

**Official**

**HOOKSETT PLANNING BOARD MEETING  
HOOKSETT TOWN HALL CHAMBERS (Room 105)  
35 Main Street  
Monday, September 9, 2019**

**MEETING CALLED TO ORDER AT 6:00 P.M.**

**PLEDGE OF ALLEGIANCE**

**INTRODUCE MEMBERS OF THE BOARD**

**PRESENT: Richard Marshall (Chairman) and P. Scarpetti**

**ALTERNATES: Brett Scott and David Russell**

**EXCUSED: Tom Walsh (Vice-Chairman), David Boutin, Christopher Stelmach, Matt Reed, and Robert Duhaime (Town Council Rep.)**

**STAFF: Nicholas Williams (Town Planner) and Andre Garron (Town Administrator)**

**APPROVAL OF MINUTES OF August 5, 2019**

**August 5, 2019 Meeting – P. Scarpetti motioned to table the minutes of the August 5, 2019 meeting due to there not being a quorum of Board members in attendance that were present at the August 5, 2019 meeting. Seconded by B. Scott. Motion carried unanimously.**

**OVERVIEW OF CIP**

**1. ANDRE GARRON, TOWN ADMINISTRATOR**

This CIP is similar to last year's plan. Past town meeting both failed improvements to Hackett Hill Intersection and the Old Town Hall renovations. I am hesitant to remove those from the plan as the Rt. 3 corridor is still an important project. We need to regroup on that and get some better data on how to improve it. We, as a town, need to determine what we want to do with the old Town Hall and how best to renovate it. That building is a great resource to have. It has good bones and potential. It will remain in the CIP and we will come back to the Board with a plan of action. The Waste Water Department, Village Water Precinct, and school district provided information with regard to a project they have under consideration so there is an addition for that. Some of the off-setting revenue will go towards the cost of these projects. Our intention is to improve the CIP process. It has been an item that the Town Council has made a priority. Having looked at the CIP there is a need for improvement. There is a lot of activity happening in Hooksett. The Town is also going through a Master Plan update and we want to capture those things. The CIP is supposed to be the funding mechanism to make the Master Plan happen. We want to reestablish the CIP Committee and have a good process so that it ultimately gets approved by the Planning Board and goes to the Town Council. The second part of the plan is the long term budget plan and that is with regard to funding. We are required to do a reevaluation of the town

every five years. I want to have a plan to update the base mapping. It has been a long time since that has been done. A few new items on the long term plan are the town pool car that is used by the Town Assessor, the Town Engineer's pick up truck that will need to be updated in 2022 or 2023, and the Code Enforcement vehicle that will need to be replaced 2026-2027. The remainder are items such as the fire apparatus. That was being financed at \$150,000 and has been increased to \$250,000, therefore, our capital reserve has increased. The same goes for the DPW vehicles. In the future you will see a more refined CIP.

D. Marshall: In the Town Hall item under projected needs, you have a dollar value, but there is no money set aside. That will be planning?

A. Garron: Yes. Next year or the year after there will be a number based on a feasibility study.

P. Scarpetti: Under public works, you have it listed as special revenue. What does that mean?

Christine Soucie (Finance Director): Related to the solid waste for the Transfer Station, we have a special fund that pays for the improvements.

P. Scarpetti: How are we doing with the ambulance?

A. Garron: The am fund has been paying for the capital and some of the operating expenses. We will have to see if it will sustain.

***P. Scarpetti motioned to adopt the CIP. Seconded by Brett Scott. Motion carried unanimously with a vote of 4-0.***

## **WAIVERS**

- 2. DAR BUILDERS, LLC #19-19  
39 Churchill Drive, Map 12, Lot 24-23  
Waiver for well radius**

### **Open public hearing.**

N. Williams: The necessary DES paperwork signed off on. They are just waiting on approval of Planning. There are 9 or 10 undeveloped lots. We had a discussion about obtaining the correct waivers. There will be no bonds collected on this property. We will not issue temporary CO's and they will obtain necessary waivers.

P. Scarpetti: I don't understand why they don't hire a surveyor.

N. Williams: The lots have the required amount of frontage. It is a matter of being very precise with where they place the wells on the property?

D. Marshall: Are most of the septic on the front part of the house? If that is the case there is no reason these should be shifted. This is an existing house.

Open to abutter and public comments.

Lindsey Marley (40 Churchhill Drive): How will this impact us as neighbors?

D. Marshall: There should be no impact at all.

L. Marley: What is a CO?

N. Williams: A Certificate of Occupancy.

Close to abutter and public comments.

**Close public hearing.**

**P. Scarpetti motioned to grant the waiver for well radius for DAR Builders, LLC, #19-19, 39 Churchill Drive, Map 12, Lot 24-23. Seconded by Brett Scott. Motion carried unanimously with a vote of 4-0.**

### **BOARD DISCUSSION**

#### **3. 400 QUALITY DRIVE Impact Fees**

N. Williams: The tenant is Amazon and it is a matter of public record.

D. Marshall: At the time BJ's went in, there were no impact fees. BJ's left and now anyone that develops in that area throws themselves into impact fees.

N. Williams: Traffic was an issue. You cannot compare this to the study as part of the BJ's development. This will be a different kind of development. The traffic study also included a gas station that never went in as well as Target.

B. Scott: If the canopy is the size of a massive warehouse, would that be subject to impact fees?

N. Williams: No.

P. Scarpetti: I thought the exit road goes through town owned property. They are not paying taxes on that. I think they should buy the land from the town and start paying taxes on it, or lease the land. I think that needs to get looked into.

N. Williams: It is a separate lot.

P. Scarpetti: If they have not used it it is a dead issue.

D. Marshall: Was this a total surprise that they have to pay an impact fee?

N. Williams: No. I just wanted to bring it to you because I was not sure how to calculate it.

D. Marshall: Are they aware of the amount?

N. Williams: No.

D. Marshall: I would make them aware of the amount and let them know they have a right to appeal for a reduction.

N. Williams: The owner had expressed interest in purchasing that land.

P. Scarpetti: I think we should look into that and make them aware of it. I believe the exit road is on that land.

D. Marshall: Renting or leasing the land could become a Town Council issue.

It was a consensus of the Board to notify the applicant that there is a cost associated with this and they have no problem with the traffic impact fee.

#### **4. SEPTEMBER WORKSHOP Zoning Amendments and Master Plan**

The Chairman requested that the proposals be put in writing. The September workshop will be held on September 23, 2019 at 6:00 pm.

#### **OTHER ITEMS**

N. Williams: The EPA is recommending that all future sub-division development have no curbing due to pollution. They want the mailboxes in a central location moving forward.

The dome is currently in the hands of the State Fire Marshall. They are having to come to an agreement on the flow. The piping will have to be replaced.

Mr. Osborne is moving ahead with Agway on Rt. 3A.

Some of the spaces in the vacant strip mall on Rt. 3A are being occupied.

Upcoming projects include the Hemlock Hill sub-division off of Farmer Road and developments on Exit 11.

We were successful in grant funding for a transit bus and will be able to provide demand response transportation five days a week beginning August, 2020.

#### **ADJOURNMENT**

*P. Scarpetti motioned to adjourn. Seconded by B. Scott. **Motion carried unanimously.***

**The meeting was adjourned at 6:53 pm.**

**Respectfully submitted by,**

**AnnMarie White**  
**Recording Clerk**