

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

June 19, 2017 Workshop Minutes

A workshop meeting of the Planning Board was held on Monday, June 19, 2017 at the Hampstead Town Hall, 11 Main Street, Hampstead, NH.

PRESENT: Paul Carideo, (Chairman), Ben Schmitz, (Vice Chairman), Chad Bennett (Ex-Officio), Glen Emerson, DJ Howard, Robert Waldron, Randy Clark, Kris Emerson, Jon Worthen, Will Warnock, and Scott Bourcier from Dubois & King.

Chairman Carideo opened the workshop at 7:00 pm

Planning Board Matters

1. Inspection Procedures

P. Carideo explained this process is new to all and the goal is for all departments to be in the loop and on the same page, which is why we are clarifying the process and discussing the inspection procedures.

S. Bourcier from D&K stated he could tailor inspections to meet the needs of the Town. S. Bourcier indicated that a preconstruction meeting is typically held on the worksite with the contractor, developer, and any other interested parties to clarify they are all working with the correct set of plans. This preconstruction meeting happens prior to the commencement of construction. S. Bourcier then stated letters/reports are sent at milestones during the project.

S. Bourcier would check cuts, fills, erosion controls, etc. and confirm that correct materials are being used as per the plans. S. Bourcier stated he would perform announced or unannounced site visits depending on the contractor to acquire confidence on the construction methodologies. An unannounced visit allows him to observe a sample of the work and ensure things are being done correctly. S. Bourcier stated typically binder course pavement is not placed until the site is considered to be in stable condition; disturbed areas are loamed, seeded, mulched, erosion control measures secured, etc.

P. Carideo opened the floor to questions from the group. K. Emerson stated he felt it would be beneficial to attend the preconstruction meeting. W. Warnock stated depending on the complexity of the project he may or may not need to attend. P. Carideo commented the same would probably be true for the police department; they may want to attend if traffic was of concern for example.

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

June 19, 2017 Workshop Minutes

S. Bourcier stated from this point forward D&K will invite all Department Head Review (DHR), formerly technical review, attendees to the preconstruction meeting. If Department Heads (DH) are able to attend that is fine, if not they can feel free to send him their comments. S. Bourcier indicated that many contractors like to talk directly to Town employees and this sometimes causes problems. S. Bourcier stated he would prefer that Town DH tell him if there is an issue. This is in addition to telling him what you like or do not like, this will help him learn what Hampstead wants.

P. Carideo stated the PB needs to be more firm on our requirements; he suggested that the HFD and D&K see the final mylars before signing. K. Emerson stated it is important from a historical perspective to build what is on the plans. P. Carideo asked if we could hold off on issuing a permit if something is wrong. K. Emerson stated he would rather be made aware of an issue and nip it in the bud. P. Carideo encouraged everyone to work together. J. Worthen stated it is nice to know what is going on and that he typically will visit a site several times. S. Bourcier stated that all involved parties would receive copies of the D&K reports.

S. Bourcier discussed the different types of project changes, which can include field changes, administrative changes, and board changes. He indicated he was very leery of field changes and typically would require the developer to go before the PB to make these changes. P. Carideo stated that any changes from the plan would need to go before the PB.

P. Carideo asked if as a matter of process the HFD would want to review plans. W. Warnock stated there are many details with FD requirements and he would go back to the PB if and when appropriate. S. Bourcier stated he would be reviewing all the DHR notes. P. Carideo stated it may be appropriate to make a note concerning any specific requirements of the HFD and make those part of the conditional approval i.e. HFD requires more specific detail on XYZ. R. Clark asked HFD where the perfect spot for a fire hydrant would be. W. Warnock replied it should be placed where it makes the most sense, he indicated there is some leeway to go 20 feet in either direction depending on other factors such as a driveway turn radius, existing water lines, etc.

2. Accessory Dwelling Unit (ADU) Labelling/Emergency Response

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

June 19, 2017 Workshop Minutes

W. Warnock stated the HFD looks for a "hard" label on homes when responding to emergencies. The letters/labels should be on the front of the building, large enough to see from the street, and in contrasting colors. For example in the case of a duplex, they are typically labelled with an "R" for the ride side and an "L" for the left side of the residence. W. Warnock suggested the PB could advise ADU applicants to label the ADU "A" i.e. 123 Main Street for the Primary Dwelling Unit (PDU) and 123 A Main Street (ADU).

This is especially important if the residents living in the ADU are unrelated to the PDU residents since there could be limited communication. P. Carideo asked if house labelling was something done during the fire and building code process and K. Emerson and W. Warnock both stated yes it is addressed at that time.

W. Warnock stated the HFD must refer to the Life Safety Code for a two family dwelling, the code references doorways and windows as a means of egress. W. Warnock stated the access/doorway from the ADU to the PDU would be considered a means of egress.

3. AxisGIS

Franco Rossi from CAI met with Debbie and Tina last week to discuss mapping updates and provided them with a brief demonstration of the AXIS/GIS product that the Town will be implementing. B. Schmitz asked for an overview of the meeting and our next steps. D. Soucy shared a link via email with PB members that would allow them to access and view AXIS/GIS data from other NH towns that currently use the product. F. Rossi advised D. Soucy during their 6/13 meeting that he would be willing to attend a PB meeting to provide a demonstration of the product. B. Schmitz asked that AXIS/GIS use all the layers available during the construction of the Town's GIS mapping for our demonstration. At that point the PB could make a decision as to which layers we wanted turned on or off. D. Soucy will work with B. Schmitz to coordinate.

One item that still needs to be worked out is integrating the assessing cards from Avitar. Per F. Rossi at CAI each card needs to be a single PDF file. Avitar can provide these files however, it would cost approximately \$1,000. Tina and Ben have been looking into options for a less expensive work-round. One option to consider is A-PDF Content Splitter that costs approximately \$80, however some additional man-hours would be needed to name files, etc.

HAMPSTEAD PLANNING BOARD

11 Main Street, Hampstead, New Hampshire 03841-2033

June 19, 2017 Workshop Minutes

4. Other Planning Board Matters

C. Bennett asked if there were any reports to review from the Town Engineer. S. Bourcier indicated he had nothing outstanding at this time however he had a particular site he was concerned about with regard to erosion controls, AOT permits, SWIP reports, etc. S. Bourcier stated he would work with K. Emerson to coordinate a site visit to address the issues.

The meeting adjourned at 9:00 p.m.

Minutes by: Debbie Soucy, Planning Board Secretary