



Stratham Planning Board Meeting Minutes
January 15, 2020
Municipal Center, Selectmen's Meeting Room
10 Bunker Hill Avenue
Time: 7:00 PM

Members Present: David Canada, Member
Tom House, Member
Robert Baskerville, Alternate Member
Robert Roseen, Member

Members Absent: Pamela Hollasch, Alternate Member
Mike Houghton, Selectmen's Representative
Colin Lavery, Member

Staff Present: Tavis Austin, Town Planner

1. Call to Order/Roll Call

Mr. House took roll call and asked Mr. Baskerville to be a voting member. Mr. Baskerville accepted.

2. Review/Approval of Meeting Minutes

a. December 18, 2019

Mr. House made a motion to approve the December 18, 2019 Meeting Minutes and Mr. Baskerville seconded the motion which passed unanimously.

3. Public Hearing(s):

- a. *Site Plan Review and Conditional Use Permit.*** Project LEGO, at One Fine Chocolate Place, Stratham NH 03885, Tax Map 03 Lot 01. Lindt Expansion (32,769 s.f.) for growth and optimization. Submitted by Joshua Fenhaus, Hunt Construction Group, Inc, 13344 Noel Road, Fourth Floor, Dallas, TX 75240.

Mr. House said Mr. Austin received an email that stated Lindt would like to request a

continuanace to the February 5, 2020 Planning Board meeting.

Mr. Austin said that they are approximately 30 days out from DES approval of their Wetland Permit. Moving forward prior to that approval will not gain them anything. There were a few site walks with abutters and abutter representatives. Lindt is trying to address the noise and the aroma odor questions to see if some agreements and understandings can be reached so the Board can have something conclusive in front of them when they return. They requested the February 5 meeting based on the chance of State approval occurring ahead of schedule, but otherwise being a placeholder. It will likely go to the February 19, 2020 meeting.

Mr. Canada made a motion to accept the continuance to February 5, 2020 and Mr. Baskerville seconded the motion. The motion passed unanimously.

b. 2020 Zoning Amendments Pursuant to NH RSA 674:16, 675:3, and 675:7.

Mr. Austin explained the 2020 Zoning Ordinance document the Board has in front of them is the same as the last meeting with the minor correction. The only thing that has occurred since the last meeting was a presentation of 11.3.2 b) and 11.5.3 b), each were looked at individually and together with the Conservation Commission. Conservation Commission was concerned about who the Planning Board designates as the designee. The intent was to empower the Code Enforcement Officer, but it doesn't say that. If it were adopted, the Board will consider those comments about appointing a designee. The only concerns with 11.5.3 b) was whether or not it needed to say "uncovered pervious decks". There was a question on what else would be considered a similar appurtenant structure to an uncovered deck. Hypothetically, would it be treated the same if someone were to have a monolithic concrete deck. The Conservation Commission wanted clarification if the deck was covered, the water would be draining appropriately. The general consensus was that it could have more clarity, but the Commission seemed content with it. None of the language has changed since the posting of the notice.

Mr. Canada made a motion to accept the amendments as proposed and presented this evening and recommend there placement on the 2020 Town Meeting Warrant and Mr. Roseen seconded which passed unanimously.

4. Public Meeting:

a. Rt. 33 Ad-Hoc. Discussion of two additional members as previously discussed.

Mr. Austin said at the last meeting the Route 33 Legacy Highway Ad-Hoc Committee was appointed. David Ryng and Alex Dardinski want to be on the committee as well.

Mr. Canada made a motion to approve adding Mr. Ryng and Mr. Dardinski to the Committee. Mr. Baskerville seconded the motion which passed unanimously.

b. Rollins Hill Farm. Substantial Compliance Request related to heated driveway Condition Approval.

Mr. Austin said Mr. Roseen, representing Rollins Hill Development, proposed a question to the Board regarding substantial conformance to switching the heated driveways to porous

pavement driveways and the Board was accepting of that if Conservation Commission was accepting. Conservation Commission did say they were accepting. The Planning Board asked for documentation or a presentation of how that would be worked into the association documents. Rollins Hill Development has shown a red line to accommodate the proposed driveways. Staff's recommendation is the Planning Board make a motion finding substantial compliance with the porous driveways in replacement of the heated driveways as stipulated on the plan.

Mr. Canada made a motion affirming determination that porous driveways would be in substantial compliance with stated condition. Mr. Baskerville seconded the motion. Mr. Roseen recused himself from voting. The motion passed unanimously.

Mr. Baskerville asked if Starbucks was opening on Friday, January 17th 2020.

Mr. Austin said that the town anticipated a CO would be issued during the week. Mr. Austin went on a site inspection where Starbucks had a 32 item punch list of items from the electrical inspector, fire inspector, and code inspector. Most of the items that were identified were addressed or planned to be addressed and three additional items were found. If all can be squared away, it may open Friday, but there is no guarantee.

Mr. Austin said Staff received an email from Unitil that there are a number of landscaping plants in the Right of Way along Portsmouth Ave. Mr. Austin said that it will be addressed within the next few months.

c. CIP Update—D. Moore, Town Administrator

Mr. Moore explained the process of the CIP and what the goals were. He then reviews the draft of the CIP summary sheet that he provided the Board with. He said that traditionally the Planning Board will give recommendations to the Select Board on the CIP document and confirm that it is in line with the Master Plan. Mr. Moore explained that the total amount for the Capital Projects is a little under what it was last year.

Mr. Austin asked if that means there is more spending than last year since the debt service moved.

Mr. Moore said that the Town reached out to DRA for suggestions on how to account for budgeting the debt service. DRA suggested moving debt services to the Operating Budget. It doesn't change the amount, it only changes where it shows up on the warrant articles. In the past the CIP included the debt service from past projects. Mr. Moore explained the CIP represents future projects.

Mr. Austin asked if the debt services is in the Operating Budget and if the CIP numbers are similar to last years, does that mean that the Delta is increased spending in CIP over last year.

Mr. Moore continued to review the CIP and what changes were made. Mr. Moore described the Capital Fund Transfers projects. This year a *Town Building & Grounds Maintenance Trust Fund* was added. That is treated as a Capital Reserve Fund.

Mr. Moore continued explaining changes to the CIP. There is a PFAS project for \$40,000 to

allow the Town to respond to the needs. The town is ready to submit the Focus Site Investigation to the State of NH, but they have been advised to not submit it because there has been a few things going on. Judicial action related to standards, both the ground water and the MCL's for the public water systems, and there is legislation which is in the offing. Mr. Moore said that they have been advised to wait. The regulatory environment is changing. Mr. Moore learned that based on where Stratham and DES are on the process, it's likely to be sometime that there will be any mitigation plan understood or agreed to. In the meantime, what may need to occur is quarterly monitoring of the homes that they currently have testing for. They may need funds for additional professional services to represent the Town in the future discussions and to prepare themselves what may be required to respond. One of the things the Town is preparing to do is to put a point of entry filtration system on the fire station in order to arrest the practice of bringing up the contaminated water and putting it back out through the septic system. It is a relatively affordable first step to avoid concentrating the chemicals on the fire station site.

Mr. Moore reviewed the draft version of the CIP packet that includes a page per project with a picture, description, and funding information that matches the summary sheet.

Mr. House suggested that they make it more obvious that the numbers are in the thousands.

Mr. Moore said that was an important point.

Mr. House said that he would like to review the projects that contain a number in the funding table such as the *Shared Town and Vehicle Replacement* project.

Mr. Moore explained how in the past, it was called the *Assessing Vehicle* and he decided to broaden it.

Mr. Moore read through the CIP packet and each project. *The Police Cruiser Replacement* in the past has been shown as an item in the Operating Budget. That is funding for one cruiser over the next four years, but in the year 2022, there is funding for an admin vehicle as well. The Police Detail Fund will fund the equipment associated with the vehicles. The cost in the CIP is just for the vehicle.

Mr. Moore continued, the *Traffic Control Program* has been using portable radars and message boards to help the residents to grasp the issues they see in their neighborhoods. The next section is *Information Systems*, the Police Department is in need of an upgrade in their computing capacity. Funds are set aside for Town-wide improvements.

Mr. Moore described the theme of the CIP this year is to make it more broad. In the past there were separate projects for replacement of library computers, replacement for the Fire Department and replacement for the Police Department. The Town still plans to replace all the computers, they have rolled it up into one project as *Town Workstation Replacements*.

Mr. Moore said that this year Mr. Austin and Mr. Wolph have promoted a project involving online permitting and electronic storage. Reasons to include this are improvement of workflow and convenience to residents. There would be online payments and trades people wouldn't need to come into the building. In many NH communities there is online permitting. Mr. Austin explained what online permitting would include. Mr. Roseen said that he thought online permitting is a great idea. He also expressed that technology in the Planning Board

Meeting Room should be discussed. If there is online permitting, a logical next step could be upgrade the Planning Board room to reduce paper. Mr. Moore said the Select Board agreed that the Boards should have tablets instead of having all the materials for applications printed. Mr. Roseen said eventually that may lead to video recording the meeting for Community TV. Mr. Austin said that the wiring project has built in the capacity to video record meetings.

Mr. Moore moved onto the next category of *Building/Infrastructure and Planning*. There are past funds available for the Gateway implementation. The town is moving forward for preparation for TIF adoption that includes finalization of the financing and developing plan. It includes preparing for additional outreach and materials.

Mr. Moore continued with describing projects. There are funds available for the *Storm Water Planning* project. The Library has needs for the facility. The library wants more meeting areas. *Master Plan Update and Related Studies* may include hiring a professional service to rewrite some of the Master Plan.

Mr. Moore said the *Open Space, Parklands & Connectivity Plan* is thinking strategically about the variety of recreation and parks the town has, what is missing, how they will be used in the future and how to connect them. Mr. Roseen asked why there is no funding in 2020 when it was identified as an important item in the Master Plan. Mr. Moore answered that the *Stratham Hill Park Area Plan* included funds for 2020, but he will discuss that with the Select Board. Mr. Roseen said that connectivity, parks, and pedestrian stuff was all identified as important in the Master Plan.

Mr. Austin said that with the Gateway implementation of water and sewer, the future connectivity plan and the \$15,000 for the *Stratham Hill Park Area Plan*, between March Town Meeting and by the time projects get reviewed it will already be back into budget time.

Mr. Austin said that some of the items from the Master Plan that don't have projects are still included in the CIP across multiple broader projects.

Mr. Moore moved onto the *Historic Resource Inventory* project page. Mr. Canada said that in the future they could hire someone to identify the historic sites and eventually identify a Historic District for the town.

Mr. Moore said the *Cemetery Improvement* funding in the past was for roadways and Mr. Moore wanted it to be broader so it has been changed to improvements. The *Town-wide Parks & Recreation Improvement (non-SHP)* is a roll-up of past projects such as tennis courts. *Public Safety Building Improvements* was added to the CIP because Police and Fire Station need improvements with floors and other things.

Mr. Moore continued reading each project page and its description.

Mr. Moore said that for the *Capital Reserve Funds* the strategy is the same of being able to fund the replacements that are needed based on the age and condition of the equipment as needed. From 2019 – 2020, the funding levels are consistent.

Mr. Roseen asked about the *Storm Water Planning* project. In 2019 there was funding and planned in the following years. The new MS4 permit has begun and there will be investments required in the future. Mr. Roseen said it could be wise to consider some low level of

199 continued investment because there will be additional engineering and additional construction
200 that will be required. Some communities are dedicating whole aspects of public works to their
201 storm water services. Mr. Roseen expressed he believes the funding to be off for the *Storm*
202 *Water Planning* project.

203 There was further discussion on the *Storm Water Planning* project with regards to funding.

204 Mr. Moore said that they have met with the Budget Advisory Committee and the Select Board
205 to review the document and the Planning Board's responsibility is to ensure the CIP is in line
206 with the Master Plan.

207 Mr. Baskerville made a motion to recommend 2020 CIP, having found it consistent with the
208 Master Plan as presented and amended, to the Select Board for 2020 Town Meeting. Mr.
209 Canada seconded the motion which passed unanimously.

211 **5. Adjournment**

212 Mr. Baskerville made a motion to adjourn the meeting at 8:37 PM. Mr. Canada
213 seconded which passed unanimously.

235 Note(s):

- 236 1. Materials related to the above meeting are available for review at the Municipal Center during
237 normal business hours. For more information, contact the Stratham Planning Office at 603-772-
238 7391.
- 239 2. The Planning Board reserves the right to take items out of order and to discuss and/or vote on items that
240 are not listed on the agenda.