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5 **Stratham Planning Board**
6 **Meeting Minutes**
7 **February 04, 2015**
8 **Municipal Center, Selectmen's Meeting Room**
9 **10 Bunker Hill Avenue**
10 **Time: 7:00 PM**
11

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13 Members Present: Mike Houghton, Chairman
14 Bob Baskerville, Vice Chairman
15 Bruno Federico, Selectmen's Representative
16 Jameson Paine, Member
17 Tom House, Member
18 Christopher Merrick, Alternate
19 Nancy Ober, Alternate
20

21 Staff Present: Lincoln Daley, Town Planner
22

23 **1. Call to Order/Roll Call.**

24
25 The Chairman took roll call.
26

27 *Mr. Baskerville arrived at 7:04 pm.*
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29 **2. Review/Approval of Meeting Minutes.**

30 a. January 7, 2015

31 b. January 21, 2015

32 Mr. Paine made a motion to approve the minutes from January 7 and January 21, 2015 as
33 written. Motion seconded by Mr. Federico. Motion carried unanimously.

34 **3. Public Hearing(s).**

35 a. **ST Holdings Company, LLC, 37 Portsmouth Avenue, Stratham, NH 03885 for the**
36 **property located at 37 & 39 Portsmouth Avenue, Stratham, NH Tax Map 9, Lots 2**
37 **& 3. Site Plan Review Application to construct a 7,125 square foot auto dealership**
38 **building expansion, parking lot and roadway improvements, and related lighting,**
39 **landscaping, drainage enhancements. (Continued from January 7, 2015).**

40 Mr. Michael Donahue, attorney took the floor. He said since the last meeting they had
41 resolved the fire protection issues, life safety codes, and the architect had incorporated
42 the aesthetic suggestions made by the Board to the exterior of the building. Signage had

1 now been detailed on the plans also, the only setback has been the drilling of the well due
2 to the recent weather. Based on Mr. Paine's question about the use of the back of the
3 property in the interim period, they did an analysis where they've made sure there will
4 be 4 access points, 2 of them from River Road which would include for Town public
5 safety vehicles, for which there is a fire truck turning template, but also for car carriers.
6 With those in place, they believe they can park up to 80 vehicles in storage; they are not
7 committing that they are going to store 80 vehicles there, but until such time it becomes
8 a public road and connected, 80 vehicles could be placed there. They are prepared to
9 place a note on the plan to that effect, and they have prepared a condition of approval
10 that says the applicant will maintain the access for the car carrier and safety vehicles so
11 the vehicles can't be stored haphazardly.

12 Mr. Donahue said they had worked on the conditions of approval and sent them to Mr.
13 Daley who responded with his comments. There are still some issues which would need
14 to be negotiated with the Board of Selectmen (B.O.S.) that relate to the public
15 improvements. Today, they were invited to meet with the Town's Public Works
16 Commission in a week to help get a resolution to the issues concerning water and sewer.
17 A detailed phasing landscaping installation plan is being prepared as a result of comments
18 from the Board at the last meeting.

19 Mr. Bruce Scamman, civil engineer for the project, took the floor. He addressed some
20 of the comments from Civilworks' review. One of the comments was that some of the
21 grades were a little steep in places so a path has been added to the plan, and as a result
22 the corner was steep so that area was re-graded. Next, Mr. Scamman talked about the
23 signage. He said they went through the sign ordinance and found the front sign could be
24 moved approximately 15' closer to the property line so they are showing the existing sign
25 being relocated. Paul Connelly noticed the height of Sullivan Tires next door had been
26 excluded so that's been added as have 2 loading areas. He said everything else from
27 Civilworks was more about the interpretation of the zoning.

28 Mr. Daley asked Mr. Scamman to talk them through the sidewalk fronting Portsmouth
29 Avenue and the slight extension of that sidewalk across River Road on the Autofair
30 property. Mr. Scamman said at the TRC, Mr. Johnson asked for them to add that for
31 someone who is handicapped or blind, as there was no place for them to cross. Mr.
32 Scamman said they had added the same thing in front of the Sullivan Tire property. He
33 mentioned that all of the work will be in the State right of way.

34 Mr. Daley said based on a past discussion, there was additional information needed from
35 the Board to give to the applicant regarding the Gateway lights along the connector road.
36 He continued that recently as part of the Town Center project, a design was adopted for
37 ornamental New England style lights which will be given to the applicant to incorporate
38 into the overall design. They were designed by Jeff Hyland, the Landscape Architect for
39 this project.

40 Mr. Daley then referred to Phase 2 and the inclusion of Sullivan Tires property. He asked
41 what efforts had been made to communicate this project with Sullivan Tires property
42 owners and if the easements aren't there to allow for Phase 2, how can the Planning Board
43 approve Phase 2 which incorporates an interconnection between the two properties. Mr.
44 Scamman said at this point they don't have any agreements with Sullivan Tires; this is

1 conceptual. They would have to come back to the Board to finalize any approval as part
2 of that construction process. Mr. Scamman said that Sullivan Tires will have a hard time
3 connecting to the Gateway connector road because of the two ponds at the back of their
4 property so as part of this process, they were just trying to show the front section being
5 part of a connection that would straddle the property line, and as an example of what
6 could be done. At this point, the applicant has not vetted the design with the owners of
7 the Sullivan Tire site. .

8 Mr. Daley said the difference between the Gateway Road and Sullivan Tire connector is
9 that the applicant has a willing party to work with them on the possible abandonment of
10 River Road. Mr. Scamman added that they don't have a willing partner in Market Basket
11 to connect to their part of the road either as of today.

12 Mr. Paul Deschaine explained that when he saw the information earlier, he was taking it
13 literally. Phase 1 would be approved, followed by Phase 2. He said if Phase 2 really is
14 conceptual, he just needed clarification as to what the Board was really approving. He
15 didn't know if the Planning Board had a feeling that they were approving a phase or was
16 there just an understanding they were being shown a concept plan for a future site plan
17 amendment should the circumstances fall into place quicker.

18 Mr. Donahue said they had to show the conceptual elements, and they weren't trying to
19 get those parts of the plan approved; he said the word, "conceptual" would be added to
20 the Phase 2 plan.

21 Mr. Houghton said the Board has been going along with this being a phased plan so he
22 doesn't see this being a bone of contention; in terms of how it's documented properly,
23 the applicant should work with the Town Planner to make sure the right wording is in
24 place particularly for conditions.

25 Mr. Merrick said he thought the wording was pretty clear on the plan that this is 2 phased
26 project. Mr. Daley said the wording provided by Mr. Donahue allows the applicant to
27 come back before the Board for 2 amended site plans and also protects the Town.

28 Mr. Paine said the notes state the applicant has to provide a Mylar and copies of the
29 approved plan set; he suggested some definition of what Phase 1 is be added to that note.

30 Mr. Deschaine said it still wasn't clear exactly what the Board would be approving in
31 reference to Phase 2, especially if they have to come back for a site plan amendment
32 anyway.

33 Mr. Daley commented that there is a phasing process involving landscaping and the
34 extension of the parking area which is part of Phase 2 which he thinks is important for
35 the Board to approve. Mr. Merrick said it's important to have it as it gives the board the
36 context of what could happen based on the site approval of Phase 1.

37 Mr. Baskerville suggested taking the language from Note 10 and putting it onto sheet C4
38 of the Phase 2 site plan about having to come back for site plan approval. Mr. Merrick
39 thought Mr. Baskerville's suggestion was a good one.

40 Mr. Donahue said there are 2 issues with Phase 2; Sullivan Tires has to agree, and the
41 Town needs to vote to discontinue River Road which isn't going to happen until Market

1 Basket is involved. He then reminded the Board that they had talked about waivers at
2 the previous meeting, but the Board never acted on them.

3 Mr. House referred to the preliminary building code document the applicant had provided
4 and said they should add NH 2009 amendments to the reference for the IBC 2009 under
5 applicable codes, and also A117.1

6 Mr. Scott Vlasak briefly summarized the changes to the architecture of the building
7 which incorporated suggested changes from the Board at the previous meeting. All
8 changes have been incorporated into the notes. They have added the signage calculations
9 also.

10 The Board moved to discuss the waivers from 5.8.a Outdoor lighting and Section 5.15.i
11 about location of vehicles entry doors and screening. Mr. Baskerville made a motion that
12 the Board approves the waiver for the illumination of the sidewalk and path over the
13 property line from Section 5.8.a. Motion seconded by Mr. House. Motion passed
14 unanimously.

15 Mr. Baskerville made a motion that the Board approves a waiver so that garage doors
16 facing River Road and the Gateway Connector Road are allowed which is Section 5. 15.i.
17 Motion seconded by Mr. House. Motion carried unanimously.

18 Mr. Houghton recommended that the applicant worked with Mr. Daley to fine tune the
19 wording of the conditions and asked Mr. Daley to draft a Notice of Decision. He
20 suggested the applicant come back at the earliest opportunity for the final approval. Mr.
21 Baskerville inquired if they could approve it tonight as they had all the information. Mr.
22 Daley said it was important the Board read the conditions and that tonight's meeting is
23 captured. He doesn't foresee the next meeting with the applicant being a long one and
24 suggested the applicant could bring finalized plans for the Board's signature. Mr.
25 Donahue didn't foresee any major changes and said the only thing worth mentioning was
26 they still didn't have any information pertaining to the pipe needed for the future sewer.

27 Mr. Merrick asked if it was a matter of approving the plan with this condition. Mr. Daley
28 said there are other standard conditions that could be incorporated into the discussion
29 with Mr. Donahue and the applicant. Mr. Donahue said he took the language from earlier
30 decisions and added in other things because he knows the Board would require it. Mr.
31 Daley stressed that the extra conditions are just there to support and further enhance the
32 decision itself.

33 Mr. Houghton said if the Board wants to approve this plan based on the draft conditions
34 written by the applicant that is a choice it can make. He added that they should do their
35 due diligence and review the conditions, have the Town staff work with the applicant,
36 and draft a Notice of Decision. It shouldn't take long. Mr. Baskerville suggested they
37 be first on the agenda at the next meeting. Mr. Paine agreed with Mr. Houghton.

38 Mr. Baskerville made a motion to continue the application until February 18, 2015.
39 Motion seconded by Mr. Paine. Motion carried unanimously.

40 b. **Rollins Hill Development, LLC. P.O. Box 432, Stratham, NH for the property**
41 **located at 20 Rollins Farm Drive, Stratham, NH, Tax Map 3 Lot 24, Tax Map 3 Lot**
42 **7, and Town of North Hampton, NH Tax Map 15 Lot 24.** Subdivision Application to

1 construct a 48 lot, over 55 Retirement Planned Community Development. (*Continuance*
2 *Request to February 18, 2015*).

3 Mr. Houghton explained that the applicant had requested a continuance to February 18,
4 2015.

5 Mr. Paine made a motion to continue the Rollins Hill Development application to
6 February 18, 2015. Motion seconded by Mr. House. Motion carried unanimously.

7 **4. Public Meeting(s)**

8 a. **Stratham 2015 – 2020 Capital Improvements Program (CIP)** – Presentation by Town
9 Administrator.

10 Mr. Deschaine explained that the Planning Board plays an advisory role to the Board of
11 Selectmen (B.O.S.) and the Budget Committee about planned CIP expenditures and that
12 planning board members are always welcome at any of the budget meetings to discuss it.
13 The current CIP planning covers 2015 to 2020.

14 Mr. Deschaine talked through the current CIP. Mr. House asked if this document was
15 for the public also. Mr. Deschaine confirmed the public would be able see the CIP. New
16 items for the CIP included money for the top coat of the municipal parking lot. Originally
17 it was thought this wouldn't be needed for 2 or 3 years, but they are finding that the mix
18 which includes recycled asphalt isn't holding together as well as hoped. Mr. Merrick
19 asked if Bell and Flynn should take some of the responsibility, and how does the Town
20 know that the same thing might not happen with the top coat. Mr. Deschaine said that
21 now they are hypersensitive to this issue the mix can be tested on site.

22 Mr. Deschaine said \$20,000 is being put aside each year for the next revaluation. The
23 HVAC will need replacing in the municipal office probably by 2017 so money has been
24 put in to the CIP for that. The Fire Department has reviewed their capital reserve fund
25 and has been putting aside \$12,000 for air breathing apparatus equipment. The
26 replacement of a truck has been postponed for a year. The Police Department have had
27 their server replaced successfully but now their work stations need replacing as they are
28 still on Windows XP. Mr. Paul Wolf added that they are about 7 years old and need
29 memory upgrades. By the time you put the time and effort into what is required to update
30 the current work stations, it makes sense just to buy new ones.

31 Mr. Deschaine talked about the status of debts and said the Gifford Farm bond was almost
32 paid off. The Police Chief believes that the current CIP fund for replacement of police
33 vehicles is not necessary as the Fords which have replaced the Crown Vics have all wheel
34 drive so the need for a 4 wheel drive, SUV style is no longer needed. Mr. Daley asked if
35 the Police department didn't anticipate any vehicle replacements between now and 2020.
36 Mr. Deschaine replied it would come from the operating budget if needed. Mr. House
37 felt it should be left on the CIP even if the amount of money shows as zero.

38 The next new cost discussed was for trim for the police building which will be a one off
39 fix at \$58,500. Highway vehicles were discussed next and Mr. Deschaine reminded
40 everybody that last year they decided it made sense to create a capital reserve fund for
41 such items as these. Last year the wood chipper started to become unreliable so they
42 were able to use the capital reserve fund to pay for that. \$50,000 is in the CIP for larger
43 trucks.

1 The next topic was the signalization for Bunker Hill Avenue and Portsmouth Avenue and
2 at Winnicutt Road. The members said they should move it out another year. Mr.
3 Federico said this shows the D.O.T. the Town still wants this to happen. Mr. Daley added
4 that these are already on the D.O.T. schedule. The Board wanted to keep the priority
5 with the Bunker Hill Ave signalization.

6 The Highway Agent has done a complete assessment of Town roads and the projected
7 costs which will go toward Union Road will be \$270,000. The Highway Agent has asked
8 for the insulating of the Highway Department to be pushed out by a year as he believes
9 there may be smaller items causing the loss of heat such as windows. Mr. Paine asked if
10 an energy audit had been done. Mr. Deschaine said one had been done. There has been
11 a change of plans for the Cemetery. The Cemetery trustees came to the B.O.S. with their
12 master plan and after further investigation felt that their expansion plans may be a little
13 premature as there are more plots available than thought so that has been put on hold and
14 no appropriation is necessary.

15 Mr. Deschaine talked about the water and sewer studies and the increased amount of
16 money for that from \$50,000 to \$125,000.

17 Another new item this year is to match a public works environmental grant for the Public
18 Works Commission (PWC). Previously there was \$20,000 put aside in the operating
19 accounts for the PWC so a pot of money is available in case a grant becomes available
20 this would be money to match that. It maxes out after 5 years.

21 The next new item concerned replacing the fuel dispensing system. It is a gas boy system
22 which is now no longer in business so parts are hard to find. The all wheel steer loader
23 is another new item which is a multi-use tool the Highway Agent sought out because of
24 the TE grant installing the sidewalks this summer in the Town Center; the Town had to
25 agree with D.O.T. that the Town would maintain them. The Town doesn't currently have
26 a vehicle that can do the job.

27 Mr. Deschaine talked about the playing fields and future community center next. Mr.
28 Daley asked why playing fields and future community center were lumped together. Mr.
29 Federico said they were recognized as high priority items. Mr. Deschaine said the
30 community center does fit with Recreation. He spoke also about the parking lot at
31 Stratham Hill Park and said although it's the same situation as the municipal parking lot,
32 it seems to be standing up to the mix that was used for the base coat, so the top coat can
33 be put away for a couple of years.

34 Mr. Deschaine updated on the Library; they have realized they can connect to the Town
35 server instead of having a separate one, and have found a new cost effective system called
36 Useful for the public to use which is controlled by one work station. At the moment
37 \$6500 is put aside a year for the Library's computer systems, but depending on how this
38 new Useful system works, that amount may be reduced in the future.

39 The last item Mr. Deschaine addressed was for upgrades to the gardens behind the library.
40 The Budgetary Committee decided however, it was a "want" rather than a "need" and
41 suggested fund raising. The Committee did say it would be open to discussion if the
42 amount from fund raising fell a little short.

1 Mr. Paine returned to signalization and asked if the Town was working with the Regional
2 Planning Commission to identify which intersections are the worse in time. Mr.
3 Deschaine said these intersections have been in the Planning Commission for 20 years.
4 Mr. Federico said both intersections have been graded an F, but they are low priority for
5 the State money wise unless of course there is a fatality. As more developments are built
6 which increase the use of those intersections, the Planning Board can ask the developer
7 for money towards signalization. Mr. Paine said his concern is when more and more
8 businesses move into the Gateway area; it would be good to identify alternatives there
9 apart from signalization, like roundabouts for example. Mr. Deschaine said it sounds
10 like Mr. Paine is talking more about an intersection improvements project rather than just
11 signalization. The Board felt that it was a good idea to look at alternatives.

12 Mr. Houghton observed an increase of 4% from last year and asked how that compares
13 to other years. Mr. Deschaine said it is a little hard to respond to because there have been
14 some huge capital chunks and there are always a couple of unexpected items. Mr.
15 Deschaine said there is an increase, but it is lower than they predicted so that is good.

16 Mr. Merrick asked if it was the Chief who determined the trim had to be replaced at the
17 Police station. Mr. Deschaine said the custodian and Highway agent had also looked at
18 it along with another company. Mr. Merrick asked if it could just be repaired. Mr.
19 Deschaine said by the time everything was repaired, it is easier and more sensible to get
20 replacement trim.

21 Mr. Federico made a motion that the Board approve the CIP budget as presented and
22 amended. Motion seconded by Mr. Paine. Motion carried unanimously.

23 **5. Adjournment.**

24 Mr. House made a motion to adjourn the meeting at 8:59 pm. Motion seconded by Mr.
25 Baskerville. Motion carried unanimously.

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