

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

Minutes Workshop April 18, 2022

A meeting of the Planning Board was held on Monday, April 18, 2022 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. The workshop began at 7 PM.

PRESENT: Robert Weimar (Chairman), Randy Clark, Sean Murphy, Mike Hanides, Kim Colbert, Ryan Gray, Bob Vilella, Susan Hastings (alternate), DJ Howard (alternate) and Lewis Eaton (alternate).

1. Change of Use, Map 12 Lot 126 – 546 NH Route 111 – Axe Towne

D. Soucy explained that there were condominium conversion site plan and associated paperwork filed at the Rockingham County Registry of Deeds (RCRD) for this commercial site. Based on the Town's Subdivision Regulations local approval is needed to legally convert the site to condos. D. Soucy informed the board that she has spoken with Attorney Bernard Campbell regarding this matter and suspects he will be filing the paperwork for review/approval by the board.

D. Soucy reminded the board they recently reviewed a change of use for this same parcel proposing two sheds and a port a potty to sell farm stand items and ice cream in the parking lot at this same location. The board advised the applicant that an amended site plan would be needed for this proposed change of use.

D. Soucy informed the board that in front of them for consideration this evening was another change of use application for Axe Towne, axe throwing at the location. D. Soucy stated she could not find a recorded plan that shows parking allocations for each of the businesses at the site.

Chairman Weimar and the board felt the condo conversion needs to be addressed before the board would consider a change of use/ amended site plan for the site. The board agreed that there were too many unknowns with the axe throwing proposal and would like an amended site plan.

Robert Towne arrived at the meeting after the discussion was concluded. The Chairman informed Mr. Towne of the decision and stated items like septic and parking would need to be addressed. R. Towne stated the current septic is sized for 6 units and there are only 3 units in use.

DJ asked for clarification on what current use is being replaced. R. Towne stated the axe throwing is being proposed in the auto repair shop. DJ asked how many people they expect to have within the site. R. Towne stated the maximum capacity would be around 30 people. R. Towne stated they are not serving alcohol however, NH allows BYOB.

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R. Gray asked if there would be someone monitoring the patrons throwing the axes. R. Towne stated yes, there would be a monitor, and indicated that patrons are given an overview of safety requirements, etc. before throwing the axes.

2. Paul Carideo, Storm Water Management (SWM) Committee

P. Carideo informed the board that the town just recently formed the SWM Comm, previously Sally Theriault and Jon Worthen were the individuals involved with administering the MS4 requirements, etc. The SWM Comm recently secured the services of an outside consultant, Comprehensive Environmental Inc (CEI), to work with the town on MS4 compliance.

P. Carideo stated the SWM Comm has a draft mission statement and duties they are hoping to finalize at upcoming meetings. Presently the proposed mission statement reads "The Town of Hampstead Stormwater Committee is established to protect the Town's greatest resources, its lakes, waterways and wetlands by recommending Best Management Practices (BMP's), conducting long and short-range planning and execution of these BMP's to restore and preserve these wetland resources ensuring they meet the most feasible and achievable water quality goals. The Committee will also assist Town Personnel and Departments with the implementation of the EPA Municipal Separate Storm Sewer System (MS4) permit and serve as the forum for public participation, public education and outreach, illicit discharge detection and elimination, construction site and post-construction site runoff controls, and improved pollution prevention and good housekeeping with all town operations."

The draft duties of the committee "The function of the Committee is to meet periodically to develop complimentary strategies for managing the town's stormwater systems through public education, outreach, participation, involvement, pollution prevention and stormwater best management practices."

P. Carideo commented that the PB recently adopted SWM regulations at the 4/4/2022 public hearing. Additionally, the Illicit Discharge Detection and Elimination (IDDE) Ordinance was adopted by both the Board of Selectmen as an ordinance as well as within the Zoning Ordinance. P. Carideo commented that RPC is working on a program to administer the ordinance.

P. Carideo informed the board that he had participated in a recent EPA compliance visit and commented that some of the construction monitoring reports were lax as it related to erosion and sediment control. P. Carideo informed the board the report could be found on the town website under the SWM committee page.

P. Carideo suggested the board speak with KNA and ask what items are being reviewed at the pre-construction meetings and ask that the discussion be documented. P. Carideo also suggested better documentation of notes during the construction of a project.

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Chairman Weimar commented that if the SWM comm is suggesting the PB adopt a set of procedures he would like to know if CEI has some sample documents they could share with the Town. R. Weimar asked P. Carideo if he could look into this matter further.

P. Carideo reviewed a document titled NPDES MS4 Basics, Summary of Permit Requirements, developed by CEI. Copies of the document were shared with board members for their information. The document references the permit requirements, control measures, reporting measures, as well as a program schedule summary.

P. Carideo informed the board that the town would be required to identify five town properties that need to be improved. S. Murphy asked if the Hampstead Fire Department was one of the town properties under consideration for improvement. P. Carideo stated that the HFD is on the list since the ground would be disturbed during the upcoming construction.

P. Carideo stated the number one priority should be enforcing the post construction SWM controls. P. Carideo stated another goal of the committee is public education and outreach.

Chairman Weimar asked if there was a summary of items that have been completed. P. Carideo stated that lots of information is available on the SWM page of the town website. P. Carideo referred to the Base Program Schedule Summary on the last page of the handout which describes the requirements for years 1 through 6 plus.

Chairman Weimar asked if the HFD has a list of hazardous materials at commercial sites in town. R. Clark stated he believes the commercial properties are required to provide the information.

DJ asked P. Carideo about the water testing requirements placed on commercial sites. P. Carideo stated the committee is working with the consultant to identify the testing requirements.

3. MS4 – Stormwater Compliance – Key Points

Chairman Weimar asked the board to become familiar with the key points highlighted in the 4/8/2022 email from Jenn Rowden, RPC regarding compliance with SWM regulations.

4. Keach Nordstrom, Field Inspection Criteria

Chairman Weimar reported to the board that he had accompanied Jeff Quirk, KNA on a field inspection. The board members were provided with a list of typical construction inspection items from KNA.

Chairman Weimar asked the board to look at the requirements and see if more items are warranted. R. Weimar talked about the importance of pictures to document progress

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or deficiencies. R. Weimar commented that J. Quirk is knowledgeable enough to perform inspections.

P. Carideo commented that if KNA is inspecting a site they should be privy to the SWPP reports. P. Carideo stated it is something for the board to think about as more reports are required by the EPA.

5. Member Comments

K. Colbert suggested adding the applicants email address to the change of use form.

D. Soucy asked the board members if they wanted to go back to pre-covid meeting procedures and mentioned that the board members used to congregate in the PB office before meetings and enter the meeting room as a group. D. Soucy commented that the PB Handbook specifically states "to limit pre-meeting mingling. It is certainly fine to say hello to people as you enter the meeting room or lobby outside, but don't spend too long in casual conversation. Though perfectly innocent, it may give the impression that you are somehow connected with an applicant or abutter and that something fishy is going on."

R. Clark stated he does not see it as a problem and felt members could refrain from speaking to the public before meetings. It was agreed that the decision will be up to the individual member depending on how early they arrive ahead of the meeting.

6. Review Minutes (4/4/2022 Public Hearing)

MOTION: R. Clark made a motion to approve the 4/4/2022 minutes as presented.

SECOND: K. Colbert

VOTE: 6-0-1 (B. Villella abstained)

7. Correspondence – None

8. Communication Protocol

There was a roll call vote to go into non-public session per RSA 91-A:3 II (a), employee matters. SH, LE, BV, RC, RW, SM, DH, RG, KC, MH all voted affirmative to go into non-public session. At 8 PM the board entered non-public session.

There was a motion to leave non-public session and SH, LE, BV, RC, RW, SM, DH, RG, KC, MH all voted affirmative to come out of non-public session. At 9 PM the board exited non-public session.

There was a motion to seal the minutes of the non-public session and SH, LE, BV, RC, RW, SM, DH, RG, KC, MH all voted affirmative to seal the minutes of the non-public session.

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9. Adjourn

MOTION: S. Murphy made a motion to adjourn at 9:00 PM

SECOND: R. Gray

VOTE: 7-0

Minutes prepared by Debbie Soucy, Secretary