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**Sandown Planning Board  
Minutes  
February 4, 2014**

**Date:** February 4, 2014

**Place:** Sandown Town Hall

**Members Present:** Matt Russell -Vice Chairman, Steven Meisner, Ed Mencis, Ernie Brown, Matthew Brown, Hans Nicolaisen – Ex Officio

**Also Present:** Recording Secretary - Andrea Cairns

**Absent:** Mark Traeger – Chairman, Town Engineer - Steve Keach

**Opening:** Mr. Russell opened the meeting at 7:06 p.m.

**Review of the 1/7/14 Minutes**

L407 change “though” to “thought”

*Discussion:* Mr. Nicolaisen asked for clarification on the motion made to release the bond to Amy Newton.

**MOTION:** Mr. Mencis made a motion to approve the 1/7/14 minutes as amended. Mr. M. Brown seconded the motion. Members voted in favor. Mr. Nicolaisen abstained. The motion passed.

**Correspondence**

Two issues of *Town & City Magazine*

The Source Newsletter from NHDES Drinking Water Source Protection Program

**Police Chief Joe Gordon regarding the potential site for the proposed new police station**

Chief Gordon noted he wanted to knock down any barriers that may come up as the project progresses towards March 11. One of the issues that came up was a zoning regulation concern regarding the building being in a residential zone. Ms. Cairns provided Chief Gordon with the information regarding RSA 674:54 – Government Land Uses which states that the town does not need to adhere to local zoning and planning regulations when a property is being used for governmental purposes. Ms. Cairns confirmed with the Local Government Center that RSA applied to this situation. Chief Gordon noted the RSA states that they do still need to comply with state building and safety codes. He noted he was before the board to make sure they didn’t see any other issues.

He brought plans from the approved one-lot subdivision from Patricia Brown as well as drawings of the building.

45 Mr. Mencis questioned if the new lot had been recorded. Mr. Russell noted that it had not  
46 been recorded, so it remains as one contiguous lot.

47  
48 Mr. Russell noted the project wasn't required to go through a site plan review which was  
49 suggested by Ms. Green at deliberative session, but he did think it was a good exercise to  
50 go through; if only to put some people at ease that the plans had been reviewed by the  
51 planning board and town engineer.

52  
53 Chief Gordon noted the structure already exists and they did have a home inspector go  
54 through the site and no issues have surfaced.

55  
56 Mr. Russell noted he talked to several people in town and they weren't aware of the  
57 proposed project. They were under the impression they were getting a new building, so  
58 going through the site plan review could be another way to inform people of the project  
59 so they know it isn't a compromise.

60  
61 Chief Gordon noted the structure, well, septic and pavement are already in there. We are  
62 just going to be changing the functionality of the first floor and adding a garage which  
63 will connect to a booking room/holding area towards the back. The town will virtually be  
64 getting a new structure because everything will be changed except the exterior walls. He  
65 noted there was one spot of rot found near the door which will be fixed. There are no  
66 structural issues and the building meets all insulation standards. They are putting in a new  
67 roof, windows, new siding, garage, fixtures and lighting. They will make very minor  
68 changes to the second floor, taking down one wall for a conference room. Any future  
69 projects for the upstairs will be budgeted for down the road.

70  
71 Mr. Nicolaisen didn't feel a site plan review was necessary since nothing is changing on  
72 the site with the exception of adding a garage. The home inspector already gave it a  
73 positive review.

74  
75 Chief Gordon noted when the project is finished you will see a whole new look, there  
76 may be some used furniture, but it will be a new police station.

77  
78 Mr. Russell asked what the cost savings would be to use the new site. Chief Gordon  
79 noted it would be approximately \$175,000 in savings. He noted he feels the 460 Main  
80 Street site is the better location.

81  
82 Mr. Mencis questioned if there was potential to use the second floor for storage or office  
83 space down the line. Chief Gordon noted they could potentially put storage in the  
84 basement since it is dry and showed no indication of water.

85  
86 Chief Gordon noted on the back side of the lot there will be an exit only driveway out  
87 onto Pheasant Run from the garage. Mr. Mencis confirmed there was a previous  
88 driveway proposed onto Pheasant Run, but the location was different. Chief Gordon  
89 indicated where the proposed driveway would go. It doesn't interfere with septic or the  
90 propane tank. There isn't significant grade or wetlands at that location.

91

92 Mr. Mencis did a water test on the well and confirmed it is good water.

93

94 Chief Gordon noted the leach field is set up for 7 units. The maximum people on-site will  
95 be about five people—they won't have nearly the impact on the well that the apartments  
96 have. He noted there won't be any overnight accommodations, so they won't need to  
97 deal with laundry.

98

99 He noted Chief Tapley reviewed the site and they do not need to put in a sprinkler  
100 system. Mr. Mencis noted since they are stripping the walls, it might not be a bad time to  
101 install them. It may save on insurance costs. Chief Gordon noted the insurance is based  
102 on how far you are from a hydrant or a fire department. Mr. Russell noted there is Hunt  
103 Pond at the end of Pheasant Run Road.

104

105 Chief Gordon noted they would be using 4,200 sq. ft. with one half of the upstairs. They  
106 will use the upstairs for a training facility. He noted it was very exciting to have extra  
107 room to do training scenarios since they never thought they would have that opportunity.

108

109 Chief Gordon noted in terms of handicap accessibility they have to make arrangements  
110 for people to get upstairs. They were thinking of putting the elevator inside the building,  
111 but if they did that, they would need to put it in the basement and do two floors. If they  
112 put the elevator on the outside of the building, they can only do one floor. He noted it was  
113 approximately \$40,000-\$50,000 and was hoping to find a grant opportunity to help pay  
114 for it.

115

116 Mr. Russell asked what the proposed timeline would be. Chief Gordon noted that if the  
117 warrant passed in March, the current owner will have March 12, 2014-April 15, 2014 to  
118 evict the current tenants. If they need additional time for the eviction process, they will  
119 push the closing to May 30, 2014. The building will be vacant when the town takes  
120 ownership.

121

122 Chief Gordon noted they have a lot of people willing to help gut the building, as long as  
123 the town has insurance to cover the liability. He feels the entire project could be  
124 completed in 6 months.

125

126 Ms. Cairns explained that in accordance with RSA 674:54, they will need to hold a public  
127 hearing to review the final plans 60 days before construction can begin. She noted that  
128 Mr. Keach felt that the bidding process and bonding process will take that amount of time  
129 so it would not push the project back. Ms. Cairns suggested Chief Gordon speak with  
130 Steve Keach to discuss the process.

131

132 Mr. Mencis asked what kind of sign they would have. Chief Gordon noted he has not  
133 finalized that yet. He thought maybe they could have an electronic sign or it could  
134 potentially be an Eagle Scout project.

135

136 Chief Gordon noted he is going to promote the new site as much as possible. He was  
137 considering sending out postcards and was planning on meeting with as many boards and  
138 civic groups as possible.

139

140 Mr. Meisner questioned the bond for the builder and noted its importance. Chief Gordon  
141 thought they may be able to come to terms with the builder up front so they wouldn't  
142 have to post a bond. He noted concern about builders having other projects so they may  
143 not be able to obtain a bond. Mr. Meisner noted he has had several projects going at once  
144 and hasn't had issues receiving several bonds; he felt it wasn't difficult to get bonded.

145

146 Mr. Nicolaisen asked if Chief Gordon has considered hiring a construction manager so  
147 that the town can see all the individual bids vs. bidding out the entire package as one  
148 project. He thought that might save money in the long run and the town would have more  
149 say in what they were paying for subcontractors.

150

151 Chief Gordon thought that would be more expensive and planned on utilizing the staff the  
152 town has (building department) to oversee the process. He noted the Town of Hampstead  
153 is using one builder and hired an internal project manager to oversee the project.

154

155 Mr. Nicolaisen noted that when you hire a company to project manager, they send out the  
156 bids for each part of the project. The town sees those bids and can chose who to go with.  
157 When hiring one company to do the building, the town can't see the individual bids.

158

159 Chief Gordon noted that whoever puts in a bid for the project, knows the bottom line,  
160 they know they have to do the project for that amount.

161

162 Chief Gordon noted he needs to look into a liability insurance policy to allow the town  
163 volunteers to do the demo themselves. Mr. Nicolaisen noted there is already a policy that  
164 covers volunteers. He noted it spells out what kind of equipment can be used, and what  
165 kind of work can be done. The volunteers will need to sign the waiver. Chief Gordon  
166 noted doing the demolition work themselves could save \$5,000-10,000.

167

168 Chief Gordon asked if anyone on the Board knew someone to talk to about closed cell  
169 insulation. Mr. Russell suggested he speak with Brian Butler since he did a lot of research  
170 on it for the Train Depot.

171

172 Chief Gordon thanked the board for their time.

173

174 **MOTION:** Mr. Mencis made a motion to adjourn. Mr. Nicolaisen seconded the motion.  
175 All members voted unanimously in favor. The motion passed. MEETING ADJOURNED  
176 at 7:58 p.m.

177

178 Respectfully Submitted,

179



180

Andrea Cairns