

# HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

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## Minutes Workshop September 17, 2018

A meeting of the Planning Board was held on Monday, September 17, 2018 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH. This meeting was broadcast live over HCTV 17.

**PRESENT:** Paul Carideo, (Chairman), Ben Schmitz, Glen Emerson, DJ Howard, Steve Wentworth, Robert Waldron, Randy Clark (Alternate), and Tim Fountain, CAI, Inc. The public attendance roster is available as an attachment to this document.

Chairman Carideo opened the workshop at 7:05 P.M.

### Planning Board Matters

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#### 1. 07-023 St. Anne Church – Amended Site Plan

Chris Dane represented the applicant and explained that the amended site plan was for the construction of a concrete pad for a modular building to be used as a food pantry. The applicant received a variance from the Zoning Board of Adjustment (ZBA) for placement of the concrete pad 33.5 feet from the wetlands when 50 feet is required. C. Dane stated the revised plan (11x17 to PB members) reflects the changes the Town Engineer requested.

C. Dane stated that he is requesting a waiver from Section 5.02.B of the Site Plan Review Regulations which state NGVD 29 Datum elevations are to be included on the plan set. C. Dane stated there was a minor drafting error and the benchmarks, using assumed datum, were not put on plan and will be added.

Chairman Carideo explained the NGVD 29 Datum to the PB members and the audience. P. Carideo stated that the survey for the St. Anne plan used the same data as the Hampstead Middle School plan and the PB waived the NGVD 29 Datum requirement for that plan. D. Howard asked if it was difficult to obtain the data for the NGVD 29 Datum. C. Dane responded by stating that it costs more money to obtain the data and he is simply trying to save the church money. P. Carideo stated that he did not feel it was a big deal to waive the requirement since it is only for a concrete pad. B. Schmitz agreed with P. Carideo.

**MOTION: B. Schmitz made a motion to waive the requirements of Section 5.02.B of the Site Plan Review Regulations.**

**SECOND: D. Howard**

**VOTE: 6-0**

P. Carideo asked if anyone had questions regarding the plan. P. Carideo asked if S. Bourcier signed off on the revised plans. P. Carideo stated he did not see a

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problem conditionally approving the plan subject to the Town Engineer's final sign-off.

Chairman Carideo asked the public for comment, there was none.

**MOTION: B. Schmitz made a motion to conditionally approve the plan subject to Town Engineer sign-off. Conditions of approval to expire 12/3/2018.**

**SECOND: G. Emerson**

**VOTE: 6-0**

S. Wentworth stepped down from his spot on the PB.

### **2. 19-009 Winchester Heights – Bond Amount**

S. Wentworth stated that he has not had time to review the bond amounts in detail. P. Carideo stated the PB could defer the discussion to the next public hearing. P. Carideo stated that S. Wentworth could contact the Town Engineer directly with any questions but asked that D. Soucy (PB Office) be kept in the loop on all email communication. D. Soucy was asked to add the bond discussion to the 10/1/2018 PB Meeting.

S. Wentworth returned to his spot on the PB.

### **3. CAI GIS Demonstration**

Tim Fountain from CAI was present to do a demonstration on the Town's GIS website. There were several department heads in attendance. T. Fountain explained that CAI provides the Town of Hampstead an online GIS platform called AxisGIS. T. Fountain explained that AxisGIS is scalable to meet the needs of the Town, if there are database systems that departments use these could be interfaced with GIS. T. Fountain explained that most towns add the staff site tools as a next step in the GIS platform. The staff site is a "locked" option that can make certain tools and data available via an individual specific log-in. T. Fountain stated that as long as a user has access to the internet and electricity they could access the AxisGIS site.

T. Fountain reviewed the many features of the AxisGIS homepage. T. Fountain noted that the feedback form is the best way to get suggestions to the development team at CAI. T. Fountain stated that public users cannot change any of the content on the site. T. Fountain demonstrated the search feature, identify tool, layers tab, and drawing tools.

T. Fountain explained the Staff Site which is an add-on tool. There is a one-time fee of \$950 for the Staff Site tools. T. Fountain demonstrated the analytics

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feature which is part of the staff site tool. This is a traffic report that shows the page views or the number of times the site was loaded. T. Fountain demonstrated the link error report. T. Fountain stated the \$950 cost includes unlimited user access and that each user would be authorized to view different content based on the work/department need. T. Fountain demonstrated the document upload tool that allows a staff user to link PDF & TIF's to parcels and properties, for example, permits, deeds, etc.

P. Carideo inquired about data collection, specifically for culverts as it relates to the Federal MS4 Permitting requirement. T. Fountain stated that as long as data collection is done in a manner that is compatible to AxisGIS, such as a shapefile, it can be integrated as a layer. There would be a cost associated with data collection if CAI were to send a field team to collect the data versus if someone in Town is working on the data collection.

Deputy Chief W. Warnock asked if the E911 maps could be integrated. T. Fountain stated that he is familiar with the E911 process and CAI has worked with other towns to integrate this data. T. Fountain explained that this would be a staff only layer as E911 data cannot be released to the public.

Jon Worthen, Road Agent, stated that he is working with Rockingham Planning Commission (RPC) on data collection for culverts and catch basins. T. Fountain stated CAI would need a shape file, geodatabase, or data hosted on a server that CAI can access. T. Fountain stated he would need more information on the technology being used to collect the data to give a more specific answer.

Tim Lovell, Conservation Commission (CC), stated that the CC is currently working on gathering data for the trails in Town. P. Carideo commented that the files will be shapefiles. T. Fountain stated that the conservation trail data could be incorporated as a layer to the AxisGIS site. If the trail data layer were added in April, at the same time as the annual map update, there would be no cost for the addition. T. Fountain stated that any "layers" added outside of the annual update would incur a \$250 fee per event.

P. Carideo stated that he could envision the Staff Site Tool (\$950 one-time charge) being proposed during this year's budget season. The PB thanked T. Fountain for his time.

#### 4. Member Comments

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B. Schmitz stated that he thought the GIS demonstration was good. He also commented that the Staff Site Tool made sense as the next logical step in the progression of the AxisGIS site.

P. Carideo stated that at a minimum he would like to propose the Staff Site Tool as an add-on for this budget season. P. Carideo indicated that he was also considering a laptop and projector for this budget season. P. Carideo asked B. Schmitz if he could do some research on projectors and offer his opinion on what would be appropriate for the PB needs.

### 5. Review Minutes (9/4 Meeting)

**MOTION: D. Howard made a motion to approve the 9/4 minutes as amended.**

**SECOND: S. Wentworth**

**VOTE: 6-0**

### 6. Adjourn

**MOTION: D. Howard made a motion to adjourn at 9:30 P.M.**

**SECOND: G. Emerson**

**VOTE: 6-0**

Minutes prepared by Debbie Soucy, Secretary