

**HOOKSETT ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**  
**UNOFFICIAL MINUTES**  
**Wednesday, March 20<sup>th</sup>, 2019**  
**Hooksett Municipal Building**  
**Town Council Chambers**

David Scarpetti called the meeting to order at 5:00pm.

**Present:** David Scarpetti, Chair; Matt Barrett; Jim Sullivan; Dan Lagueux (arrived at 5:17pm); Alden Beauchemin, Paul Scarpetti; Mark Chagnon; Ivan Gult (arrived at 5:30pm)

**Not Present:** Roger Duhaime

**Staff:** Don Winterton, Acting Town Administrator; Nicholas Williams, Town Planner; Leann Fuller, Administrative Assistant

Pledge of Allegiance was recited by those present.

**I. Meeting Minutes Approvals**

- February 20<sup>th</sup>, 2019

*Jim Sullivan motioned to approve the meeting minutes from February 20<sup>th</sup>, 2019, seconded by Matt Barrett. Motion passed. Paul Scarpetti abstained.*

**II. Appointments**

**i. Brett Scott, Alternate Applicant**

Brett introduced himself. He decided it was time to get involved. He has been in business since he was 12 years old. At the age of 13, his father had to represent him at a meeting for an ATV business. He began with a snowmobile and ATV business, and then went into a hydro seeding business. At age 18, he bought a retail store, age 19 he started flipping houses. Brett does live in Hooksett and has been here for about 5 years. He recently bought 1176 Hooksett Road, put a store in the front and has leased out the other units. Hooksett was a very welcoming town.

David thanked Brett for getting involved and spoke about the Economic Development Advisory Committee which meets on the third Wednesday of every month at 5:00pm. The meetings usually last 1-1 ½ hours. The goal of the committee is to promote businesses to come to Hooksett. The committee is also involved with extending the sewer, creating an Ambassador Program and interviewing businesses for retention. Currently, the committee has a Zoning Board representative, Planning Board representative and a Town Council representative. They would like to have someone come in as an Alternate.

Nicholas had invited Brett to come in and attend the meeting as he wanted Brett to meet everyone and get an idea of what the committee handles. Nicholas did check the charter and the RSA's and an advisory committee can have two Planning Board representatives as Brett is interested in becoming an Alternate on the Planning Board as well. Nicholas recommends a motion be made for him to draft a letter to council to make a motion to add an alternate position to the Economic Development Advisory Committee.

Jim Sullivan stated that can be on the April 10<sup>th</sup> Town Council meeting to approve an additional alternate member. If the committee would like Brett to be appointed and nominated in one meeting, they can request the Council wave the rules to do so.

Paul is happy to have a young person on the board especially since he is aware of the steps and having just gone through all the approvals, he can provide some insight.

Don thanked Brett for coming forward and volunteering. It is really good to have people who are sitting on the boards who have sat on the other side. The experience of going through the process and having the appreciation for people going through the process lends a lot of credibility.

***Paul made a motion for Nicholas to prepare a letter recommending Brett Scott for an Alternate position on the Economic Development Advisory Committee and request that the Town Council waives their rules and appoints and nominates at the same meeting, seconded by Alden. Motion passed.***

### **III. Discussion**

#### **i. Jay Smith, Central Hooksett Water Precinct**

Jay handed out a map that helps show the infrastructure of the Central Hooksett Water Precinct. They currently have 5 water storage tanks and 3 interconnection vaults. The primary is with Manchester on North River Road, secondary is on Springwood Drive and there is an interconnection with Hooksett Village Water across from the Indian Cliff Moccasin Shop. The 5 water tanks are located at Glencrest Estates (330,000 gallon tank), Campbell Hill, Granite Hill, Oak Hill Road (original from 1956) and a million gallon tank just after Cawley Middle School on Whitehall Road. The water comes from Manchester. There are two stations that have the capability to add chlorine if there are any issues but they have never had that happen. Those stations are the Shannon Road station (Granite Hill) and Glencrest. The Granite Hill tank was taken offline and repaired last year including sandblasting, welding and recoating of the inside and outside. That cost \$178,000. Glencrest will have to have the exterior done soon and that will cost about \$90,000-\$100,000. That lasted about 10 years. If the sandblasting, priming and painting are done the tanks can go about 20-30 years before they need attention again.

David asked about the Central Hooksett Water fees.

Jay explained the fees to be based on water usage. The project engineers provide the precinct with that information. For example, O'Reilly's Auto Parts looked at a building they currently have that is the same size and they tell the water precinct what their water demand is and what the plumbing code from the Town is. The fee is \$6.00 per gallon per daily usage. The residential fees are based on the number of bedrooms. Heritage Family Credit Union fees would have been about \$4,000. That was for Capital Improvement, their water and connection fees. The water mains to connect to for Heritage were on the opposite side of the road. Central Hooksett Water does not allow large connections for a fire service. They were going to have to tear up Lindsay Road but there was a conflict in the design with other structures that were there. They ultimately decided to go on a well. They were going to put a fire hydrant outside but there was a conflict with the storm drains.

Paul asked how they satisfied the fire requirements. Jay was not aware of that because once they decided to go on a well; it is out of his hands.

David mentioned that the general public had the idea that they were quoted \$40,000. Jay mentioned that Merrimack County Savings Bank fees were around \$3,800. The fees are the same at \$6.00 per gallon per daily usage. The water precinct is currently working with O'Reilly's. They will be closing the gate valve to a hydrant on Oak Hill Road, taking out the 6" line, putting in a 2" stub and a new valve and it will be 6" going into the building and providing a new hydrant.

David asked if there is a lot of pipe that needs to be swapped out. Jay answered that there is about 6 miles left to change out. The bond for the million gallon tank was just paid off in January. That money will now be put aside for some of the Capital Improvements. It is just a matter of prioritizing what should be done first. Benton Road has a 6" water main that is transite pipe that needs to be swapped out. The road is all ledge so they may have to bury the 8" pipe at a shallow depth and insulate it. The Glencrest station will be dormant as it is fed from Berry Hill. Jay would like to make use of that station by making it a pressure reducing station and get rid of the Campbell Hill booster pump station. The Berry Hill station needs bigger pumps and reducing valves. Between Ambrose Equipment and Dartmouth Street there is an 8" transite pipe and then once you get to Dartmouth Street, it is a 10" pipe. The 700' of 8" pipe needs to be removed and replaced. O'Reilly's can tap into the domestic water but the issues arise when they tap into it for fire. The pipe can collapse during a fire. That is why they are removing a section and putting a T in the middle. Another issue along Hooksett Road is the fibro optic cable is buried 3' deep and over the water main. Amati wanted to do an alignment shop but the fiber optic company wanted millions of dollars in a bond to allow them to tie into the water system.

Mark asked if Heritage Family Credit Union could connect to what O'Reilly's is doing if they chose to. Jay stated they would need easements. They would have to work that out together. Kmart has a main from Route 3 to By-pass 28 and CVS wanted to connect to it but they couldn't.

Dan asked how the committee can make the water precincts life easier. They are starting the Ambassador program to interact with new businesses in town. They want to make them feel more comfortable going through the process. Is there anything specific that can help the water precincts?

Jay mentioned that things are getting smoother. Nicholas has been better about informing them when things are happening. When a developer comes in, Jay tries to make sure he knows their meter requirements immediately as it is a 6 week lead time, the more communication, the better. Items regarding bonds and escrows are generally brought up at the TRC meetings. The PDF files for fees and bylaws are on the website, as well as the preconstruction agreement. Every project is different so there are not specific questions to be asked for each business.

David clarified that there are 5 different water companies that Hooksett has.

Jay stated that the hand out he gave will help with understanding Central Hooksett's system. When they stamp and approve a set of plans, they are only good for 4 years. They have run into issues with Granite Heights and Berry Hill that they were not using the same set of plans that the precinct has. In both cases, there was a set of water designed plans that were stamped approved but they ended up using a different set of plans on site. Jay did not find out until they are ready to connect. He is not sure where those new plans came from or where the disconnect happened. It has all been worked out in both situations.

Nicholas mentioned that all plans should be funneled through the Community Development Department. Then they will be distributed to the appropriate departments. That way everyone has the same plans. We

then provide plans to the appropriate departments. If all official communication for bonding and escrows go through one person, that will help.

Alden asked how it works with the sign offs? Jay mentioned that they have to sign off on the Certificate of Occupancy checklist. Once the engineer stamps the plans approved, then the plans are signed off on by Jay. Jay makes sure that Bruce at Sewer gets copies as well as they use the same inspector.

Bruce Thomas offered a solution that when he reviews plans that he can include a note that water works needs to sign off on the plans prior to Planning Board approval. Paul suggested a sign off sheet that Dick Marshall will see before he signs the plans.

Jay mentioned that a lot of people assume that because they have the bond all set with the Town that the water precinct falls under that. They are usually surprised when they need additional bonds and escrows.

Nicholas reiterated that they do make it a point to mention these items at the TRC meetings. Bonding is dealt with after there is a signature on the plan.

Jay stated 8-9 years ago, people receiving approval in town were getting different fees from the water precincts. Now, Central and Hooksett Village water have the same fees.

Bruce and Nicholas discussed a proposed committee they presented to Don today. They would like to form a committee for the Public Utility providers. The committee could meet once a month or on an as needed basis.

Jay mentioned that he discusses the items that water requires at the TRC meetings. Usually, there is 2 weeks of inspection fees required up front and \$1,100 to review the plans. If they have to, they will request additional fees. Bruce offered to come up with a hand out for the committee.

Nicholas also mentioned that after the site bond and the construction monitoring escrow are received there is an additional landscaping bond that comes in prior to the Certificate of Occupancy that must remain in place for 2 years following the date of planting.

Jay can create a quick idea of what the fees may be. They have to make sure the correct materials are in the ground that is why they do inspections. On Whitehall Road, they found a boulder on top of the water main.

Nicholas mentioned that once there is an approved site plan, they receive a conditional approval letter with everything that is required prior to Certificate of Occupancy. That includes bonding and escrows for the town only.

Jim asked who determines the number of hydrants in the development. Jay stated that the Fire Department does. At a minimum, there should be a fire hydrant every 500'. Jim mentioned that at the town meeting, the voters approved adding money to the budget for private hydrants. Don clarified that they did add money to the budget but it would go to the council whether those fees would be applied for private hydrants. The amount of money added to the budget is not sufficient for all the private hydrants in town. Jay clarified those private means developments like Berry Hill. Bruce mentioned that there are Development Regulations and a Standard Specifications book for the Town and the water works have their own as well. There is some responsibility on the developers to know what they are doing.

Dan mentioned that he is just learning this information. He is a bit overwhelmed. He wants something that is easy for entrepreneurs' to be comfortable walking in and say there were no surprises. There are all these silos. He does not feel that he knows when and where to start the process. Paul recommended that if he is doing a small project to go see Matt and Nicholas and they will walk through the process with him. Nicholas mentioned that on larger projects there is more interaction with the project engineer than the applicant.

ii. **Nicholas Williams: New Development Update**

Nicholas ran through the current projects underway. O'Reilly's Auto Parts demolition has begun, they hope to open in May. Urgent Care will be looking for a Certificate of Occupancy in the next month. Agway just received their site plan approval. Clearing has begun on the corner of Londonderry Turnpike and Smyth Road. The next Planning Board agenda consists of the public hearing for the NH Sports Dome since they have received their Variance and Special Exception for the wetland buffer impacts.

Bruce Thomas is working on hiring a consultant for the septic design between Manchester and Exit 11.

David mentioned that the \$2.5 million dollars for the sewer was approved by the voters. The staff is in the process of forming a TIF Committee. Don mentioned that the former TIF committee was not disbanded. Early next week, the member names will be brought to Council for nomination and appointment. He hopes to have a meeting early to mid-April.

Jim asked what is happening where they cleared trees north of the Barking Dog. David stated that is part of the Autumn Frost project that he received approval for. They were excavating material and removing ledge to a reasonable level.

Alden spoke about a project at the end of Pine Street. It was the Prescott Tavern in the 1800's. It was built with timber frame and wood pegs. It has the original Indian shutters on it. Alden approached the owner in 2013 and worked out a conceptual plan but it ended up not being workable at the time. Since then, the plan has been revised and it is going before the Planning Board for a conceptual discussion on April 1<sup>st</sup>. The plan consists of a tavern, restaurant and parking for about 95 cars. The plan would be to tear down the barn and build a new one, push the existing house away from the right of way. The tavern would have handicap access.

Mark mentioned that he has proposed an idea to the Chamber of Commerce to assist with the Ambassador program. He will elaborate when he has more information.

David asked Nicholas if the ERT Zone signs have been ordered. Nicholas said he got the bid from the Portsmouth Sign Company and ran it by the NHDOT. They classify it as an advertising sign and it will not be allowed in the Right of Way. Nicholas has reached out to the City of Rochester as their signs are located in the Right of Way of state roads. The committee may have to find a new location that is highly visible. They are not ordered yet but Nicholas will contact the prison to see if this is something they can do. David mentioned that he, Alden and Paul had lunch with John Jackman who is a commercial realtor. He stated they need sewer on Londonderry Turnpike.

***Mark Chagnon motioned to adjourn, seconded by Ivan Gult. Meeting adjourned at 6:18pm.***

***Minutes respectively submitted by  
Leann Fuller***