



TOWN OF  
NEW LONDON, NEW HAMPSHIRE

375 MAIN STREET • NEW LONDON, NH 03257 • WWW.NL-NH.COM

**PLANNING BOARD  
DRAFT MEETING MINUTES  
Wednesday, September 24, 2014  
8:30 AM**

**Continuation of the Sept 23<sup>rd</sup> Public Hearing for the  
Cherry Hill Homes Subdivision and Discussion of the Capital Improvement Program (CIP)**

**MEMBERS PRESENT:** William Helm (Chair); Michele Holton (Secretary); Peter Bianchi (Board of Selectmen's Representative), Jeremy Bonin; Elizabeth Meller (Alternate) and Bill Dietrich (Alternate).

**MEMBERS ABSENT:** Paul Gorman and Emma Crane.

**STAFF:** Lucy St. John, Planning and Zoning Administrator; Kim Hallquist, Town Administrator and Wendy Johnson, Finance Director.

**Others in Attendance:** Jay Lyon, Fire Chief; Ed Andersen, Police Chief and Rob Thorp, Water Precinct.

**Call to Order:** Chair Helm called the meeting to order at 8:30 AM.

**Overview of the Capital Improvement Program (CIP)** – Chair Helm gave a brief overview of the new CIP process and criteria which will be used in evaluating projects for consideration. He reiterated that the CIP is a Planning Board function and over time has been more of a document and process of the Budget Committee. The CIP process was most recently discussed at Sept 9<sup>th</sup> work session and the Sept 23<sup>rd</sup> regular meeting. He conveyed that this is a “work-in-process” and additional changes may be incorporated next year. He also noted that in no way would this preclude the Budget Committee and Board of Selectmen from setting up some Capital Reserve Account to put money away for future needs.

**Fire Department presentation by Jay Lyon, Fire Chief**

Two handouts were distributed: 1) Fire Apparatus Replacement dated Sept 23, 2014 and 2) Fire SCBA Replacement dated Sept 23, 2014. Chief Lyon commented that there is some redundancy on the project identification form.

**Fire apparatus Replacement dated Sept 23, 2014**

Bill Helm commented that the current CIP, Table 16 reflects a series of ongoing projects over a 20 year period. The goal of the CIP is to reflect more short-term projects (6-10 years).

Jay Lyon explained that in 2016 the Fire Department will be replacing the utility truck with a one-ton truck with a utility box. This will reduce the need for fire personnel to use their own pick-up trucks to carry the dirty hoses and other equipment.

Jay Lyon explained that he had not vetted all of his projects with the Board of Fire Wards yet. He commented that Hillsborough has a command vehicle, valued at about \$65,000. He noted that a normal

engine has about 750 gallon capacity. There are issues with access due to narrow driveways. They need 4,000 gallon capacity and now only have 2,800 gallon capacity.

Jay Lyon's request for each year would be \$100,000 for Fire Apparatus Replacement.

#### **Fire SCBA Replacement dated Sept 23, 2014**

Jay Lyon explained that they started saving for the Self Contained Breathing Apparatus (SCBA) back in 1999. He noted there are many unknown toxics which firefighters may be exposed to, and the SCBA are a critical component to fire safety operations. They refurbished some air packs in 2002. They also received a grant in 2011 which saved the Town some money. The cost savings for the SCBA grant was over \$120,000.

Peter Bianchi asked the cost, and what if the Town purchased the SCBA over time. Peter Bianchi said that we could buy 2 or 3 each year.

Jay Lyon explained the life expectancy of each unit is 15 years and each unit currently cost about \$6,200. He expressed that it is critical they all be replaced at the same time, as familiarity with the equipment is of utmost important. He explained that technology and standards are constantly changing. He suggested that a Reserve Account be setup if this isn't included in the CIP. Chief Lyon explained they are always looking for grants and other funding sources to supplement the budget. He introduced John Ryan, of the Board of Fire Wards.

#### **Training Facility.**

Jay Lyon commented he has not completed a project identification form yet as this project still needs further discussion with the Board of Fire Wards. The current training facility dates to the 1970s and there has been "ground creep" at the Dept. of Public Works site where it is located. The facility has degraded over the years due to use, age and high heat. He is suggesting that once the sewer lagoon project is closed, maybe use this space for a new training facility. Jay Lyon will continue this discussion with Richard Lee, Public Works Director and Kim Hallquist, Town Administrator. Additional information may be forthcoming on this project.

#### **Cherry Hill Homes Subdivision Plan application- input solicited from Fire Chief**

Jay Lyon was asked to comment on the Cherry Hill Homes Subdivision plan application which was continued from the regular meeting of last evening (Sept 23<sup>rd</sup>) to this meeting. The Planning Board had reviewed the staff report dated Sept 23, 2014 which included comments from the various departments.

- Fire Department: Email of 9/23/14. As proposed by the developer and agreed to by the Planning Board, each home shall be protected by a fire suppression sprinkler system. Each sprinkler system shall be approved by the New London Fire Chief prior to building permit and inspected for operation approval prior to occupancy and prior to portable furnishings being placed in the house. All deeds shall reference this matter.

At the Planning Board meeting last evening, a few issues were still to be refined, including how to word any language related to fire protection and the sprinkler systems proposed in each of the homes. Staff had suggested some draft language for consideration:

Note # 8, Sheet 2 to be amended to read, “As proposed by the developer and agreed to by the Planning Board, each home shall be protected by a fire suppression sprinkler system. Each sprinkler system shall be approved by the New London Fire Chief prior to building permit and inspected for operation approval prior to occupancy and prior to portable furnishings being placed in the house. All deeds shall reference this matter.

Jay Lyon discussed the current Fire Department practice regarding acceptance test for sprinkler systems. He referenced the Dan Snyder property. Peter Bianchi expressed his concern with the use of the word occupancy, as the Town does not issue occupancy permits for single and two family units. Jay Lyon commented said there is a need for a review of the system for code compliance. Jay Lyon stated there needs to be checks and balance processes in place. He cited for example cisterns- need to test for adequate flow, levels of water, and after six (6) months conduct a flow check. Jay Lyon also cited the Harry Snow project (fire cistern) as another project.

Kim Hallquist asked Jay Lyon about the specific language used when the town wants a cistern, does it say anything about an occupancy permit. Jay Lyon commented that the last cistern built in Town was for Owls Nest about 6-8 years ago, he didn't know the specific details of that language.

Peter Bianchi commented he didn't like the suggested language included in the staff report. Lucy St. John noted that Jay Lyon was ok with it, as per his email referenced in the staff report. Peter Bianchi made a comparison to radon test for wells, and we don't have anything about occupancy issues. Liz Meller commented that indeed we haven't gotten to the point of addressing radon issues in wells yet.

Jeremy Bonin asked about inspection of fire cisterns and he commented that the suggested draft language isn't really about an occupancy permit. John Ryan, Fire Ward asked why not have a certificate of occupancy, it is common sense.

The Board will discuss the Subdivision Plan later in the meeting, after the CIP presentations.

**Town Administration, presentations by Kim Hallquist, Town Administrator  
And Wendy Johnson, Finance Director**

**Whipple Parking Lot:** Kim Hallquist distributed the project identification form she prepared for the Whipple Parking Lot project. She explained that current parking at Whipple is inadequate. Now everyone drives to meetings and there just aren't enough spaces. Whipple is used for meetings and other events. She noted that more parking may facilitate increased public participation at meetings. There aren't enough parking spaces considering the demographics of the community, and parking on the street takes away spaces for the businesses. If a new parking area is constructed, the Town would have to address how to limit potential parking by the college students. The parking lot would be about 30 spaces with green space. Whipple is an historic building. If this project were to move forward, one of the first steps would be to approach the property owners. If negotiations weren't successful, an option would be through eminent domain proceeding, which would increase the overall project cost.

Jeremy Bonin and Peter Bianchi commented they both liked the idea. Peter Bianchi suggested input be sought from Sandra Licks, Library Director relative to the current parking needs of the library. Bill Helm suggested some discussion might be facilitated with the Baptist Church due to the close proximity to Whipple.

**Combined Police and Fire Safety Building:** Kim Hallquist explained that this is something the Town should consider for further discussion. Michelle Holton and Liz Meller thought it would be a good idea.

**Record Retention and Storage Facility:** Wendy Johnson noted that although we are in the digital age, there are State requirements (Record Retention laws) and some things need to be saved forever. The Town does not have a formal Record Retention Policy. Because technology is forever changing the only acceptable format is microfilm. The Town has solicited information from a vendor regarding digitizing the Town records. She noted that the current “cottage” at the Public Works Transfer Facility is not dry or adequately secured. She is suggesting a new records retention building, maybe where the stump dump is located. All the members in attendance thought this project was a good idea. It is clearly evident that space is needed, and some staff have little or no room for storage. The estimated cost is \$100,000. Peter Bianchi suggested maybe the old sewer plant and treatment building could be used. Bill Helm suggested that Peter Bianchi discuss developing a Record Retention Policy with the Board of Selectmen.

Peter Bianchi left the meeting at 9:30 due to a previously scheduled appointment.

#### **Police Department presentation by Ed Andersen, Police Chief**

**Dispatch Consoles:** Ed Andersen distributed a project identification form dated Sept 24, 2014. He explained that no planning was done in years past for future radio equipment. He noted that the Dispatch Feasibility Study was recently completed. If the current generator were to shut down they would have no backup. It was noted that a second repeater was being added to Mt. Sunapee. Bill Helm asked Kim Hallquist what the timeframe would be for discussion of the Dispatch Study. She said they would know more after the Sept 30<sup>th</sup> and Oct 11<sup>th</sup> meetings.

**Sallyport Expansion:** Ed Andersen distributed a project identification form dated Sept 24, 2014. Ed Andersen explained that a sallyport is essentially a secure “garage” like space. The current sallyport is inadequate, as it is used to store equipment (winter tires) and can only park one vehicle. It is meant to be the place to move a person(s) from the police vehicle to the police quarters in a secure environment. It needs to be larger and more secure. He noted that 150-300 people a year use this space, plus the persons brought in by other area police agencies.

Kim Hallquist noted that there may be some drainage issues to be addressed, and how a new sallyport would affect the look around Whipple. She reiterated her previous comments about the need for discussion for a joint Police and Fire Safety Complex.

Planning Board members asked staff to arrange a tour of the police facilities for the Planning Board members.

#### **Cherry Hill Subdivision and Lot Line Adjustment Plan** **Tax Map 086-022-000 and 021-000** **Public Hearing and Discussion Continued from Sept 23<sup>rd</sup> meeting**

Bill Helm asked Liz Meller (alternate) to sit in for Paul Gorman (regular member) and Bill Dietrich (alternate) to sit in place of John Tilley (regular member). He explained that this is a continuation of the public hearing and meeting of Tuesday, September 23<sup>rd</sup>.

Jennifer McCourt, applicant’s engineer and John Langill, developer were in attendance and thanked the Board for continuing the discussion to this meeting. They asked, if the subdivision is approved, to state

that it is in compliance with the Zoning Ordinance. This is something they need to proceed with the Steproe closing

Bill Helm explained the public hearing was continued because there were just a few issues the Planning Board was trying to refine at the meeting last night, and it was getting late, so the meeting was continued. The issues related to the discussion of the sprinkler systems, the 50 feet wide driveway easement area and the language regarding the utilities.

Public Hearing Continued: Bill Helm asked if there were any comments from the public, as the public hearing was continued. No comments from the public. Public hearing closed.

**Motion by Jeremy Bonin, seconded by Michelle Holton to approve the Cherry Hill Subdivision Plan and Lot Line Adjustment subject to the following conditions:**

The plan was approved with the following conditions:

1. The conditions of approval be included on the mylar.
2. A note be added to the plan stating that the maximum amount of impervious surface area on each lot shall not be greater than five (5) % of the total area of each individual lot.
3. Driveways from Seamans Road shall only be allowed for Lots 22-6 and 22-7. A driveway permit for each lot must be approved prior to the construction of each driveway. A driveway permit from Seamans Road to Lot 22-5 is specifically not permitted.
4. The approximately 50 feet wide proposed driveway easement benefiting access from Blueberry Lane to Lot 22-5 shall not be developed as an impervious driveway with access to Lot 22-5.
5. A licensed NH Land Surveyor shall certify that the boundary markers are in place per the Subdivision Plan within 90 calendar days of the plan being approved and prior to the issuance of any building permits or driveway permits. A letter with the surveyor's stamp and signature shall be submitted to the Planning Board certifying the bounds have been set.
6. As proposed by the developer and agreed to by the Planning Board, each home shall be protected by a fire suppression sprinkler system. Each sprinkler system shall be approved by the New London Fire Chief prior to issuing a building permit and a certificate of completed installation shall be signed by a certified system installer prior to occupancy with a copy provided to the New London Fire Chief and prior to portable furnishings being placed in the house. All deeds shall reference this matter.
7. All proposed utility services, except primary service, shall be buried below ground on each individual subdivision lot.
8. Prior to the commencement of any lot development, all logging roads, swales, culverts and appurtenant land disturbances shall be mended by the developer's best ability to the previous undisturbed grades and conditions to ensure abutting lots do not receive additional impact from stormwater runoff.

**Motion to approve- All voting yes- Bonin, Helm, Holton, Meller and Dietrich. Motion carried, the subdivision and lot line plan was approved. Motion carried.**

**New London-Springfield Water Precinct presentation by Robert Thorp**

Robert Thorp explained that there have been four (4) Main Street water breaks. It costs about \$10,000 to fix each break. There are approximately thirty-two (32) miles of water pipes.

Ms. St. John asked about the well fields referenced in the Master Plan, specifically the longevity of the current well fields which were constructed in 1995. He explained they have a 30 year longevity and 2015 will represent about 20 years. She asked considering the time it takes for future well exploration and permitting to bring a new well on-line, what are the long-term plans for water capacity and expansion.

Robert Thorpe explained that there aren't any plans for future well exploration. They have actually had a reduction in water usage compared to what they planned for, approximately 80 million gallons a year. He explained they don't plan to extend the boundaries of the water precinct.

Liz Meller asked if any water mains will be extended. Robert Thorpe stated that there aren't any plan to extend water lines, and that surface water treatment is what is anticipated for the future. He commented that many of the old pipes will need to be updated and replaced, which will be a significant cost. The cost would be reduced if they do the work themselves. Bill Helm commented that knowing the replacement schedule is important and encouraged coordination with the Public Works Departments.

Ms. St. John commented that it is very important to know, when addressing long-term planning issues, hazard mitigation planning, and water quality issues. Bill Dietrich suggested that some reserve fund be established to help address these issues. Kim Hallquist commented that there is not a reserve account for the Water Precinct. Bill Helm noted that this has been a very informative discussion and creating awareness about water and water resources planning is needed.

#### **Motion to Adjourn**

**IT WAS MOVED (Jeremy Bonin) AND SECONDED (Liz Meller) to adjourn the meeting.  
THE MOTION WAS APPROVED UNANIMOUSLY.**

#### **Next Meeting**

The next Planning Board meeting to discuss the CIP is scheduled for Thursday, October 9<sup>th</sup> from 8:30 A.M- 11:00 AM in the Sydney Crook Conference Room.

#### **Meeting Adjourned**

The meeting adjourned at 10:25 A.M.

Respectfully submitted,

Lucy A. St. John  
Planning and Zoning Administrator  
Town of New London