

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Minutes December 16, 2019

A meeting of the Planning Board was held on Monday, December 16, 2019 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. This meeting was broadcast live over HCTV 17.

PRESENT: Paul Carideo (Chairman), Steve Wentworth, Sean Murphy, Chuck Ashford, Jr., Bob Villella, Randy Clark, Susan Hastings (alternate), and Scott Bourcier (Dubois & King). The public attendance roster is available as an attachment to this document.

CHAIRMAN'S REMARKS

Next Public Hearing Date January 6, 2020

Filing Deadline for the January 6, 2020 meeting was December 2, 2019

Chairman Carideo opened the meeting at 7:03 P.M. P. Carideo remarked that this meeting was a replacement for the 12/2/2019 public hearing which was postponed due to inclement weather, due to time the 2020 Zoning Proposals will be discussed on Wednesday 12/18.

Old Business

1. Map 02 Lot 165 Subdivision 456 Main Street

Kevin Hatch, Cornerstone Survey, was present to represent the applicant and requested a continuance to the 1/6/2020 public hearing. P. Carideo gave a history of the application and explained to the board members that part of the completeness is the owner's signature agreeing to an engineering review, do date this is not signed. P. Carideo gave the board members the option to deem the application incomplete or to require re-notice to the abutters since the original hearing was 10/07/2019.

C. Ashford stepped off the board. P. Carideo announced that S. Hastings would be a voting member.

K. Hatch stated that the engineering estimate of \$3K took the owner by surprise. P. Carideo stated that the PB has selected a new engineer as of 1/1/2020 and indicated that the new engineer would not have review comments by the 1/6/2020 hearing. B. Villella suggested the board continue the application to the February hearing. K. Hatch stated he would pay the fee to re-notice abutters.

MOTION: B. Villella made a motion to continue the application for Map 2 Lot 165, Houston Subdivision, to the 2/3/2020 public hearing.

SECOND: S. Wentworth

VOTE: 6-0

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C. Ashford returned to his spot on the board.

2. Map 12 Lot 081 Subdivision 191 Emerson Ave

Kevin Hatch, Cornerstone Survey, was present to represent the applicant. K. Hatch explained the plan and indicated the intent is to create a new lot. K. Hatch indicated that he has State Subdivision approval along with a driveway permit from the Road Agent. K. Hatch stated he has a waiver request for the board to keep the existing overhead utilities and added note #16 to the plan in reference to this request.

MOTION: S. Wentworth made a motion to accept jurisdiction of the application for Map 12, Lot 081, Emerson Subdivision.

SECOND: R. Clark

VOTE: 7-0

P. Carideo asked for S. Bourcier comment. S. Bourcier stated this was his first time seeing the consultant's response. S. Bourcier stated he was under the impression that the PB should be reviewing all new driveways however it is the PB choice if they wish to grant the approval based on the Road Agent's opinion. P. Carideo commented that the new driveway regulations were added because the board wanted driveways to meet engineering standards.

K. Hatch commented that note #15 on plan shows the driveway meets the requirements. P. Carideo explained the Road Agent's process and then stated for an existing lot he would be ok with the Road Agent approval, however with a new subdivision the PB can request site lines, etc. K. Hatch read from the regulations which indicate the Road Agent and Code Enforcement have the authority for driveway permits.

S. Bourcier stated that K. Hatch is an LLS and has reviewed and stamped the plan and has taken responsibility for the distances, etc. K. Emerson stated that the consultant visited the site with the Road Agent and the plans are stamped by professional engineers, he does not see the problem.

The discussion shifted to the waiver request for the existing overhead utilities. P. Carideo stated a waiver would not be required on existing lots of record. The board was polled and all were in favor of granting a waiver.

P. Carideo asked about the water main and was advised that two stubs were already in place to accommodate the new lot.

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MOTION: S. Wentworth made a motion to conditionally approve Map 12, Lot 081, Emerson Subdivision.

SECOND: C. Ashford

There was a pause before the vote and Chairman Carideo asked for public comment and there was none. The motion was restated and the PB members voted.

VOTE: 7-0

R. Clark stepped off his spot on the board.

3. Map 06 Lot 018 184 Route 111 Self-Storage – Amended Site Plan

Jason Lopez, Keach-Nordstrom Associates (KNA), was present to represent the applicant and stated that at the 10/7/2019 meeting he was asked to go to the ZBA for a finding of fact. J. Lopez stated that he presented at the 12/4/2019 ZBA meeting and read the decision from that meeting which states “Members of the Board of Adjustment concluded that their previous decision in the matter of 184 Route 111, LLC, which allowed 27% of lot coverage did not pertain to number or placement of buildings. It was agreed that those issues are the business of the Planning Board.”

J. Lopez stated he made changes to the plan based on comments from the Department Head Review (DHR) as well as the Dubois & King review letter. J. Lopez stated they have provided drawings of the proposed buildings which show the elevations from Route 111, they have provided a brief Traffic Impact Assessment (TIA), and they relocated the dumpster. J. Lopez stated they received an updated NHDOT permit.

J. Lopez stated the Fire Department had the most comment at the DHR and the applicant will have a Fire Engineer review and design the plans to the specifications of the Hampstead Fire Department. J. Lopez responded to the Dubois & King letter dated 11/19/2019 and indicated there would be more discussion on landscaping. J. Lopez asked if the PB members had any questions and indicated that they are looking for conditional approval this evening.

P. Carideo asked about the drainage calculations and treatment on the site, stating his concern for the adjacent protected wetland area. J. Lopez explained the drainage plan and stated there would be both closed and open drainage on the site. J. Lopez stated there is fifty (50) feet of vegetation prior to release into the wetlands. P. Carideo asked about infiltration and J. Lopez stated he did not calculate that.

P. Carideo stated he is looking for a plan note regarding snow removal and snow storage on site. J. Lopez stated he thought he noted that but did not; he stated he would add a note to the final plan.

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P. Carideo asked for the construction sequence. P. Carideo commented about the steepness and slope of the property and indicated that lots of earth work will be required. J. Lopez stated there are notes on the plan that indicate the project is subject to EPA standards and SWPPP monitoring will be in place. P. Carideo stated that although there is an erosion control plan in place, he feels that a silt fence is not enough and other measures are needed. P. Carideo stated the limit of disturbance is right up to the silt fence and he is not sure how that will work. J. Lopez stated that sheet 9, note #2 refers to Best Management Practices (BMP) during construction and that the owner will use a contractor that is familiar with BMP. P. Carideo stated he feels this is an important item and he wants a phasing plan.

C. Ashford asked which buildings will be built first. Ken Sweet commented that there was no Storm Water Management when he purchased the site and indicated that they are improving the site and presented before and after photos to the board members. K. Sweet stated that he has always worked with the town before doing any work.

S. Wentworth commented that the ZBA approved almost double the amount of lot coverage normally allowed and the PB wants to ensure that Hog Hill Pond is protected. K. Sweet stated he understands the concern with the wetland; he wants to meet the requirements and also be treated fairly. J. Lopez commented that he knew there would be concerns and they are depending on the contractor to follow BMP.

P. Carideo asked for comment from S. Bourcier. S. Bourcier stated that items 1-3 of his review letter are housekeeping; item 4 the PB needs to decide whether to accept what is in place or update to current standards; items A1-A5 are also matters that the PB needs to discuss. S. Bourcier stated there is no significant landscape plan. S. Bourcier stated the TIA is under 200 trips, however he has some concern, D&K feels a 30% change is a significant increase.

K. Sweet indicated that there are 8-10 people on site on any given Saturday, it is benign fact that people will put their stuff in storage and leave it. J. Lopez stated that he used published data when developing the TIA. P. Carideo asked S. Bourcier if the fact the business is on a State highway and a NHDOT permit was reissued makes a difference. S. Bourcier stated he understands the methodology. P. Carideo commented that he is ok with the traffic report as presented.

P. Carideo made note of the dumpster location and asked about screening. J. Lopez stated the dumpster is only used by employees. P. Carideo stated he would like to see some screening. K. Sweet stated he would add additional landscaping or screening to the dumpster.

P. Carideo and J. Lopez reviewed the architectural plans. P. Carideo read from Section III:5:1 Purpose, Performance Standards for C2 Zone concerning materials and pitches. P. Carideo

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stated these are metal buildings with garage doors. P. Carideo indicated that the PB can address landscaping.

J. Lopez stated the applicant purchased the property due to the visibility from Route 111. J. Lopez stated they really don't want to close off the entire space but will find a balance. K. Sweet stated he would work on addressing the landscaping and snow storage concerns. P. Carideo suggested they break up the mass of buildings along Route 111. S. Wentworth commented that the PB would like to see more information on landscaping. P. Carideo commented that there is a sea of pavement near the existing building. K. Sweet stated he puts snow there currently and it is also used for a turn around.

Chairman Carideo asked for public comment.

Karen Hanides – 387 Main Street – stated she is glad the PB is considering snow storage in this sensitive area of town.

Chairman Carideo closed the public comment session.

J. Lopez stated he would get updated information to the board regarding snow storage, dumpster screening, and erosion control. P. Carideo commented that he wants the site maintained asap. P. Carideo commented that there is close to 100K disturbed area and he wants the construction area marked by an orange fence so the town can manage the project.

MOTION: S. Wentworth made a motion to continue the hearing for Map 06 Lot 018, 184 Route 111 Self-Storage to the 1/6/2020 public hearing.

SECOND: B. Villella

VOTE: 7-0

R. Clark returned to his spot on the board.

4. Map 10 Lot 005 Owens Court – Conditional Approval Expires 12/2/2019

Steve Hatem approached the board and stated he is looking for an extension on his final approval. S. Hatem indicated that he expects to receive State approval shortly.

MOTION: S. Wentworth made a motion to extend the conditional approval for Map 10 Lot 005, Owens Court, to 3/2/2020.

SECOND: C. Ashford

VOTE: 7-0

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5. Map 16 Lots 1 & 25 Hadley Road Subdivision – Administrative Amendment

P. Carideo informed the PB members that the administrative amendment has been withdrawn. The applicant has requested an additional 90-day extension on the conditional approval.

MOTION: S. Wentworth made a motion to extend the conditional approval for Map 16 Lots 1 & 25, Hadley Road Subdivision to 3/2/2020.

SECOND: R. Clark

VOTE: 7-0

OTHER PUBLIC MATTERS

1. Map 12 Lot 015 Non-binding conceptual discussion

Brian Pratt, Fuss & O'Neill presented a proposal for redevelopment of the site. B. Pratt indicated that the first tenant would be Blue Bird Self-Storage with a proposed 111K square foot facility. B. Pratt provided the board with a rendering of a Blue Bird facility in Manchester and indicated this is the corporate model and the Hampstead building would have a similar look. B. Pratt stated the site owner would be doing a subdivision of the property and they are working on the additional uses on site.

B. Pratt had some questions for the board and asked if a special exception was needed for storage in this commercial zone. B. Pratt also questioned whether or not the architectural detail on the top of the roof would be considered as part of the calculation for building height. B. Pratt indicated they are still researching the status of Wichter Road. B. Pratt stated they intend to run a water line off Emerson Ave. B. Pratt stated they would need a State AOT permit and are also designing the Storm Water Management plan.

B. Pratt stated they would like to do a concurrent subdivision and site plan application.

P. Carideo asked about building coverage and B. Pratt stated he believes they are just over 15% coverage. P. Carideo indicated that self-storage is an allowed use in the C2 zone. P. Carideo recommended calling the Code Enforcement regarding the 35' height requirement. B. Pratt stated the building would be fully sprinkled.

P. Carideo stated that the applicant heard the concerns from the audience with regard to the other self-storage plan. B. Pratt stated they are willing to spend money on landscaping.

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C. Ashford stepped down from his spot on the board. R. Clark stepped down from his spot on the board.

2. Map 09 Lot 070 Johnson Meadows – Bond Discussion

Chuck Ashford, Sr. approached the board and stated he feels the project is done and would like the full bond amount released. C. Ashford had a letter from an abutter and read it into the record. C. Ashford explained the relocation of the trees. P. Carideo stated he thought the reason for the trees was to block the view of the duplex from Granite Village residents.

P. Carideo asked S. Bourcier about his field report. S. Bourcier stated that it is Dubois & King opinion that the bond not be released, there is little evidence of germination and growth and he is concerned the ground will wash away come spring.

C. Ashford stated the site is hay mulched and jute mat is on site. C. Ashford stated there has been zero erosion on the project. P. Carideo asked about the building plantings. C. Ashford stated the area has been filled with crushed stone due to the water dumping on the front yard. C. Ashford indicated that the duplex residents could do plantings in whiskey barrels in the area if they like. C. Ashford commented that with all the rain there has been of late the site has remained stable.

P. Carideo commented that this was a site plan for a commercial development and plantings were removed without PB approval. P. Carideo commented that the grass does not meet State requirements for establishment. P. Carideo commented that the bond is in place to make sure things are done per plan. P. Carideo explained that an AOT permit requires that 65% coverage of grass be in place in order to be considered stabilized.

C. Ashford commented that he does this all the time and will do what needs to be done in order to keep his site stable. B. Villella commented that he did not have a problem. S. Wentworth stated he was ok and saw no erosion. S. Hastings stated she could only base her opinion on what was stated this evening.

MOTION: B. Villella made a motion to release the full bond amount for Map 09, Lot 070, the Johnson Meadows project.

SECOND: S. Murphy

VOTE: 4-1 (P. Carideo)

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3. Discussion of Proposed 2020 Zoning Articles

P. Carideo stepped down from his spot on the board. S. Wentworth ran the meeting.

a. Groundwater Protection Ordinance – Final Draft

S. Hastings commented that she is not sure where P. Carideo stands. S. Wentworth commented that all the board members are here to serve the towns people. S. Hastings stated P. Carideo is serving in three positions, Chairman of PB, Conservation Commission member, and member of the HWRC. S. Murphy commented that the two boards and one committee are inter-related and he doesn't see a conflict.

P. Carideo commented that by law he can be on both PB and Conservation and that the HWRC is a committee and not a board. S. Murphy added that the HWRC is a sub-committee of the Board of Selectmen which was only formed last March 2019 via Article 22 on the Warrant.

S. Hastings stated she is not hearing any dollar amounts behind the resources needed as a result of these ordinances. S. Hastings feels she needs more answers. L. Sarapas responded by stating the Building Inspector or his designee can do the inspections. L. Sarapas stated the typical fee for inspections would be charged as required. S. Murphy stated the fees will be in line with the other fees in Town.

L. Sarapas explained the GWPO program. R. Clark referred to the Model DES Ordinance and discussed his suggested changes based on wording in the model ordinance. L. Sarapas and R. Clark discussed the exceptions and exemptions of the ordinance. R. Clark discussed the permitted uses in Section H of the GWPO. L. Sarapas and R. Clark agreed on the wording in Section H and were ok with the changes to Section J2.

R. Clark still felt that private residences should be exempt. There was a roll call vote and B. Villella and S. Hastings agreed with R. Clark that private residences should be exempt. C. Ashford, S. Murphy, and S. Wentworth disagreed.

C. Ashford commented that every resident in town should be responsible for clean water and use BMP on their property.

The board agreed to edit Section L1 and add the wording back "except for F1, F2 & F3.

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MOTION: R. Clark made a motion to approve the Ground Water Protection Ordinance (GWPO) as proposed. Section H use simple sentence. Section J2 as amended. Section L1 leave wording as is. R. Clark also motioned to move the ordinance to town counsel for review and comment.

SECOND: C. Ashford

VOTE: 6-0

Chairman Carideo returned to his spot on the board.

MOTION: C. Ashford made a motion to continue the meeting to 12/18/2019

SECOND: S. Wentworth

VOTE: 7-0

There was a continuation of the December 16, 2019 meeting to Wednesday, December 18, 2019. The meeting was held at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. This meeting was broadcast live over HCTV 17.

PRESENT: Paul Carideo (Chairman), Steve Wentworth, Sean Murphy, DJ Howard, Chuck Ashford, Jr., Bob Villella, Randy Clark, and Susan Hastings (alternate).

CHAIRMAN'S REMARKS

The meeting began at 7:03 PM and P. Carideo announced that this was a continuation of the December 16, 2019 meeting.

1. Discussion of Proposed 2020 Zoning Articles

Chairman Carideo announced that the board received a written response/opinion from Town Counsel regarding the Groundwater Protection Ordinance (GWPO). (A copy of this opinion will be part of the minutes.)

P. Carideo stepped down from his spot on the board. S. Wentworth ran the meeting.

a. Groundwater Protection Ordinance – Final Draft

L. Sarapas discussed Town Counsel's redline changes and most were self-explanatory. The board was advised that private residences should be exempt from all Performance Standards as suggested by the model ordinance. L. Sarapas stated the HWRC would go with the opinion of Town Counsel. S. Wentworth agreed that the board would follow Town Counsel suggestions.

S. Wentworth asked the PB members if they had any questions and there was none. L. Sarapas asked D. Soucy to forward him a copy of the final draft of the GWPO.

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MOTION: B. Villella made a motion to accept the revised GWPO as written by Town Counsel, along with the edit on page 8. B. Villella also motioned to move the article to the 1/6/2020 public hearing.

SECOND: R. Clark

VOTE: 7-0

P. Carideo returned to his spot on the board.

b. Blasting Ordinance – Working Draft

P. Carideo explained the changes that were made to the Blasting Ordinance. P. Carideo commented that he had trouble adding the State vibration chart to the document. R. Clark commented that Windham only references one frequency.

R. Clark explained the history of blasting in Town and the correlation some towns people made to water loss. R. Clark went on to explain that the NHDES report concluded that blasting on Labrador Lane did not have an effect on the wells on Main Street and that when the Kent Farm well withdrawals were dialed back people on Main Street began to see their wells recover. R. Clark referenced the 2019 NHDES Rock Blasting and Water Quality Document and stated that the model blasting ordinance in this document are all housekeeping items. R. Clark stated he feels a twelve (12) page Blasting Ordinance would not keep the water clean.

L. Sarapas, Chairman HWRC, referenced the 2019 NHDES Rock Blasting and Water Quality Document and stated he felt it did not provide guidance nor did it address water quality issues. L. Sarapas explained turbidity. R. Clark confirmed that groundwater on a site would be tested and not at a nearby pond, etc. R. Clark and L. Sarapas agreed that the document did not say what part of the well would be tested.

L. Sarapas stated the Blasting Ordinance serves multiple purposes including the physical effects of blasting and the more complex potential impact to nearby residences. R. Clark commented that wording was changed to be in line with the State guidelines. R. Clark asked L. Sarapas if this Blasting Ordinance would have been in place 3 years ago what would happen if there was blasting on Labrador Lane and the wells went dry on Main Street. L. Sarapas stated he would need to read the document further. P. Carideo commented that if the town received a complaint the Blasting Administrator would have researched the situation.

L. Sarapas stated he could provide R. Clark with an initial response. L. Sarapas stated the Blasting Administrator could make a correlation between the time of the blast and the loss of water. L. Sarapas stated the affects of blasting are acute. R. Clark stated he was surprised that the response would be so quick. L. Sarapas responded by stating for quantity yes, however quality affects are not so immediate.

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P. Carideo referenced the Revocation of Permit section of the proposed ordinance and explained the fines and penalties.

Deanna Anthony – 414 Main Street – asked about water quality testing and suggested that residents test their own water prior to known blasting activities. S. Wentworth commented that any homeowner can test their water at any time.

L. Sarapas provided suggested wording “At the time of the pre-blast survey the blaster will offer the property owner the opportunity to conduct water quality testing at the property owner’s expense.” Another change was to add “...with the exception of water quality testing”.

B. Villella confirmed that blasting companies perform water quality testing pre-blast.

Deanna Anthony – 414 Main Street – asked what happens after the blast, would you require another water quality test. S. Murphy commented that if a homeowner feels adversely affected by blasting, they can retest their water. S. Wentworth gave the example of a crack in the wall as a similar issue that could be caused by blasting.

L. Sarapas commented that MSDS have been changed to SDS, Safety Data Sheets. P. Carideo commented that page 6, item #2 addresses the aggregate blast in a subdivision.

MOTION: S. Wentworth made a motion to accept the Blasting Ordinance as revised and to send to Town Counsel for review and comment. S. Wentworth also motioned to move the article to the 1/6/2020 public hearing.

SECOND: C. Ashford

VOTE: 6-1 (R. Clark)

c. Illicit Discharge Detection and Elimination (IDDE) Ordinance

P. Carideo commented that the IDDE Ordinance was already reviewed and approved by Town Counsel back in June 2019 and was adopted as a Selectmen’s Ordinance in order to comply with the Federal MS4 permit requirements. The PB needs to move the Ordinance to Zoning this March.

MOTION: S. Wentworth made a motion to move the IDDE Ordinance to the 1/6/2020 public hearing.

SECOND: R. Clark

VOTE: 7-0

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d. Public Water Well reporting requirement

R. Clark made a suggestion to amend current Zoning to request Public Water Well information. R. Clark stated if the Town of Hampstead had been receiving information concerning well water withdrawals someone could have made the correlation between water loss on Main Street and increased pumping on Kent Farm wells.

P. Carideo asked for public comment.

Jim McHale – 356 Main Street – stated he was in favor of getting water data. He used the term RWU= Registered Water User and explained that there are 14 wells in Hampstead that qualify as RWU's and all are Hampstead Area Water Company (HAWC).

R. Clark stated he would change the wording in his proposal to “any RWU instead of any entity”.

L. Sarapas explained the history of DES grandfathered wells and stated that unfortunately Kent Farm Road is one of those wells.

P. Carideo asked the PB for their opinion. B. Villella asked why this information is needed. R. Clark stated the Town should be getting information on a timely basis. C. Ashford stated he is not opposed to requesting this information but felt the “cat was already out of the bag”. P. Carideo commented that the Town can use this data. D. Howard stated he was ok with the suggestion. S. Murphy liked the RWU wording. S. Wentworth and S. Hastings both agreed with S. Murphy.

Chairman Carideo asked for public comment.

Deanna Anthony – 414 Main Street – commented that the Town could compare the data with the well protection radius and gain an understanding of how the wells are interconnected.

MOTION: R. Clark made a motion to approve the revised Public Water Well reporting requirement Ordinance as discussed.

SECOND: D. Howard

VOTE: 7-0

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MOTION: R. Clark made a motion to send the Public Water Well reporting requirement Ordinance to Town Counsel for review and to move the Ordinance to the 1/6/2020 public hearing.

SECOND: D. Howard

VOTE: 7-0

e. Setting of dates for public hearings on all Proposed Zoning Articles

Chairman Carideo announced that the public hearing for all the 2020 Proposed Zoning Articles will be Monday, January 6, 2020 at 7:00 PM in the Town Hall Meeting Room.

Article #1

To see if the Town will vote to adopt Article II-4 an Illicit Discharge, Detection, and Elimination (IDDE) Ordinance as part of Land Use Regulations to comply with Municipal Separate Storm Sewer System (MS4) requirements as set forth by the Environmental Protection Agency (EPA).

Article #2

To see if the Town will vote to adopt Article II-5 a Ground Water Protection Ordinance (GWPO) as part of Land Use Regulations.

Article #3

To see if the Town will vote to adopt Article IV-15 a Blasting Ordinance as part of Special Zoning Regulations.

Article #4

To see if the Town will vote to amend Article I-2 to add Public Water System Reporting Requirements.

Article #5

By petition shall the Town vote to amend Article IV-9.2(A)(1) to read "A communication tower may be located on any Town-owned parcel except on conservation land and/or in Residential Zone A."

2. Map 19 Lot 009 Winchester Heights – Mylar Recorded Plan D-41837

Planning Board Matters

1. Town Engineer Comments – not present

2. Correspondence

- Town of Pelham, Wireless Communication Tower
- City of Nashua, State Liquor Store
- ZBA Minutes, December 2019
- Abutter letter re: Johnson Meadow
- Groundwater Management Permit Renewal

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L. Sarapas commented that the HWRC did not receive a copy of the Groundwater Management Permit Renewal and asked why it was not forwarded to the committee. P. Carideo stated that L. Sarapas would need to inquire to the Town Clerk's office regarding that process.

3. Member Comments

P. Carideo addressed non-public meeting protocol with the board members. P. Carideo reminded the members that there should be no conversation outside of the meeting. P. Carideo informed the board that there was a breach and information was released prior to the 72-hour waiting requirement. P. Carideo stated that per RSA there are civil penalties that could be imposed. D. Howard asked for confirmation if the matter was in regard to the engineering contract and P. Carideo confirmed it was.

P. Carideo thanked the gentlemen interested in the PB alternate positions for continuing to come to the PB meetings. P. Carideo informed the audience that between 1/22/2020 and 1/31/2020 any interested parties can file for full-time PB positions with the Town Clerk.

4. Review of Minutes (11/18 Workshop)

MOTION: R. Clark made a motion to accept the 11/18/2019 minutes as amended.

SECOND: D. Howard

VOTE: 7-0

5. Adjourn

MOTION: S. Wentworth made a motion to adjourn at 9:50 P.M.

SECOND: C. Ashford

VOTE: 7-0

Minutes prepared by Debbie Soucy, Secretary