parties to attend.

17
18 A. Rugg announced that L. Wiles and M. Newman were reappointed to their
19 seats on the Planning Board at the November 4 Town Council meeting.

20
21 **Public Hearings**

22
23 (Note: The two public hearings on the November 6 agenda were taken out of
24 order by the Chair.)

25
26 A. Londonderry Fish and Game Club (Owner and Applicant), Map 8 Lots 12 and 13
27 – Application Acceptance and Public Hearing for formal review of a site plan for
28 improvements associated with outdoor 200-yard and 400-yard shooting ranges
29 for the exclusive use of Londonderry Fish and Game Club members on
30 Musquash Meadow Road and High Range Road, Zoned AR-I.

31
32 A. Sypek recused himself from the Board for this entire presentation and
33 discussion and sat in the audience.

34
35 J. R. Trottier stated that there is one outstanding checklist item, which had an
36 associated waiver request. Assuming the Board grants the waiver, Staff
37 recommends the application be accepted as complete. J. R. Trottier read the
38 waiver into the record from the Staff Recommendation memo:

39
40 The applicant has requested a waiver to Section 3.09 of the Site Plan
41 Regulations and Item VII of the Site Plan checklist requiring the submission of
42 a landscape plan. Staff supports **granting** the waiver because this plan is not
43 a typical commercial site plan and because the applicant has provided a note
44 on the plan stating that "Existing trees out of the construction areas shall be
45 maintained."

46
47 **L. Wiles made a motion to approve the applicant's request for the**
48 **waiver as outlined in Staff's recommendation memorandum dated**
49 **November 6, 2013. M. Soares seconded the motion.** No discussion.
50 **Vote on the motion: 6-0-0.** The waiver was granted.

1
2 **L. Wiles made a motion to accept the application as complete. M.**
3 **Soares seconded the motion. No discussion. Vote on the motion: 6-0-0.**
4 The application was accepted as complete. Under RSA 676:4, the Board had
5 65 days in which to render a decision.
6

7 Surveyor Eric Mitchell was joined by Londonderry Fish & Game Club President
8 Rick Olson to present the application. E. Mitchell gave a brief overview of the
9 site, saying the two lots total approximately 80 acres and are accessed via
10 Lund Street in Litchfield. Existing improvements on the site include a 50 yard
11 and 100 yard shooting ranges, a stocked pond for fishing, a trap and skeet
12 range, an archery range, a 25 yard utility range, recreational trails, and a
13 clubhouse. No utilities exist on site. The proposed 200 and 400 yard ranges
14 would be oriented so that users would shoot in a southerly direction from
15 wooden shelters. The ranges would be constructed with a 1% downward
16 slope, a back berm of 25 feet and side berms of 12 feet so that the shooters
17 will be effectively firing down into a tunnel at a target positioned at the bottom
18 of the back wall. E. Mitchell noted that because the 400 yard range crosses a
19 brook, the 1% slope ends at that crossing and increases to roughly 3%
20 towards the back wall, however the berms would still provide the tunnel effect.
21 A Dredge and Fill permit and an Alteration of Terrain permit have been
22 obtained from the NH Department of Environmental Services for the
23 aforementioned brook crossing and the disturbance of more than 100,000
24 square feet respectively. The crossing will be constructed as a concrete plank
25 bridge and will be used to aid in construction of the range and for maintenance
26 thereafter. E. Mitchell said it will not be used for any additional traffic beyond
27 the maintenance use.

28 E. Mitchell reviewed the four additional waivers being requested (see
29 specifics below under 'Staff input'), explaining they are requested because the
30 plan is not a typical commercial site plan and the regulations at hand do not
31 apply to this site, i.e. full compliance with plan scale, benchmarks, cover for
32 storm drain lines and the use of a typical storm grate.

33 With encouragement from Staff, a safety zone plan was also presented that
34 had not been a part of the original submission (see Attachment #1). This
35 demonstrated that the uses of Club members on lots 12 and 13 do not infringe
36 on the safety zones set by State law of the surrounding residential areas. In
37 addition, the Club posts cautionary signs on their site indicating the use of
38 firearms. The addition of the two ranges is not intended to increase
39 membership or traffic to the site. Membership is purposefully limited and the
40 improvements will be for the exclusive benefit for existing Club members.
41 There is no expectation of an increase in noise and E. Mitchell noted that under
42 State law, noise emanating from gun ranges is not considered a nuisance.
43

44 A. Rugg asked for Staff input.
45

46 J. R. Trottier read the four requested waivers into the record from the Staff
47 Recommendation memo:
48

49 1. The applicant has requested a waiver to Section 4.01c of the Site Plan
50 Regulations requiring the scale of both the existing conditions plan and overall

1 site plan to be 1" = 40' where both plans are presented at 1" = 100'.
2 Additionally, the applicant is requesting the site plan of the 400 yard range
3 (sheet 6) to be 1" = 50' where a maximum of 1" = 40' is allowed and for the
4 cross sections be at a scale of 50' horizontal and 10' vertical which does not
5 comply with the regulations. Staff supports granting the waiver because the 1"
6 = 100' scale allows for the existing conditions and overall improvements plan
7 to be shown on a single page. The horizontal and vertical scale used on the
8 cross section plans provides sufficient detail about the improvements.

9
10 2. The applicant has requested a waiver to Section 4.05, Benchmark Data, to
11 allow benchmarks to be shown at a density of less than one per 5 acres. Staff
12 supports granting the waiver because the number of benchmarks given is
13 sufficient for the area to be disturbed on the site.

14
15 3. The applicant has requested a waiver to Section 3.07.G.3 to allow less than
16 3 feet of cover for storm drain lines. Staff supports granting the waiver
17 because the proposed drain lines will not be impacted by traffic.

18
19 4. The applicant has requested a waiver from the typical details to permit the
20 use of a "bee hive" grate instead of the typical "type B" grate. Staff supports
21 granting the waiver because there will be no traffic in the given area and
22 because the bee hive grate will more adequately serve the drainage needs in
23 this location.

24
25 J. R. Trottier stated that while Staff supports holding the public hearing for this
26 application, they do not recommend conditional approval at this time because
27 of the number of outstanding technical items to be addressed in the Planning
28 Department/Department of Public Works/Stantec memo.

29
30 A. Rugg asked for Board input.

31
32 C. Davies asked if the comments submitted by the Town of Litchfield, a direct
33 abutter to the site, have been addressed. C. May stated that the applicant had
34 responded to those comments per the regulations of Londonderry. M. Soares
35 asked for confirmation that there will be no safety risk for those visiting the
36 Musquash Conservation Area. E. Mitchell verified this and added that the Club
37 regularly addresses concerns and complaints from the public, many of which
38 are actually not related to the Club but of target shooters using the Musquash
39 and/or nearby power line easements. R. Olson said the Club is very proactive
40 in dealing with complaints or concerns. He assured the Board that the public is
41 completely safe from gunfire originating from the Club's properties. M. Soares
42 asked what the hours of operation were for the Club. R. Olson replied that the
43 range operating hours are 8 AM to one half hour after official sunset. L. Wiles
44 verified with Staff that the majority of storm water management comments are
45 associated with the proposed improvements and are not preexisting. He then
46 asked if the size of firearms allowed at the Club is limited. R. Olson said the
47 need has not arisen to have such a restriction, adding that the largest firearms
48 used at the Club are .50 caliber in size. A limit will be placed, however, on the
49 minimum firearm to be used on the 400 range since smaller guns such as .22
50 caliber rifles would not be appropriate. L. Reilly inquired about noise reduction

1 methods other than the proposed berms. R. Olson replied that larger guns
2 (e.g. high power rifles) are used nearly 900 feet from residential homes and
3 that the Club has measured those noise readings at their property line with no
4 tree cover at 56 decibels. He added that the measurability of firearm noise is
5 an elusive concept and that investing in costly reduction measures would not
6 be prudent since they would not produce a significant difference. L. Reilly also
7 asked how many members use a range at a given time. R. Olson said the 50
8 yard range has eight stations while the proposed ranges could each
9 accommodate eight to twelve, however, typically only four to six use the
10 ranges at one time. L. Reilly's final question was whether any crossfire from
11 the new ranges would impact the skeet shooting range. R. Olson said the
12 orientation of the ranges would not conflict with each other.

13
14 A. Rugg asked for public input. There was none.

15
16 **L. Wiles made a motion to grant the four waivers based on Planning**
17 **Staff's recommendation. L. El-Azem seconded the motion.** No
18 discussion. **Vote on the motion: 6-0-0.** The four waivers were granted.

19
20 The consensus of the Board was to vote on conditional approval of the
21 application and to allow Staff to work with the applicant on the outstanding
22 engineering issues and confirm compliance with Town regulations
23 administratively.

24
25 **L. Wiles made a motion to conditionally approve the site plan with the**
26 **following conditions:**

27
28 "Applicant", herein, refers to the property owner, business owner, or
29 organization submitting this application and to his/its agents, successors, and
30 assigns.

31
32 **PRECEDENT CONDITIONS**

33
34 All of the precedent conditions below must be met by the applicant, at the
35 expense of the applicant, prior to certification of the plans by the Planning
36 Board. Certification of the plans is required prior to commencement of any site
37 work, any construction on the site or issuance of a building permit.

- 38
39 1. The Applicant shall address the following relative to the submitted drainage
40 report:
- 41 A. The post development 25-year pond routing analysis for ponds A and B
42 indicate storage below the outlet elevation that is typically not allowed
43 by the Town. The Applicant shall revise the analysis to eliminate storage
44 below the outlet elevation of each pond and verify compliance with the
45 regulations is achieved (no increase in runoff).
 - 46 B. The 50-year pond routing analysis for ponds A and B was not provided in
47 the report. The Applicant shall update the report to include the 50-year
48 pond routing analysis calculations of each pond to clarify the minimum
49 12 inches of freeboard above the 50-year elevation is provided as
50 required by the regulations.

- 1 C. The Applicant shall update the drainage report to include a summary
 2 table noting the impacts to each abutter (pre- and post-development)
 3 and showing compliance with the regulations is achieved (i.e. no
 4 increase in runoff).
- 5 D. The predevelopment 25-year pond analysis indicates the stream
 6 associated with reach NC2 has a width of 80 feet, which is wider than
 7 the wetlands indicated in the location and does not appear to be
 8 representative of the existing conditions. The Applicant shall review
 9 reach NC1 also, and update the predevelopment analysis as necessary
 10 to be representative of the existing conditions. The post development
 11 analysis shall be updated accordingly.
- 12 E. The predevelopment 25-year calculations indicate the entirety of
 13 subcatchment 2 would flow to pond VP-B, but the site topography
 14 provided implies the easterly portion of the subcatchment would flow to
 15 reach NC2. It also appears that the easterly portion of subcatchment 3
 16 would flow to NC2. The Applicant shall review and update the
 17 predevelopment subcatchments and analysis/calculations as necessary
 18 to be representative of the existing conditions.
- 19 F. The post development analysis includes two stone swales with pond
 20 analysis that are located below the existing ground approximately 6 to
 21 24 feet. The Applicant shall address where the water table is in
 22 relationship to these ponds and that a pond analysis is suitable for the
 23 location.
- 24 G. The pond routing analysis for ponds A and B indicates infiltration is used
 25 that is typically not allowed by the Town. The Applicant shall revise the
 26 analysis to eliminate infiltration at each pond and verify compliance with
 27 the regulations is achieved (no increase in runoff).
- 28 H. The riprap calculations for the pipe outlet into the detention basin and
 29 the aprons shown at the wetland crossing are missing from the report.
 30 The Applicant shall update the report as necessary.
- 31 I. The riprap calculation for the detention basin outlet pipe indicates a
 32 channel width of 80 feet that is inconsistent with the plan view. The
 33 Applicant shall review and verify the apron width of 120 feet noted in the
 34 calculations is necessary and update the plan accordingly.
- 35
- 36 2. The project is unique and there are specific design requirements and
 37 guidelines for shooting ranges to ensure public safety. The Applicant shall
 38 provide the design requirements and guidelines utilized for the facility.
- 39
- 40 3. The Applicant shall address the following on the existing conditions plan:
 41 A. The Applicant shall provide the Owner signatures on the plans.
 42 B. The Applicant shall provide the appropriate professional endorsements
 43 (stamps and/or signatures) on the plans and shall update the site plans
 44 and detail sheets accordingly. In addition, the Applicant shall correct the
 45 title of sheet 1 to cover sheet (vs. site plan).
- 46 C. The Applicant shall indicate and label appropriate monuments along the
 47 westerly property line with abutting lot 15 per sections 3.02 and
 48 4.12.c.4.ii of the regulations (1 per 1,000 feet).
- 49 D. The Applicant shall complete the labeling of the physical features on the
 50 site, such as buildings, gravel drives, etc. per section 4.12.c.19 of the

- 1 regulations.
- 2 E. The Applicant shall update to note the abutting land uses per section
- 3 4.12.c.25 of the regulations.
- 4 F. The Applicant shall review the Conservation Overlay District (COD)
- 5 shown on the plans in the area of the proposed improvements, verify the
- 6 COD limits with Conservation Commission and verify if a Conditional Use
- 7 Permit is needed for this project.
- 8
- 9 4. The Applicant shall address/clarify the following on the site improvement
- 10 plans:
- 11 A. The catch basins and the catch basin notes in the profiles on sheets 5
- 12 and 6 indicate a 2 foot sump, which does not comply with the Town
- 13 standard – Exhibit D104 and the detail on sheet 11. The Applicant shall
- 14 update the design consistent with the Town's standard details.
- 15 B. The Applicant shall clarify/label the existing structure to be removed
- 16 which is shown on sheet 2.
- 17 C. The Applicant shall clarify the proposed ground cover along the proposed
- 18 surface and the proposed embankments in the range notes on sheet 6.
- 19 D. The drainage notes on sheet 5 indicate a 6" underdrain will be installed,
- 20 but the profile indicates an 8" underdrain to be installed. The Applicant
- 21 shall update the notes and profile to be consistent for proper
- 22 construction.
- 23 E. The detention basin embankment grading does not appear to provide
- 24 the minimum 4 foot top wide at elevation 255.3 and does not comply
- 25 with the Town's typical detail - Exhibit D108. The Applicant shall revise
- 26 the detention basin design, as necessary, in accordance with the
- 27 regulations.
- 28 F. The detention basin grading shown on sheet 6 does not appear to be
- 29 complete. The Applicant shall revise as necessary to clarify all proposed
- 30 grading and erosion control measures for proper construction.
- 31 G. The Applicant shall clarify the outlet device for the swale on the
- 32 southerly side of the 400 yard range on sheet 6 for proper construction.
- 33 H. The profiles provided on sheets 5 and 6 do not properly scale. The
- 34 Applicant shall revise as necessary.
- 35
- 36 5. The Applicant shall address/clarify the following on the wetland crossing
- 37 plan - sheet 7:
- 38 A. The outlet structure detail indicates a 4" orifice that is not consistent
- 39 with the elevation indicating a 3" and 6" weir. In addition, the top of
- 40 bank is noted at 826.0 that is inconsistent with the site grading
- 41 elevations. The Applicant shall review and revise as necessary to be
- 42 consistent and representative of the design intent and drainage report.
- 43 B. The Applicant shall clarify the detention basin outlet structure, outlet
- 44 drain pipe and flared end section in the plan view for proper
- 45 construction.
- 46 C. The Applicant shall indicate/clarify the location of the sediment berm in
- 47 the plan view that is shown in the outlet structure detail and provide
- 48 dimensions in the detail for proper construction.
- 49 D. The Applicant shall review and correct the drainage materials summary
- 50 to be consistent with the indicated design and drainage report.

- 1 E. The Applicant shall indicate the size and thickness of each riprap apron
2 shown at the wetland crossing, and include a detail in the plan set for
3 proper construction.
- 4 F. A disclaimer note on the wetlands crossing plan states "Precast concrete
5 images contained on this plan sheet were provided by Michie Corp.
6 These graphical representations are reasonable project representatives
7 of like products capable of similar project applications. These images
8 are not project specific and are not for construction purposes – only to
9 convey design intent." An engineered wetland crossing structure should
10 be provided in accordance with the regulations. Additionally, The
11 Applicant shall clarify the following on the plan:
- 12 • The profile view does not properly indicate the width of the
13 abutment walls as indicated in the details. The Applicant shall
14 also label the proposed elevations for proper construction. The
15 Applicant shall review and update for clarity and proper
16 construction. In addition, the Applicant shall review and confirm
17 that the proposed structure is adequately embedded into the
18 existing ground since the profile appears to indicate that it would
19 be embedded in the existing ground only approximately one foot
20 along the existing stream path.
 - 21 • The revised wetland crossing structure precast plank plan
22 indicates an existing granite abutment. The Applicant shall clarify
23 the location of the existing abutment on the plans.
 - 24 • The Applicant shall clarify the "Condition A" noted in the precast
25 concrete abutment detail. In addition, The Applicant shall clarify
26 the location of the drain pipe along the footing on the plan view
27 including pipe size and inverts for proper construction.
 - 28 • The Applicant shall review the concrete plank and concrete
29 abutment details and clarify how they will be attached for proper
30 construction. It is unclear in the section detail provided. In
31 addition, The Applicant shall provide a detail of the proposed
32 railing noted to be installed along the edge of the plank rail
33 structure. The Applicant shall review, clarify with notes and
34 update as necessary.
- 35
- 36 6. The Applicant shall address the following relative to the project details:
- 37 A. The Applicant shall correct general note 1 on sheet 11 to indicate the
38 Town of Londonderry (vs. Auburn). In addition, Environmental
39 Permitting note 4 references an approved NOI for the site, but this NOI
40 is listed for a site in Grafton, NH. The Applicant shall review all the
41 project notes and update as necessary.
- 42 B. The Applicant shall reference the Town's typical details (Typical Details
43 for Site and Roadway Infrastructure – May 2009) in the general notes as
44 typically requested by the Town.
- 45 C. The Applicant shall update the crushed stone swale detail title on sheet
46 12 to 8" (vs. 6") consistent with the detail notes.
- 47 D. The Applicant shall indicate the size and thickness of each pipe outlet
48 riprap and identify each location for proper construction consistent with
49 the drainage analysis.
- 50 E. The Applicant shall provide a construction sequence per section

1 4.14.c.24.ii of the Site Plan Regulations on the plans.
2

3 7. The Applicant shall verify the DRC comments of the Planning Department
4 and Assessor are adequately addressed with each Department, as
5 applicable.
6

7 8. The Applicant shall address all items from the "Outstanding Design Review
8 Items" memo dated November 6, 2013, i.e.:

- 9 • The Applicant shall include a note on the plan stating that there will
10 be no outdoor lighting on this site.
- 11 • The Applicant shall submit a copy of the wetland permit filed with the
12 US Army Corps of Engineers.
- 13 • The Applicant shall provide a written statement regarding how the
14 access easement through Litchfield indicated in plan reference #15
15 was created and approved.
- 16 • The Applicant shall show on the plan the limits of clearing in every
17 location where disturbance is taking place. Staff still has concerns
18 about the quality and depth of tree cover and what kind of vegetative
19 cover is around the ranges in particular, e.g. between the 200 yard
20 range and map and lot 8-10.
- 21 • Per the Assessing Department; "Part of both lot 12 and 13 are in
22 current use. When the plan is passed and the range is built, it we will
23 have to review it for any changes."
24

25 9. The Applicant shall provide the Owner's signature on the plans.
26

27 10. The Applicant shall note all waivers granted on the plan.
28

29 11. The Applicant shall provide a digital (electronic) copy of the complete final
30 plan sent to the Town at the time of signature by the Board in accordance
31 with Section 2.05.n of the regulations.
32

33 12. Outside consultant's fees shall be paid within 30 days of conditional site
34 plan approval.
35

36 13. Financial guaranty if necessary.
37

38 14. Final engineering review
39

40 **PLEASE NOTE -** Once these precedent conditions are met and the plans are
41 certified the approval is considered final. If these conditions are not met within
42 **120 days** to the day of the meeting at which the Planning Board grants
43 conditional approval the board's approval will be considered to have lapsed and
44 re-submission of the application will be required. See RSA 674:39 on vesting.
45

46 **GENERAL AND SUBSEQUENT CONDITIONS**

47

48 All of the conditions below are attached to this approval.
49

- 1 1. **No construction or site work for the amended site plan may be**
2 **undertaken until the pre-construction meeting with Town staff has**
3 **taken place, filing of an NPDES-EPA Permit and the site restoration**
4 **financial guaranty is in place with the Town.** Contact the Department
5 of Public Works to arrange for this meeting.
6
- 7 2. The project must be built and executed exactly as specified in the approved
8 application package unless modifications are approved by the Planning
9 Division & Department of Public Works, or if staff deems applicable, the
10 Planning Board.
11
- 12 3. All of the documentation submitted in the application package by the
13 applicant and any requirements imposed by other agencies are part of this
14 approval unless otherwise updated, revised, clarified in some manner, or
15 superseded in full or in part. In the case of conflicting information between
16 documents, the most recent documentation and this notice herein shall
17 generally be determining.
18
- 19 4. All site improvements must be completed prior to 12 months after Planning
20 Board final approval.
21
- 22 5. As built site plans must to be submitted to the Public Works Department
23 prior to the release of the applicant's financial guaranty.
24
- 25 6. It is the responsibility of the applicant to obtain all other local, state,
26 and Federal permits, licenses, and approvals which may be required as part
27 of this project (that were not received prior to certification of the plans).
28 Contact the Building Division at extension 115 regarding building permits.
29

30 **S. Benson seconded the motion.** No discussion. **Vote on the motion:**
31 **6-0-0.** The plan was conditionally approved.
32

33 [A. Sypek returned to the Board].
34

35 B. William J. and June L. Puglisi (Owners and Applicants), Map 17 Lots 30-1 and
36 30-2 – Application Acceptance and Public Hearing for formal review of a
37 subdivision plan to adjust the lot line between lots 17-30-1 and 17-30-2 at 33
38 and 41 Page Road, Zoned AR-I.
39

40 J. R. Trottier stated that there were no checklist items, and that Staff
41 recommended the application be accepted as complete.
42

43 **L. Wiles made a motion to accept the application as complete. S.**
44 **Benson seconded the motion.** No discussion. **Vote on the motion: 6-0-0.**
45 **The application was accepted as complete.**
46

47 A. Rugg stated that this starts the 65 day time frame under RSA 676:4.
48

49 Engineer Joe Wichert explained that when the original subdivision was
50 approved in 2008 that created these lots, the excess acreage created was

1 given to lot 30-1 where the Puglisi's residence was located. Because of their
2 need to now downsize by building a smaller residence on lot 30-2, they are
3 attempting to sell lot 30-1. A buyer interested in the house does not want the
4 extra 1.4 acres associated with it, therefore the Puglisis would like to annex it
5 to lot 30-2.

6
7 A. Rugg asked for Staff input.

8
9 J. R. Trottier read the requested waiver into the record from the Staff
10 Recommendation memo:

11
12 The Applicant has requested a waiver to Section 4.01.C of the Subdivision
13 Regulations to allow a plan scale of 1" = 50' whereas the maximum scale
14 allowed for topographic plans is 1" = 40'. The Applicant was granted the same
15 waiver for the original 2010 subdivision in order for the plan to fit onto a single
16 sheet. Staff supports granting the waiver because the scale provided allows
17 for the entire site to be viewed on a single page. Also, the previously approved
18 subdivision plan was granted a waiver to allow a 1" = 50'; changing the scale
19 for a revision of that plan would only serve to create confusion when
20 comparing the two.

21
22 J. R. Trottier briefly reviewed the Planning Department/Department of Public
23 Works/Stantec memo, describing them as housekeeping items, which included
24 comments about providing lot areas on the plan while also removing the well
25 radius shown within a roadway. Providing standard certifications and
26 signatures and addressing Design Review Committee comments as applicable
27 were the only other comments.

28
29 A. Rugg asked for Board input. There was none.

30
31 A. Rugg asked for public input. There was none.

32
33 **L. Wiles made a motion to grant the waiver based on Staff's**
34 **recommendation. S. Benson seconded the motion.** No discussion. **Vote**
35 **on the motion: 6-0-0.** The waiver was granted.

36
37 **L. Wiles made a motion to conditionally approve the subdivision plan**
38 **with the following conditions:**

39
40 "Applicant", herein, refers to the property owner, business owner, or
41 organization submitting this application and to his/its agents, successors, and
42 assigns.

43
44 **PRECEDENT CONDITIONS**

45
46 All of the precedent conditions below must be met by the Applicant, at the
47 expense of the Applicant, prior to certification of the plans by the Planning
48 Board. Certification of the plans is required prior to commencement of any site
49 work, any construction on the site or issuance of a building permit.

50

- 1 1. The Applicant shall update the notes on sheet 1 to include the proposed lot
2 areas per section 4.11.C of the regulations and Item III.7.c of the Lot Line
3 Adjustment checklist. In addition, the Applicant shall clarify the number of
4 bedrooms for lot 30-1 in note 6.
5
- 6 2. The Applicant shall remove the well radius shown within the roadway on
7 sheet 2 to comply with section 3.06.B of the Subdivision Regulations. In
8 addition, the Applicant shall correct the scale in the title block of sheets 3-5
9 to 40 (vs. 50) consistent with the plan views.
10
- 11 3. The Applicant shall address the DRC comments as applicable.
12
- 13 4. The Applicant shall provide soil and wetland scientist certifications as
14 appropriate.
15
- 16 5. The Applicant shall include the proposed use (i.e. residential) in the plan
17 notes.
18
- 19 6. The Applicant shall include the owner's signature on the plan.
20
- 21 7. The Applicant shall note all waivers granted on the plan.
22
- 23 8. The Applicant shall provide a digital (electronic) copy of the complete final
24 plan sent to the Town at the time of signature by the Board in accordance
25 with Section 2.05.n of the regulations.
26
- 27 9. The applicant shall provide a check for \$25 (made payable to the
28 *Rockingham County Registry of Deeds*) to pay for the LCHIP tax that
29 became effective on recording of all plans and documents at the registry on
30 July 1, 2008.
31
- 32 10. The applicant shall note all general and subsequent conditions on the plans
33 ***(must be on a sheet to be recorded, or a separate document to be***
34 ***recorded with the subdivision plans)***, per the new requirements of RSA
35 676:3.
36
- 37 11. Outside consultant's fees shall be paid within 30 days of conditional site
38 plan approval.
39
- 40 12. Financial guaranty if necessary.
41
- 42 13. Final engineering review
43

44 **PLEASE NOTE** - Once these precedent conditions are met and the plans are
45 certified, the approval is considered final. If these conditions are not met within
46 two years to the day of the meeting at which the Planning Board grants
47 conditional approval the board's approval will be considered to have lapsed and
48 re-submission of the application will be required. See RSA 674:39 on vesting.
49

50 **GENERAL AND SUBSEQUENT CONDITIONS**

1
2 All of the conditions below are attached to this approval.

- 3
4 1. The Applicant should note that the Wetlands and Non-Site Specific Permit
5 No. 2008-02137 from the NH Department of Environmental Services will
6 expire January 17, 2014.
7
8 2. **No construction or site work for the amended site plan may be**
9 **undertaken until the pre-construction meeting with Town staff has**
10 **taken place, filing of an NPDES-EPA Permit and the site restoration**
11 **financial guaranty is in place with the Town.** Contact the Department
12 of Public Works to arrange for this meeting.
13
14 3. The project must be built and executed exactly as specified in the approved
15 application package unless modifications are approved by the Planning
16 Division & Department of Public Works, or if staff deems applicable, the
17 Planning Board.
18
19 4. All of the documentation submitted in the application package by the
20 Applicant and any requirements imposed by other agencies are part of this
21 approval unless otherwise updated, revised, clarified in some manner, or
22 superseded in full or in part. In the case of conflicting information between
23 documents, the most recent documentation and this notice herein shall
24 generally be determining.
25
26 5. It is the responsibility of the Applicant to obtain all other local, state,
27 and Federal permits, licenses, and approvals which may be required as part
28 of this project (that were not received prior to certification of the plans).
29 Contact the Building Division at extension 115 regarding building permits.
30

31 **L. El-Azem seconded the motion.** No discussion. **Vote on the motion:**
32 **6-0-0.** The plan was conditionally approved.
33

34 Other Business

- 35
36 A. Review of a draft Request for Proposals (RFP) for 3rd party review of land
37 development applications.
38

39 Prior to the meeting, Staff distributed a draft RFP for 3rd party review of land
40 development applications to the Board. C. May explained that the difference
41 between this RFP and that approved and issued in 2012 is that this request
42 seeks two engineering consultants for the Town instead of one. She directed
43 the Board to page four, item 12 (see Attachment #2) which requires a
44 statement from the applicant that they will not be involved in or contract with
45 "any project proponents, partners and associates who seek to submit" an
46 application to the Planning Board. She said the Town Attorney has
47 recommended striking the point since doing so would widen the pool of
48 potential applicants, however Staff advises against removing it because as A.
49 Rugg explained, a conflict of interest could result. He added that the document
50 has been reviewed by the Town Manager in addition to Staff and the Town

1 Attorney.

2
3 When M. Soares asked whether the Planning Board was asking the Town
4 Council to issue the RFP on their behalf or if the Board was issuing it
5 themselves, C. May replied that the Planning Board had been asked to issue it.
6 A. Rugg noted that Town Council Ex-Officio Planning Board member Tom Freda
7 was not present to provide any background. L. Reilly asked if the process
8 would be the same as that used for the 2012 RFP, e.g. whether a
9 subcommittee would be formed to interview candidates and make a
10 recommendation. A. Rugg stated his opinion that because the Board has
11 employed several subcommittees in the past two years for various reasons,
12 Board members might prefer that the Board perform the interviews as a whole.
13 A meeting date or dates could be chosen based on the number of items on a
14 future agenda or an extra meeting of the Board could be scheduled. The
15 criteria used during the last selection process could be utilized again to be
16 consistent. Particularly because that same criteria may be used, L. El-Azem
17 asked what would happen if the Board again chose Stantec Consulting Services
18 since that choice was not deemed satisfactory by the Council. She also
19 questioned having to repeat a process that previously utilized a significant
20 amount of volunteer and Staff time. C. Davies said the process would need to
21 be repeated since the new RFP requires two consultants be chosen. L. Reilly
22 asked if the subcommittee's second choice from 2012 could simply be asked if
23 they were still interested in the position, however others pointed out that they
24 may not be amenable to a two-consultant scenario. C. Davies suggested that
25 the criteria used in 2012 may need to be revised to suit the amended RFP, and
26 that doing so could result in revised submissions from any firms that previously
27 submitted proposals. L. Wiles stated that simply because of the amount of
28 time that has passed since the original submissions, different responses could
29 be received from the RFP.

30 Based on the number of submittals received in 2012 (four) and the
31 number of firms whose submissions were complete and were therefore
32 interviewed (three), M. Newman suggested the possibility that even fewer
33 firms may apply if 1) they have no guarantee how much of the workload they
34 will share, 2) they do not know based on the language in the RFP exactly what
35 method will be used to distribute projects, and 3) they are required to agree
36 not to do business with developers submitting projects to the Town. L. Reilly
37 pointed out that because of the shared workload, firms may present higher
38 review costs. C. May explained that the method of distribution was
39 intentionally not spelled out in the draft RFP so that in reviewing the document,
40 the Board would address the need to make that decision. When asked, she
41 explained that most area towns use a single consultant, but that those who use
42 the two-consultant system simply alternate projects to firms as they come in.
43 Derry is one of those towns and it was explained to Staff by their Derry
44 counterparts that the consultants offer two different pricing structures,
45 however it typically takes the firm with the lower cost twice as long to perform
46 the review. Therefore no developer is paying more than another to have their
47 plan reviewed. If the Board decides to employ the alternating method, C. May
48 stated, they may find that if one firm is receiving larger projects, they may
49 need to assign more than one project at a time to the other. The situation
50 could also be complicated if an applicant specifically chooses the firm who is

1 not next in line to receive a project, to which L. Reilly added that the firm
2 chosen may not be able to accommodate that project into their current
3 workload. L. Reilly also questioned whether the difference in costs of the two
4 firms could result in inconsistent reporting styles. Staff, she said, could be
5 expending a substantial amount of time and effort having to familiarize
6 themselves with the methods of a new firm while also educating that firm on
7 the requirements and expectations of the Town. All of these issues would have
8 to be decided in her opinion before any proposals are even read. M. Soares
9 stated that since the Town Council is the only body that can approve and sign a
10 contract, they may choose to disregard the methods determined by the
11 Planning Board. Contract length would also need to be discussed by the Board
12 since it will also have an impact on the submissions from firms and would
13 impact Staff with regard to having to establish a working relationship with
14 another new firm.

15 M. Newman stated that in 2012, the RFP was designed as a quality
16 based selection process, yet when the subcommittee presented
17 recommendation derived from the qualities of the firms that applied, the issue
18 of cost was then presented as a main concern. If that is still the true concern,
19 she said, it is not reflected in the new RFP since the only time cost is
20 mentioned is under the scope of services, where the general qualifications for a
21 firm require them to be multi-disciplined and have the ability to review projects
22 "in a professional, yet cost effective, manner." C. May noted that unlike the
23 2012 RFP where firms were required to submit cost proposals in a separate
24 sealed envelope, costs under the new RFP must now be viewed as part of the
25 proposals. If the firm chosen based on quality has a higher cost than their
26 competitors, she said negotiations can take place to determine if those costs
27 can be lowered. If they cannot, the next highest selection is chosen and so on.
28 L. Wiles expressed concern and M. Newman agreed that in that situation,
29 quality becomes second to cost. C. May noted for the Board's information that
30 Stantec's fees are similar to firms that serve other towns.

31 Following further discussion, it was decided to review the following
32 items; the report presented to the Board by the subcommittee in 2012, the
33 minutes of the Planning Board meetings where the RFP and the subcommittee's
34 recommendation were discussed, the subcommittee's minutes, the 2012 RFP
35 itself, and the proposed RFP. The topic could then be revisited at the
36 December 4 meeting. Board members were encouraged to offer any revisions
37 to the new RFP. Staff was asked to invite the Town Manager to that meeting
38 to gain his input and opinion on the matter. They were also asked to contact
39 the Derry Planning Department for an update on any pros and cons to their
40 system.

41
42 **Adjournment:**

43
44 **M. Soares made a motion to adjourn the meeting. S. Benson seconded the**
45 **motion. Vote on the motion: 6-0-0.**

46
47 The meeting adjourned at 8:28 PM.

48
49 These minutes prepared by Associate Planner Jaye Trottier

50

1 Respectfully Submitted,
2
3
4
5
6 Lynn Wiles, Secretary

Generally, "Safety Zones" refer commonly to those areas in communities where homes and buildings are present, where "hunters" may not discharge a firearm. The distances vary from 50 yards to 450 feet. In New Hampshire it is 300 feet.

1 Michigan Department of Natural Resources-Safety Zones around buildings - "Safety zones are all areas within 150 yards (450 feet) of an occupied building, house, cabin, or any barn or other building used in a farm operation."

2 New Jersey has a "Safety Zone Law" The firearm SAFETY ZONE is the area within 450 feet of a building or school playground, even if not occupied. For bowhunters, the SAFETY ZONE around buildings is 150 feet but remains 450 feet from a school playground."

3 Maryland HB 366 filed in January established a "SAFETY ZONE" for Archery use.

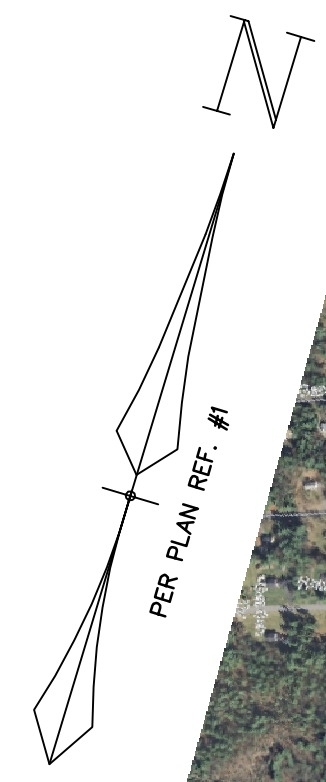
4 Vermont §4710. "Safety Zone" (a) A person may on land owned or occupied by him or her and within 500 feet of any occupied dwelling house, residence, or other building or camp occupied by human beings, or any barn, stable, or other building used in connection therewith, maintain posters furnished by the fish and wildlife department not less than 12 inches wide and 18 inches high containing the words "safety zone, shooting prohibited." An area bounded by such posters placed at each corner, and not more than 200 feet apart on the boundaries shall be considered enclosed land for the purpose of this section and is hereby defined as a "safety zone." Without advance permission of the owner or occupant, a person shall not discharge a firearm within or take a wild animal that is within a "safety zone" as defined herein.

5 New Hampshire The Fish & Game Website refers to a "SAFETY ZONE" in the context of hunting activities and states, "Consider signage options that will address your concerns. Among them: "Hunting by Permission Only," "Caution - Horses," or "Safety Zone." With the latter option, you can establish a signed safety perimeter around your house, while keeping the rest of your land open to hunters and others. N.H. RSA 207:3-a States, "a hunter (or anyone else, for that matter) shall not discharge a firearm or bow and arrow within 300 feet of a permanently occupied dwelling without the landowner's permission..."

Present Range locations

The residence located the closest to any range on LFGC property is 7 Lund Street. The residence lies 900± feet to the west of the 50/100 Yard Range. Shooting on that range is in the Northerly direction. This range is over 30 years old and the homes on Lund were built in 2000. A power line corridor lies 200 feet north of our 50/100 yard range and runs westerly.

CAUTION SIGNS ALONG THE LFGC BOUNDARY LINES HAVE BEEN PLACED TO ALERT ADJACENT LANDOWNERS.



"SAFETY ZONE" EXHIBIT

"LONDONDERRY FISH AND GAME"

TAX MAP 8 • LOTS 12 & 13

LAND BETWEEN THE MUSQUASH CONSERVATION AREA AND THE LITCHFIELD TOWN LINE

LONDONDERRY, NH

OWNER OF RECORD:

LONDONDERRY FISH & GAME CLUB

P.O. BOX 229, LONDONDERRY, NH 03053

NOVEMBER 05, 2013

0 400 800 1600 2400 3200 FEET

SCALE: 1" = 800'

PREPARED BY

ERIC C. MITCHELL & ASSOC. INC.

PLANNING - SURVEYING - ENVIRONMENTAL

P.O. BOX 10298, 106 SO. RIVER RD., BEDFORD N.H. 03110-0298

PH. (603) 627-1181

Town of Londonderry, NH
Planning and Economic Development Department

Request for Proposals (RFP)

The Town of Londonderry, New Hampshire, through its Planning & Economic Development Department, is requesting the submittal of proposals from qualified civil engineering consulting firms to conduct review services for subdivision and site plans submitted to the Planning Board for consideration.

Background

The Town of Londonderry is among the top 10 fastest growing communities in the State of New Hampshire. As the fourth largest town, Londonderry (2010 Census population of 24,129) it is a combination of a bedroom community to metro-areas of Boston and Manchester, NH, a co-host of Manchester-Boston Regional Airport, home of a recognized, superb school system, and a community replete with stone walls and white church steeples in addition to modern eco-industrial/business parks.

Formerly recognized as an agricultural community hosting a large concentration of family-owned apple orchards and farms, Londonderry has carefully developed a mix of a traditional New England community with the assets and benefits of a vibrant business/industrial sector in order to achieve a balance, accented by the town's brand, "Business is good. Life is better."

Londonderry averages over 100,000 SF of non-residential development per year and a six year average of 26 residential units per year in Town.

SCOPE OF SERVICES:

The Town is soliciting proposals from multi-disciplined firms or joint ventures that possess the array of planning and engineering expertise needed for a comprehensive review of Londonderry's varied development projects in a professional, yet cost effective, manner. The Town has professional Planning and Engineering staff and is looking for two (2) firms to assist with the following specific service areas:

1. Review subdivision and site plans and other related projects, including preparation of written reports that set forth compliance with municipal ordinances, checklists, and accepted planning and engineering design practice.
2. Participate in staff meetings as necessary to review comments on active or pending projects.
3. Provide a written technical review to the Planning & Economic Development Department of said site plan or subdivision plan not more than fifteen (15) business days after receipt of said plan. (Written engineering reviews shall be transmitted in electronic format via e-mail to the Planning & Economic Development Director, Public Works and Engineering Director, Assistant Public Works and Engineering Director and Town Planner.)
4. Provide recommendations of projects for such items as: surface drainage and runoff, storm-water permits, erosion and sediment control, soils, other environmental issues, general engineering practice and design, street design and parking standards, sewer infrastructure, traffic, and performance guarantee estimates.
5. Attend such Planning Board meetings and Development Review Committee meetings as requested by the Planning Board, Public Works and Engineering Director or Planning & Economic Development Director.
6. Maintain all documents and other material related to the duties and function of the review consultant. Assist the Public Works and Engineering and Planning & Economic Development Departments with the inspection of development projects.
7. Perform reviews with consideration of planning, architecture, urban design, and planned unit developments (PUD's) practices, including new urbanism concepts, as appropriate.

8. Perform other related engineering services as requested.

The selected firms will each consist of a team of qualified professionals who can review subdivision and site plans on a regular and timely basis and perform all other duties as defined under the scope of services. The Town will expect the firm to work with other Town consultants and staff as necessary. All engineering reviews shall be completed by a professional engineer registered in the state of New Hampshire. The method of distributing project tasks to each review firm shall be determined by the Planning Board and administered by the Planning and Economic Development Department, prior to executing contracts with either firm.

RFP submittal material should include:

1. The name and address of the firm, name of primary contact person, and the names and addresses of all partners, officers, and directors, and any other person with an ownership interest greater than 5%.
2. Names of any Town officials or employees who are related to, or engaged in business activities with, any of the partners, officials or directors of the firm, or have any ownership interest in the firm.
3. A brief resume of your firm's experience with respect to providing civil engineering plan reviews for municipalities. Include a list of recent projects reviewed and/or inspected. Particular attention should be paid to the last 5-years experience.
4. A brief discussion about your firm's capabilities with respect to addressing the following project review items: roadways, storm water, environmental, traffic signals, traffic impacts and mitigation, structural/geotechnical review, municipal and private utilities, planning, architecture, urban design, planned unit developments (PUD) including experience with new urbanism concepts, cost containment methods, and compliance with state and federal regulations.
5. Examples from previous review projects that encompass, at a minimum, the review of the roadway and stormwater management components of the project(s). Sample engineering review letters are acceptable documentation.
6. An overview of your firm's approach to performing design reviews, including review timetable.
7. Demonstration of the consultant's experience with planning, architecture, urban design, and planned unit developments (PUD), including experience with new urbanism concepts.

8. Names and qualifications of key personnel who will be responsible for conducting plan reviews as well as the point of contact, including registrations and certifications.
9. List of references from clients for whom you have provided engineering review services.
10. A statement confirming that your firm can accommodate the anticipated variable work load.
11. A listing of all subcontractor firm names to be used for the project (if not on staff), such as traffic consultants or wetland scientists.
12. A statement advising the Town that the consultant is not involved in, will not be involved in, and will not enter into, a contract with any project proponents, partners and associates who seek to submit a site plan, subdivision plan or development application to the Town of Londonderry for consideration.
13. The applicant shall fully and completely identify any personal, business, contractual or other engagements, arrangements or other dealings has or had with any Town officer, Town employee or a business entity with which a Town officer or Town employee is affiliated.
14. A fee schedule/ hourly rate for all personnel/positions who may be assigned to this contract, as well as, travel time and other anticipated incidental fees.
15. The signed proposal shall state that it is a firm offer and the signatory is authorized to bind the firm submitting the proposal to the terms contained within the proposal for a period of ninety (90) days from the date of submission.

Liability & Indemnification

The selected firm will hold harmless and indemnify the Town against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorney fees) arising in any way out of the Consultant's performance or non-performance of its obligations under this Contract. Consultant will defend all such actions with counsel satisfactory to the Town at its own expense, including attorney's fees, and will satisfy any judgment rendered against the Town in such action.

Insurance Requirements

All Liability policies shall include the Town of Londonderry, NH named as an additional Insured.

The Consultant shall purchase and maintain, for the duration of the contract, insurance of limits and types specified below from an insurance company approved by the Town.

1. The Consultant's insurance shall be primary in the event of a loss.
2. The additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Consultant.
3. The Town of Londonderry, NH shall be listed as a Certificate Holder. The Town shall be identified as follows:

Town of Londonderry
Finance Department
268 B Mammoth Road
Londonderry, NH 03053

Evidence of Insurance

As evidence of insurance coverage, the Town may, in lieu of actual policies, accept official written statements from the insurance companies certifying that all the insurance policies specified below are in force for the specific period. The Consultant shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the

Town of Londonderry, NH at least thirty (30) days prior to the cancellation or non-renewal of such coverage.

Forms of Insurance

Insurance shall be in such form as will protect the Consultant from all claims and liability for damages for bodily injury, including accidental death, and for damage, which may arise from operations under this Contract whether such operation by himself or by anyone directly or indirectly employed by him.

Amounts of Insurance

- A. Comprehensive General Liability:
Bodily Injury or Property Damage - \$1,000,000

- B. Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000

- C. Professional Liability:
Errors and Omissions - \$2,000,000

Additionally, the Consultant shall purchase and maintain the following types of insurance:

Full Workers Comprehensive Insurance Coverage for all people employed by the Consultant to perform work on the project. The insurance shall be in strict accordance with requirements of the current laws of the State of New Hampshire.

The Selection Process

The issuance of the proposal is not a guarantee that the Town of Londonderry will select any of the applicants that submit a proposal. The Town reserves the right to withdraw this RFP or to reject all proposals received in response to it. The Town of Londonderry assumes no responsibility or liability for cost incurred by recipients of this RFP in responding to it or in responding to any subsequent information requests.

Proposals will be reviewed using a Quality-Based Selection process. The Board, with recommendations from Staff, will evaluate each proposal based on the documentation requested herein.

Once the highest quality proposals have been identified, the staff will contact and schedule interviews with the selected firms with the Board. The Board will endeavor to select the firm that best aligns with the scope of work, experience and evaluation and selection criteria contained in this RFP.

Ten (10) copies of the proposals (and an electronic PDF version) are to be submitted to:

Town of Londonderry
Finance Department
268 B Mammoth Road
Londonderry, NH 03053

All Proposals must be submitted **on or before** _____ **at 4:00 PM**. Each envelope must be clearly marked “**Town of Londonderry RFP – Planning Board Professional Engineering Design Review Services**” with the proposing firm’s name, address, and contact information. Each firm assumes the responsibility for ensuring the timely submittal of their proposal. This is not the responsibility of the Town.

The Town of Londonderry, NH reserves the right to reject any proposal for any non-discriminatory reason it deems advisable to protect the interests of the Town.

Revisions to the RFP

If the Town determines it is necessary to revise the RFP, an addendum will be provided to all applicants or those that received the original RFP, depending on the stage of the process.

Appendix A

TOWN OF LONDONDERRY
REQUEST FOR PROPOSAL
Planning and Engineering Review Services
PROPOSAL FORM

Proposal of _____
NAME

ADDRESS

to furnish and deliver all material and perform all work in accordance with the Request for Proposals issued by the Town of Londonderry and dated _____ on which proposals will be received until 4:00 PM, prevailing time, at:

Finance Department
268B Mammoth Road
Londonderry, NH 03053

In accordance with the invitation of the Town of Londonderry to submit proposals for Planning and Engineering Review Services, and in conformity with the Request for Proposals (RFP), the undersigned hereby certifies that the undersigned is authorized to bind the firm, corporation or company submitting the enclosed proposal; that the enclosed proposal is a firm offer that shall remain open for not less than ninety (90) days; that this proposal is made without collusion with any person, firm or corporation; and that an examination has been made of the documents furnished with the RFP.

A cost summary and sample level of effort is provided for information along with a proposed fee for proposed services. A rate schedule by labor category is also included.

It is further proposed:

The undersigned declares under penalty of perjury under the laws of the United States and the State of New Hampshire that, in accordance with provisions of Title 23 U.S.C., Section 112(c), the undersigned has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.

Certification Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification and;

(d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default

II. Where the prospective primary participant is unable to certify to any the statements in this certifications, such prospective participant shall attach an explanation to this proposal.

Dated _____ - (IF A FIRM OR AN INDIVIDUAL)

Signature of Bidder _____

Printed Name _____

Address of Bidder _____

Telephone Number _____

Names and Address of Relevant Members of the Firm:

(IF A CORPORATION OR OTHER ENTITY)

Signature of Bidder _____

Printed Name _____

Address of Bidder _____

Telephone Number _____

Incorporated under the laws of the State of _____

Names of Officers / Member / Principals:

1. _____ Name _____
Title _____

2. _____ Name _____
Title _____

3. _____ Name _____
Title _____