

1 **TOWN OF SUNAPEE**

2 **PLANNING BOARD**

3 **APRIL 2, 2015**

4 **PRESENT:** Peter White, Chair; Donna Davis Larrow; Kurt Markarian; Tanner Royce; Richard Osborne;
5 Michael Marquise, Planner

6 **ABSENT:** Emma Smith, ex-officio member

7 Chairman White called the meeting to order at 7:00 pm.

8 **MISCELLANEOUS**

9 Chairman White explained that Joseph Furlong would like to be an alternate member and said that the
10 Board will need to discuss his application.

11 Chairman White explained that the Board typically does a little bit of business before the hearings. They
12 used to do the minutes but those are now down at the end of the meeting so that the Board can go right
13 to the applicants. Plans always have to be reviewed for completeness before they can move forward
14 with the hearings.

15 **PARCEL ID: 0106-0021-0000 & 0104-0087-0000: SITE PLAN REVIEW - FINAL: EXPANSION OF USE AT**
16 **SUNAPEE COVE, AN ADDITION TO HOUSE A MEMORY CARE FACILITY. HK SUNAPEE COVE, LLC /**
17 **HALLKEEN MANAGEMENT, INC. 1250 ROUTE 11.**

18 Mr. Marquise said that he went over his checklist from the Preliminary review, the only thing he had
19 that was the signature block on the front of the plan, which is done. Mr. Marquise continued that he
20 has received a Shoreland Impact Permit and gave it to the Board. He believes that the application can
21 be considered complete. Mr. Royce said that the Board discussed at one point having a condition that
22 the State Fire Marshall needs to review the plan. Mr. Marquise said that the Board said that it could be
23 a condition of the final approval. Mr. Royce said that the only other note he has was about the
24 emergency access. Charlie Hirshberg of CLD Engineers said that as far as the State Fire Marshall's
25 review, he believes what was discussed was having that as a condition prior to applying for a building
26 permit because it is a fairly lengthy timeframe for the Fire Marshall to review the plans. The building is
27 not detailed in terms of its design at this point because they wanted to get through this process and get
28 a conditional approval. Mr. Hirshberg continued that for the fire access around the back, it was the Fire
29 Chief who needed to approve the plan and he believes Chief Ruggles has signed off of the plans. Mr.
30 Marquise asked Mr. Hirshberg if he received copies of the sign offs and Mr. Hirshberg said that he did
31 not but Mr. Landry told him that the Fire Chief and Police Chief had signed off. The Board received
32 copies of the building plan. Mr. Royce said that another thing that was discussed was the elevations and
33 the landscape plans, and the access to the dock and the memory care walk area. Chairman White asked
34 and Mr. Marquise confirmed that the application is complete.

35 Tanner Royce made a motion to accept the application for Site Plan Review on Parcel ID: 0106-0021-
36 0000 and 0104-0087-0000 as complete. Kurt Markarian seconded the motion. The motion passed
37 unanimously.

38 Mr. Hirshberg presented the merits of the case along with Andrew Burnes and Caroline Caranci of
39 HallKeen Management / HK Sunapee Cove.

40 Mr. Hirshberg explained that the building for Sunapee is on one of the parcels and there is an easement
41 for parking that extends onto the other parcel. Mr. Hirshberg continued that the Board had discussed
42 that one of the conditions would be that the two parcels would need to be merged together before a
43 building permit could be filed. HallKeen Management currently has a Purchase and Sales Agreement for
44 the second piece. He will discuss the application like the two parcels are merged. After merging these
45 two parcels, the majority of the lot will be in the Village Commercial Zone, which has a certain density
46 and lot coverage requirement. By merging the two lots they can have a higher lot coverage than if they
47 were in the Village Residential Zone. Mr. Hirshberg explained the process that he used to find the
48 amount of the property that is in the Village Commercial and Village Residential Zones.

49 Mr. Hirshberg said that the existing building and parking area are at about 25% impervious area lot
50 coverage; when the two lots are combined and after this proposal is complete it will be 36.8% which will
51 be under the allowed coverage.

52 Mr. Hirshberg explained that current building has 42 beds and the total proposal will be 56 beds total.
53 There will be 41 beds in the existing building and 15 beds in the proposed building addition.

54 Mr. Hirshberg showed the Board on the plan the proposed building addition. Mr. Hirshberg said that
55 the proposed addition will be two stories and be similar to the existing building as it will have a walkout
56 on the backside. The lower level of both buildings will be memory care units and those rooms are
57 considered to be lockdown / controlled units. The main floor of the addition will be assisted living.

58 Mr. Hirshberg explained that the Site Plan requirements for 56 beds is 19 parking spaces, which is 3 beds
59 per space. They have also figured parking for 18 staff members, though there would probably never be
60 18 staff members there at one time. They are showing 40 spaces in total, which is more than the
61 requirement.

62 Mr. Hirshberg said that the main entrance to the whole facility will remain where it is now. There is a
63 secondary point of access which has an ADA accessible walkway but it is not a primary entrance area.
64 On the lower level walkout there is ADA accessible access out the back. There is also an elevator in the
65 main building.

66 Mr. Hirshberg explained that they will be putting in pervious parking spaces and the walkway will be
67 tilted so the runoff will go onto these brick pavers to get absorbed. The walkway will be impervious
68 concrete. They will have a patio area out the back of the new addition which will be a little fenced
69 courtyard for memory care patients. Off of the patio is an ADA accessible ramp down to the dock. Mr.
70 Hirshberg said that he came before the Planning Board with a plan for an ADA accessible ramp. With
71 the new addition, he was able to do an at grade pervious walkway that meets the ADA requirements.
72 This worked better in terms of getting access down to the docks, there is also a sitting area off the
73 walkway.

74 Mr. Hirshberg explained the fire access which is a 12 ft wide roadway with a gravel base and on the
75 surface above the gravel will be three inches of loam which will be seeded. It will be a green area that
76 can support a firetruck. To do this, they had to ramp down and the tree line that is close to the building

77 will need to be moved. Chairman White asked if any of this is in the 50 ft Shoreland setback and Mr.
78 Hirshberg confirmed that it will be and showed the setback on the Plan to the Board. Mr. Hirshberg
79 continued that he spoke with Mr. Landry and his feeling is that it seemed to be OK to be there as it is not
80 a primary drive and is grassed over. Chairman White asked if all of the disturbance happening in the
81 setback is allowable disturbance. Mr. Hirshberg said that there is grading that will be happening in that
82 area and they have developed a storm water detention pond.

83 Mr. Hirshberg was asked and explained that the fire lane will not be used for anything except for an
84 emergency access. Mr. Hirshberg showed the Board the access to the building for deliveries and said
85 that it will remain.

86 Mr. Hirshberg showed where the dumpster and generator are located and explained that they will stay
87 where they are.

88 Mr. Hirshberg explained the bump outs on the building, one is a stairwell and the other is a utility room.
89 Mr. Burnes explained the reason for the bump outs and that they are also for aesthetics.

90 Mr. Hirshberg said that the proposed addition will have a sprinkler system with its own water service
91 coming into the building for the sprinkles and domestic water. To get to the Town pump station, which
92 is at a higher grade, they have a pump station just behind the building that picks up the entire building
93 and will tie into the manhole to tie into the town system. This plan has been reviewed by Dave Bailey,
94 the Water and Sewer Superintendent.

95 Mr. Hirshberg said that the electricity will be served through the existing service. The fuel will be served
96 by the existing tank.

97 Mr. Hirshberg said that there will be some landscaping but this winter they discovered that any of what
98 they do along the walkways will become snow covered. They have decided to go with a lot of perennial
99 plantings so that they can handle snow on top of them. They will be removing some of the existing
100 shrubbery, re-grading, and then putting it back but along the front of the building will be perennials.

101 Mr. Hirshberg explained that half of the roof pitch is towards the front and there is a series of yard
102 basins to pick up water. With the walkways raised, the catch basins will help to take the water around
103 to the back of the building. Mr. Hirshberg said that there is a detailed plan that shows this.

104 Mr. Hirshberg continued that they have applied for and received a State Shoreland permit and one of
105 the conditions says that the parcels need to be merged before they can construct anything. Mr.
106 Hirshberg explained the plan sets that went to State Shoreland, the first looks at the existing and
107 unaltered areas and the second shows the proposed and altered areas. Both the storm water and
108 utilities plan show the drainage systems. There is a series of catch basins in the yard area and the water
109 is picked up and carried by a common pipe. There are also a couple of manholes that all flow to the
110 back corner of the building. The water will then go to an infiltration trench, which is 45' long, 5' wide
111 and 3' deep that is filled with stone and is basically a reservoir to take the runoff to the back, with the
112 idea that they want to infiltration as much as possible. If there is a high frequency event and the trench
113 fills up, there is an overflow that takes it down to the detention basin. Mr. Hirshberg continued along
114 the back of the building there is a stone drip edge which is down at grade and is basically a foot and a
115 half wide stone trench that goes down along the concrete to the perimeter drain. The water will get

116 picked up and brought to the detention basin. All of the details are on the submitted plans. On the
117 front of the building, the perimeter drain is just a drain, on the back there is stone run along the whole
118 wall so the drain is not necessarily down that far. Mr. Hirshberg gave more explanation on the drainage.
119 The storm water system does follow the State's criteria.

120 Mr. Hirshberg said that in order to do the detention basin they have to clear an area with 39 trees. The
121 trees will be replanted because they still have to make the point requirements that DES has. They are
122 also planting ground cover in the basin area and along the trees. Mr. Hirshberg was asked what they are
123 planting and explained that they did not specify a species but are planting from the list of what DES
124 recommends. Ultimately it will grow in to a thick area and they will have more than adequate the
125 number of points.

126 Mr. Hirshberg said that he believes that the Town's regulations allow for 60% impervious lot coverage in
127 this Zone and that they are at 36.8%. With the pervious coverage they are up to about 40% when they
128 are allowed 80% total coverage. There was a brief discussion about the pervious parking areas and the
129 drainage system.

130 Mr. Burnes said that one issue with the utilities is that they are not sure if they will be able to use the
131 existing electrical service. It could be more cost effective to run the electricity off of Cooper St, the same
132 way that they are handling the sewer. Chairman White asked and Mr. Hirshberg said that the utilities
133 have two leads from the pole and may go underground but he is not sure. No onsite utility poles will be
134 needed.

135 Mr. Royce asked if the State has a requirement for pervious and impervious lot coverage as he sees they
136 referenced Mr. Hirshberg's plan. Mr. Hirshberg explained that generally the plan provides the
137 information and the State wants them to match the plan. If you get over 30% coverage, the State
138 requires a storm water management plan.

139 Mr. Hirshberg said that they sent plans to NH DOT a while ago and did not get a response from them
140 until recently. DOT would like to issue a new driveway permit that relates to one parcel. What he needs
141 to do is submit a Town approved plan to them and then they will issue a drive permit. They will either
142 have the condition that they merge the lots, or they will already have the lots merged prior to applying.
143 Chairman White asked about the timing on the merging of the lots. Mr. Burnes said that they will
144 purchase the lot shortly after the permits are effective, before they finish the final architectural plans for
145 the building permit.

146 Chairman White asked and Mr. Hirshberg confirmed that the plan that will be signed off by the Planning
147 Board will show the lots merged.

148 Mr. Hirshberg said that snow storage will have two different areas and explained where they will be
149 located. Chairman White asked and Mr. Burnes said that this winter a lot of the snow went where the
150 new building will be located. Mr. Osborne asked if the emergency access road will be kept clear during
151 the winter. Mr. Hirshberg said that they assumed that it will be. Mr. Burnes said that it will be a
152 maintenance nightmare because it will need to be reseeded every year. Chairman White asked if there
153 are any other options for the roadway that would make sense for maintenance such as concrete pavers
154 that the grass grows through. Mr. Hirshberg said that it will be similar to a road in the layers and the

155 loam layer will be pretty thin. Mr. Osborne said that if they use the concrete pavers it would be a lot
156 less maintenance down the road. Mr. Burnes said that part of their feelings was the visual of having the
157 greenspace would be a lot more attractive. Chairman White said that there are people around the lake
158 who have used the pavers and they seem to hold up better and give more stability. Mr. Hirshberg said
159 that they may want to do a certain width in pavers for the tracks and then leave the rest grass.

160 Mr. Markarian asked about the generator in the far corner and if it was going to be enlarged for the
161 additional space. Mr. Burnes said that the generator is very large and they believe they will be able to
162 operate the additional emergency needs with it. They have recently added a switch to allow the
163 elevator to run off the emergency generator and there is still a significant amount of power available. If
164 they can use the existing electrical service for the new wing, it will involve engineering that they have
165 not done before.

166 Mr. Burnes was asked if the expansion will be a nursing home and explained that in NH assisted living
167 regulations, the care for Alzheimer's and assisted living are broken into two categories, 804 and 805.
168 The whole wing will be built for 805. In NH in the 805 you are allowed to have Alzheimer's care, the
169 lockdown practices are the best practices in the industry. It will be marketed as assisted living with a
170 memory care unit, which covers a whole range of patients. Mr. Burnes was asked and said that they will
171 not have a nursing home administrator as the assisted living administrator can run the 805.

172 Mr. Hirshberg said that one of the things that he added, which is not on the plans submitted to the
173 Board, is the current sign that is by the entrance which was done recently. The sign is a little more
174 substantial than the sign that was there previously and they have shown the ground lighting on both
175 sides of the sign.

176 Mr. Hirshberg said that on the new addition side they are adding some new light posts with the same
177 detail as the existing lights. They are down lights to light up the walkway and parking areas. Chairman
178 White asked if there will be any lighting on the downhill or lake side and if the path to the lake will be lit.
179 Mr. Burnes said that he thinks they will have some down lighting out in the memory care courtyard but
180 not along the path. Chairman White asked and Mr. Hirshberg said that there will not be any big wall
181 packs illuminating anything.

182 Mr. Hirshberg said that there is a retaining wall on one side of the patio along the existing building side
183 as they are cutting into the grade to create the walkout. The access is adjacent to the existing building
184 that goes out onto the patio. The wall will have some height to it.

185 Chairman White asked if any of the Board members or any of the audience members had any questions
186 for the applicant.

187 Mr. Marquise said that the utility right-of-way that passes through the property has on previous plans
188 been shown up to 100 ft in width but his understanding is that it is 10 ft and that is based on an ALTA
189 survey, which is the highest level of survey possible. Mr. Hirshberg said that this has been confirmed to
190 be only 10 ft.

191 Mr. Royce said that the only concern that he sees is on the fire access road there is a portion that has a
192 10% grade which isn't normally an issue but on grass with soft mud having that section of 50 ft with a
193 quick drop off is something he noticed. Mr. Hirshberg said that they put a catch basin right about it to

194 catch any water coming down and then there is a swale between the building and the access road so the
195 water won't run off of it. The grade was dictated by the grade at the road and the grade going down to
196 create the ground floor level units. The grade at that point is above the floor line so that they would not
197 go steeper. Mr. Hirshberg said that it was reviewed by the Fire Marshall. There was a discussion about
198 the radius for the emergency access area.

199 Mr. Royce asked if Mr. Marquise had received the Department Head sign offs. Mr. Marquise said that
200 he does not have them but could go look for them. Mr. Hirshberg said that he called Mr. Landry
201 because he was concerned that they would not have them and Mr. Landry told them that he has them.
202 Van Webb said that they were not presented to the Conservation Committee. Mr. Hirshberg said that
203 he is confused about how the process works because Mr. Landry told him that the forms were in his
204 office. Mr. Hirshberg said that he emailed the Department Heads and offered to meet with them. Mr.
205 Landry told him that the process is that the plans are at the Town Office and the Department Heads go
206 in and review them and sign off. He did meet with a lot of the Department Heads but it is unclear about
207 how the process works because he would have gone to the Conservation Commission. Mr. Webb asked
208 and Mr. Hirshberg confirmed that he used the email on the Town website, which was incorrect. Mr.
209 Hirshberg said that he did try to leave Mr. Webb a message and Mr. Webb explained that his answering
210 machine does not work. Mr. Webb said that he did see Mr. Landry last week so he may have signed off
211 on the plan. Mr. Marquise said that he did find signoffs from the Fire Chief which says that it needs
212 State Fire Marshall approval. There were no concerns from the Police Chief. The Highway Department
213 said that they require a bond for possible Cooper St damage. Mr. Hirshberg said that Scott Hazelton, the
214 Highway Director, did not talk to him about that when they met. Mr. Hirshberg said that they will not be
215 digging into Cooper St and it is not in the right-of-way either. Chairman White asked and Mr. Marquise
216 said that they can make this a condition on the Planning Board sign off that it happens before they
217 obtain a building permit. Mr. Hirshberg said that he met with Holly Leonard in the Water and Sewer
218 Department and they calculated the hookup fees and the condition is that they want the fees paid when
219 the building permit is filed.

220 Chairman White noted that there are some conditions and Mr. Marquise went over them for the Board.
221 The parcels need to be merged by a plan, the Fire Marshall needs to approve the plan, the NH DOT
222 needs to issue a driveway permit, there needs to be a bond for any Cooper St damages, and it should be
223 noted that there will be a total of 56 beds on site.

224 Mr. Marquise said that the Board should talk about any timing limits on this instead of leaving it open-
225 ended. Mr. Burnes said that he hopes if everything goes well that they can start construction by late
226 summer. They have to finish the plans, finish the architecture work, purchase the property and get the
227 financing together. They plan on the preliminary things taking about six months so they are looking to
228 start hopefully in September; the latest would be next spring. Mr. Burnes asked if there are deadlines.
229 Mr. Marquise said that the Board does not like things sitting for long periods of times so usually they
230 allow one to two years for substantial construction to start. Chairman White said that the Board has
231 granted extensions in the past for conditions beyond the applicant's control. Mr. Hirshberg asked when
232 the clock begins and he thought there was a two year period. Chairman White said that the two years is
233 for a building permit. Mr. Marquise said that the Board could put a condition on the approval for a year
234 to get a building permit. There was further discussion about this matter.

235 Donna Davis Larrow made a motion to approve the Site Plan for Parcel ID: 0106-0021-0000 and 0104-
236 0087-0000 for HallKeen Management with the following conditions: the parcels are to be merged via a
237 Mylar recording, the Fire Marshall will have approval, the Department of Transportation will do the
238 drive permit, there will be 56 beds total, there will need to be a bond for Cooper St potential damage,
239 and the building permit is to be issued within one year. Kurt Markarian seconded the motion. Mr.
240 Hirshberg asked who determines the amount of the bond and Chairman White explained that Mr.
241 Hazelton will determine it. The motion passed unanimously.

242 **PARCEL ID: 0225-0089-0000 & 0224-0014-0000: GENERAL DISCUSSION ON WENDELL MARSH SOUTH**
243 **ACQUISITION. SUNAPEE CONSERVATION COMMISSION.**

244 Van Webb, Chairman of the Conservation Commission and Clayton Platt, a land surveyor presented the
245 case.

246 Chairman White explained that this is on the agenda because it was on the Town Warrant this year and
247 was approved to fund the purchase of the property. Any time the Town is involved in this type of
248 process they need to go to the different Boards to get input.

249 Mr. Webb said that the Conservation Commission has been working on the purchase of the Wendell
250 Marsh South land for a long time. This is part two of the project as the Town purchased Wendell Marsh
251 North two years ago. Wendell Marsh North is shown on the plan in green, it has a conservation
252 easement on it granted to Ausbon Sargent and they are going through the same format for Wendell
253 Marsh South.

254 Mr. Webb explained that the reason that he is before the Board is because in order to obtain property,
255 the Town requires input from the Conservation Commission and the Planning Board before the
256 Selectmen hold the two public hearings, which are scheduled for May where the Selectboard takes
257 comments from the public. If they have good luck at those meetings, the Board will approve to
258 purchase the property on June 1st. Mr. Webb said that he would be happy to answer any questions that
259 the Board has on the project and gave the Board a document explaining the purchase.

260 Mr. Webb said that the property is a great piece of land and they have been lucky to have Town support
261 for both purchases. It was one of the few Warrant articles that passed at the most recent Town meeting
262 was for \$55,000 to complete the funding to purchase the property. They also received \$75,000 from the
263 Land Conservation and Heritage Investment Program, \$75,000 in the Conservation Fund, and are doing
264 some fundraising.

265 Mr. Webb said that there will be a permanent snow mobile corridor through the property. A reason
266 that Wendell Marsh South is important is because it completes the protection zones around what are
267 proven wells. They are proven at 80,000 gallons a day, which is a significant water source and could be
268 important in the future as they move away from surface water withdrawals. Mr. Marquise asked and
269 Mr. Webb confirmed that the conservation easements has and will have it specifically written in that the
270 Town will be allowed to draw water. The Town cannot sell the water rights but it is permitted for a
271 municipal water supply.

272 Mr. Webb said that there is a conservation buyer of property around Wendell Marsh itself, which means
273 that there is protection from Route 11 up to Ryder Corner Rd / North Rd. Mr. Platt said that it is a total

274 of about 300 acres. Mr. Webb said that there are some significant properties around this property that
275 are privately held and this might spur some activity on individual landowners who are interested in
276 conservation or conservation easements.

277 Mr. Webb explained that the Wendell Marsh South property is currently owned by an investment group,
278 MRT Investments, and they would like to sell the property. It appraised for approximately \$190,000 and
279 they have close to \$400,000 into it and they are ready to cut their losses.

280 There was a brief discussion about the portion of the Marsh that the State of New Hampshire owns and
281 their water rights.

282 Mr. Webb said that this piece, if it doesn't get purchased by the Towns, is very developable with the
283 sewer line and there could have been numerous lots created. The Town will be able to own the sewer
284 line, control access, mow, keep the snowmobiles on it, allow for cross country skiing, etc.

285 Mr. Webb said that there are not any significant timber values on the lot now but that will change. There was
286 a tremendous amount of growing stock that was harvested pretty heavily in the last 20 years or so.
287 They plan to enroll the property in the Town Forest, which will be a Warrant Article next year.

288 Mr. Webb said that they plan on doing some adjustments with Water and Sewer because the lot that
289 the Treatment Plant is on was rolled into the Town Forest and they would like to change the boundary
290 on that to not interfere with their lagoons, buildings, solar panels, etc. as it becomes cumbersome to
291 have the Town Forest overlay that area. Mr. Webb gave the Board drawings of this change.

292 Mr. Marquise said that during the Master Plan process, some of the sessions looking at the Town and
293 conservation there were three areas that they wanted to set aside and this was one of the areas. This
294 plan goes towards the vision in the Master Plan as it is one of the rare un-fragmented areas that can be
295 conserved.

296 Chairman White said that he thinks that the fact that this got passed when so many Warrant Articles
297 failed is significant for the Town. It is great to see that the Townspeople supported this project.

298 Chairman White said that it looks great and does not see a downside except taking it off the tax rolls.
299 Mr. Webb said that the property is in Current Use and that the taxes are less than \$200.00. At the
300 Selectboard meeting on Monday night they will discuss the financials with the director of Ausbon
301 Sargent. She can show that residential development costs the Town money; it is a very interesting study
302 and shows that conserving land is beneficial. There was further discussion regarding this and
303 development.

304 Chairman White asked if there are any other questions or comments and there were none.

305 Tanner Royce made a motion that the Board support the acquisition of Wendell Marsh South by the
306 Conservation Commission and the Town of Sunapee for Parcel ID 0225-0089-0000 and 0224-0014-0000.
307 Kurt Markarian seconded the motion. The motion passed unanimously.

308 Mr. Royce asked if there has been any talk about a lot on Dodge Pasture that was foreclosed and Mr.
309 Webb said that they have looked at it but that the price is too high. Mr. Royce said that the rumor was
310 the bank would have let it go at \$250,000 but he doesn't know if it was true or just crowd speculation.

311 **STATEMENT OF PROPERTY USAGE**

312 Mr. Marquise explained that the Board has not been seeing Statement of Property Usages very often
313 because Mr. Roger and himself have been taking care of them. This Statement of Property Usage is for
314 the property that abuts the Town Office on 103B. The Site Plan goes back to the early 90's and the
315 property has been used for various things including an antique shop, a game room, a woodworking
316 shop, and video store. A Statement of Property Usage was filed for a painting and window cleaning
317 company for a place for employees to bring and receive materials. Mr. Marquise continued that what
318 raised the flag for him in terms of changing the usage was that there will be 10 employees as previously
319 they have had between 1 and 3.

320 Chuck Weinstein explained that he owns the property along with his sisters. Mr. Weinstein explained
321 that the gentleman who wants to rent the property said that he has 10 employees in the summertime
322 doing painting and restoration. Mr. Weinstein continued that what he understands is that the potential
323 tenant wants a place to store materials and occasionally have employees have a door or window
324 painted at the property rather than on site. Mr. Weinstein said that the space won't be used for an
325 office as the potential tenant has an office at his house. There would not be 10 employees onsite at
326 once and it would not be all day that the employees would be there.

327 Mr. Weinstein said that there is no water and sewer at the property so they are limited as to what can
328 be done there as far as rentals. Mr. Marquise said that the old Site Plan showed 7 parking spaces so if
329 there are no customers and only a few employees on site he does not see any parking issues.

330 Chairman White said that his concern is that there is no water and sewer facilities. Mr. Weinstein said
331 there have been tenants there before that dealt with that and the potential tenant needs a storage
332 building that he can occasionally do some work out of and the building does have heat.

333 Mr. Markarian said that he is concerned about the chemicals. Chairman White said that he is concerned
334 about the disposal if there is painting without water. Mr. Weinstein said that he does not think it is
335 much different than the previous tenant who built cabinets in the building and used stain on them.

336 Mr. Royce asked if there are any facility requirements for employees to conduct work on a site. Mr.
337 Weinstein said that they did have a composting toilet in the past but the last couple of tenants said that
338 they did not need it.

339 Chairman White asked if water or sewer is available along the road and Mr. Weinstein explained that it
340 is landlocked. He could drill a well but he does not know what would be needed to put a septic system
341 in. The water and sewer ends at the Town Office and then goes down Chase St above the property so
342 there is nothing that runs by.

343 Mr. Weinstein said that he can look further into the paints and chemicals. Mr. Markarian said that
344 quantities would be good to know. Chairman White asked Mr. Marquise about his concerns regarding
345 the paints and chemicals. Mr. Marquise said that based on the property's history as an antique shop,
346 woodworking business, tile shop, etc. all of these businesses have their own concerns and they went on
347 and were considered grandfathered. He is not sure if they can hold the next person to different
348 standards. Mr. Markarian said that the Board should not necessarily just allow this to continue. If they
349 are using paint there needs to be a way to clean the brushes as they are pretty expensive. He would like

350 to know what they are doing with the waste paint and the chemicals that they are using and if they are
351 hauling them off.

352 Mrs. Larrow asked what prompted the Statement of Property Usage. Mr. Weinstein confirmed that it
353 was just because a different person is going to be using the building. Mrs. Larrow asked and Mr.
354 Weinstein confirmed that the business is not very different than what has been done in the past, it is
355 just a different tenant. Mr. Weinstein said that the last tenant had talked about a small retail area
356 where a customer could go in and see samples. The retail end will be removed as this is more of a
357 storage and possible cleaning and painting area. Mr. Marquise said that the Statement of Property
358 Usage says that the building will be used for a painting and window cleaning company and a place for
359 employees to bring in and receive materials for offsite jobs; little or no customer visits; employees come
360 and go as needed; all space used for storage and work space, no retail. Mrs. Larrow asked Mr. Marquise
361 to read the letter that Mr. Weinstein brought in. Mr. Marquise said that the letter says that the shop on
362 103B will be used for storage of equipment and supplies for window painting and cleaning business. At
363 no time will customers be present, sometimes two employees will be at the shop, maybe five days out
364 of the month.

365 Mr. Weinstein said that it is pretty much what has gone on there before but if the Board would like he
366 can get more information on what the potential tenant plans to do with his waste. Chairman White
367 noted that a previous tenant was there five days a week and did a lot of painting and staining.

368 Mr. Markarian asked about the square footage of the building. Mr. Marquise said that the original
369 approval said that it is 1,200 sq ft.

370 Chairman White said that it is very similar use to what was there before.

371 Mrs. Larrow said that what flagged the Statement of Property Usage for Mr. Marquise was the 10
372 employees and it has been clarified that there is not going to be 10 employees there. Mr. Weinstein
373 said that when he and the potential tenant originally talked he said that he had about 10 employees,
374 which is why he put down 10. But they are not going to be there all day, they will be at different jobs.
375 Chairman White said that employees might get together before a day starts to determine where they go
376 and get materials and supplies. Mr. Weinstein said that currently the potential client has everything in
377 the back of his truck and he delivers it right to the site.

378 Mr. Royce said that he is not seeing any major issues and asked if anyone else is concerned with
379 anything. Mr. Markarian said that he is more concerned for the land owner than the user as whatever
380 the potential tenant does, Mr. Weinstein is responsible for. Mr. Royce said that he would hate to see
381 cans of paint drying all around the outside of the property. Mr. Weinstein said that they did have an
382 issue with a previous tenant that they kept having to tell him that he needed to go to the Transfer
383 Station.

384 Mr. Royce asked what the prior approval is for people on site. Mr. Marquise said that for employees he
385 has it anywhere from 1 to 3 in the different approvals but there are 7 parking spots. This rational was
386 because 1,200 sq ft of retail needs 6 spaces and then 1 for the employee.

387 Mr. Royce said that in his opinion there is no real change of use unless they see constant parking of
388 more than a couple of people at a time and then they might have an issue. Chairman White noted that

389 they are not putting in a new spray booth or having a whole new commercial operation there, there will
390 just be a couple of employees there.

391 The Board agreed that they do not have a problem with this proposal. Chairman White signed off on the
392 Statement of Property Usage.

393 **MEMBERS**

394 Mr. Marquise said that they had an application for an Alternate Member come in for Joseph Butler, who
395 had a Certificate of Appointment form completed but is not present for the meeting.

396 Mr. Marquise said that he does not have Mr. Furlong's Certificate of Appointment form to sign. Mr.
397 Furlong said that he wants to be part of the community as he moved here a few years ago. He is a
398 volunteer for the NH Center of the Arts. When he lived in Minnesota he was a county Fire Marshall.

399 Chairman White explained that, though the Board never quite knows what is going to come before
400 them, it does help them to have a better understanding of what is happening around Town. Mr.
401 Marquise said that one thing they like as an Alternate Member is even if they do not get to vote it is
402 good if they are present for every meeting because sometimes they will need to sit in for a meeting that
403 is continued. Mr. Marquise said that the meetings are held the first Thursday of the month and they will
404 sometimes have to go to meetings the second Thursday of the month if they are working with the
405 Zoning Board. Chairman White said that even if there is a full Board, an Alternate Member can ask
406 questions, they just can't vote. If someone has to recuse themselves, however, they remove themselves
407 from the Board and the Alternate gets appointed to vote for that case. There was further discussion
408 regarding the Board procedures and responsibilities.

409 Mr. Marquise said that he will ask Barbara Vaughn, the Administrative Assistant, to complete a
410 Certificate of Appointment form for Mr. Furlong and asked the Board to come in and sign the form
411 before the next meeting. After the form is signed, Mr. Furlong will need to go see Betty Ramspott, the
412 Town Clerk / Tax Collector, and get sworn in.

413 The Board decided to wait until Mr. Butler comes in to talk to the Board before signing the Certificate of
414 Appointment.

415 Mr. Marquise said that Shane Hastings would like to fill the regular seat that Erin Anderson vacated a
416 year ago. He would get to serve for one year and then run for the position if he wants to stay on the
417 Board.

418 **Changes to the Minutes from the March 5, 2015 meeting:** Change Line 131 to read "...they need to
419 determine..."

420 Tanner Royce made a motion to accept the minutes as amended. Kurt Markarian seconded the motion.
421 The motion passed with four in favor and one abstention.

422 **ELECTION OF OFFICERS**

423 Tanner Royce made a motion to reelect Peter White as the Chairman of the Planning Board. Kurt
424 Markarian seconded the motion. Kurt Markarian made a motion to nominate Tanner Royce as Vice

425 Chair. Richard Osborne seconded the motion. Both agreed to accept the nominations. The motions
426 passed unanimously.

427 **MISCELLANEOUS**

428 Mr. Marquise recommended holding a mini-training session in the next couple of months as there are
429 several new people. Chairman White explained that this meeting would be a broader introduction to
430 the Planning Board. They have found that it is helpful to both new and existing members.

431 Chairman White read a letter that the Board is sending to Mr. Lemieux (see attached). There was a brief
432 discussion about this case.

433 Kurt Markarian made a motion to adjourn at 9:37 PM. Richard Osborne seconded the motion. The
434 motion passed unanimously.

435 Respectfully submitted,

436 Melissa Pollari

437

438 Planning Board

439 _____

440 Peter White, Chairman

441 _____

442 Donna Davis Larrow

443 _____

444 Richard Osborne

445 _____

446 Emma Smith, ex-officio member

Tanner Royce, Vice Chair

Kurt Markarian

Shane Hastings

Joseph Furlong, Alternate Member