



TOWN OF NEW LONDON, NEW HAMPSHIRE

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PLANNING BOARD APPROVED MEETING MINUTES January 24, 2012

MEMBERS PRESENT: Tom Cottrill (Chair), Tina Helm (Board of Selectmen's Representative), Michele Holton, Michael Doheny, Paul Gorman, Emma Crane (Conservation Commission Representative)

MEMBERS ABSENT: John Tilley, Jeff Hollinger (Vice-Chair), Deirdre Sheerr-Gross (Alternate)

OTHERS PRESENT: Tom Galligan (President of Colby-Sawyer College), Doug Atkins (Vice-President of Colby-Sawyer College), Steve Jesseman (Jesseman Associates), Nate Fogg (Engineer, Jesseman Associates), Kim Hallquist (Town Administrator), Leo Maslan (Forest Manager), Nancy Friese (COA), Hardy Hasenfuss (COA), and Bob Crane, Paul and Linda Messer (New London Residents)

Chair Cottrill opened the meeting at 7:00pm. He asked Mr. Doheny to sit in for Mr. Hollinger, who was absent.

Colby-Sawyer College – Ware Campus Ctr. Expansion, Prelim. Site Plan Review TM (085-033-000)

Steve Jesseman from Jesseman Associates was there with Tom Galligan (President of Colby-Sawyer College), Nate Fogg (Engineer) and Doug Atkins (Vice-President of Colby-Sawyer College). Mr. Jesseman noted that the basements of Burpee and Abby Halls are currently vacant and last Fall they were approved to convert the space into housing for a total of 44 students. Ware Center (cafeteria) seats 300 students. They are at capacity right now with approximately 1200 students and have clearance to increase enrollment up to 1500. The proposed new center will hold between 700-750 people. They will need a temporary staging area for equipment while this work is being done. They hope to expand this staging area away from where people walk. They plan to use the parking lot behind/below Abby and Burpee dorms for equipment this summer, as parking needs are reduced considerably during this time of the year.

Mr. Jesseman explained that they would expand the area where food delivery trucks would drive, as they currently have to back up quite a ways. One access road will be created that will be 12' wide and the existing road that is behind Abby and Burpee will be closed to auto traffic except for during "changing days" when students arrive or leave the college for the school year.

Mr. Fogg said that Ware Center will be expanded to 14,000 sq' of usable area. The one-way drivable sidewalk will be gated at both ends. They plan to add a generator that will serve Ware Campus Center and Best Hall. Currently there is a retaining wall near the Campus Center that will be repaired as it is currently in disrepair. A stockpile of dirt in the current staging area will be used to fill substandard conditions underneath the proposed addition. The current fill may contain debris, such as bricks and wood, and they don't want to use it under the new expansion.

Mr. Fogg showed some slides to help describe the different sections of the project they hope to commence. The slides were:

Existing Conditions Plan – This slide showed how things appear today, along with the existing roadway that will be eliminated.

Landscape Plan – This slide showed the proposed expansion of the Ware Campus Center. He noted that the entire building would be sprinkled. He showed the paved, drivable walkway that will be open for emergency vehicles and for changeover day. He also noted a re-routed walkway in front of Rooke Hall.

Grading and Drainage & Erosion Control – This slide showed that near the quad area there were drains to an existing catch basin, which will need to be re-routed in front of Rooke Hall and across Seamans Road to avoid the new expansion. They would also be adding perimeter drains. There would be footing drains connected to an infiltration trench that runs the entire length of the drivable walkway. There will be an overflow system built in that will take water in front of Danforth Hall. Mr. Fogg said that their goal is to insure that there is no impact to Susan's Swamp at the outflow.

Utility Plan – This slide showed that there is a water line that runs across the quad-side of the new building. The new Campus Center will be served by one 6" line, which will be updated and they will split off the domestic service so it can be isolated in a fire emergency. They will add a hydrant on the Best Hall (southwest) side of the Ware Campus Center. Fiber optic telephone and communications will run into the basement of Ware as well. Mr. Fogg showed that the sewer will come out the side of the building to a manhole near Best Hall.

Staging Area – This slide showed 2,100 cubic yards of stockpiled material in the staging area, which is near the Windy Hill School and the tennis courts. They will flatten an area below the tennis court to allow for additional material when excavating.

Mr. Fogg said that Richard Lee has talked to them about using some of the town's crushed glass for the drivable walkway as a base material. They may also use it under the slab for the new addition if the compaction rates on the material come back at an acceptable level. Mr. Fogg said they thought it would work out well. He noted that the use of this material would save on trucking due to its proximity to the college, and that it was environmentally friendly.

Mr. Fogg noted remarks from the Department Head meeting from that day. They need to upgrade the outfall of the overflow catch basin. He said that a level spreader can go there to make sure they don't concentrate any flow or erosion in that area. They also need to create permanent erosion control areas in the staging areas, such as a berm or crushed stone. Mr. Fogg said that they need to more clearly show the turnaround so the cars in the parking lot can turn around and exit the way they came, as it is now a dead-end. The Fire Department wants a blow up of the turnaround so they can be sure their trucks can drive in and turn around. They need to clearly mark the fire lane by Lawson Hall as well as "No Parking/Tow Zones." Overall, they need to provide clearer parking and other signage. They need to provide a description for the planned use of the current stockpile and where it will go. They will need accountability for what the fill is being used for so it doesn't end up being there indefinitely. Road names and road signs for 9-1-1 service campus-wide is also needed. Currently all the buildings come up as "541 Main Street" when a 9-1-1 call is made, which is not the best way to locate a building on campus. With regard to the Water Precinct, the college plans to work with them on upgrades for the overall expansion.

Mr. Atkins said that parking will be displaced during construction in the spring and fall. They hope to use spots off-campus to make up parking needs. They will have a plan for parking, noting space for space solutions.

Mr. Stanley said the Police and Fire Chiefs both expressed that the drivable walkway must be blocked except for those who are supposed to use it (road maintenance, campus safety). They were adamant about making sure everything was properly posted and that there be tow zones in areas that could become bottlenecks or places that were meant for emergency vehicles only. He expanded that the water precinct

commented concern back when working on a project for the Ivey Center; there was discussion of connecting water lines through to Seamans Road to loop it all the way around. There have been incremental increases of use over time and the precinct indicated that the college had reached the point that the connection now has to happen. In the long run, upgrades at Seamans will be required but they wish to actually sit down with the college to come up with timing on how it would all work. Mr. Stanley has asked the precinct to allow him to sit in to be a representative of the Planning Board. They will meet in early February to discuss. Having water come from more than one direction insures better flows and gives alternate access if something happens to the water in one side of the system.

Mr. Stanley reminded the Planning Board that this was a only a preliminary review. If the college complies with the guidance that has been given, the Department Heads will be comfortable with the plan as it is. He asked the Planning Board to give their indication of whether the college would be permitted to go to the final review in February.

Ms. Helm asked Mr. Atkins how many cars would be displaced when the staging went up. Mr. Atkins said they won't know until they know the construction schedule and when things will be happening. Mr. Jesseman said that construction for Burpee and Abby will start in May and will need to be completed in the fall.

Ms. Messer asked about the additional water coming down to the culvert across from their house. Mr. Fogg said there was no change in the flow. There would be a reduction in flow because of the infiltration trenches.

Linda Jaggard, resident from Seamans Road said that in prior years there had been some limit on the time of day the work would be done, as they don't want to hear construction noises at 5, 6, or 7pm. Mr. Jesseman said they will generally start at 7am and will be done by 3:30pm.

Ms. Jaggard asked about the infiltration trench. She wondered if it prevented runoff from coming down from the driveway. Mr. Fogg showed a cross-section of the drivable walkway. On the left-hand side from Rook Hall to Danforth Hall, an infiltration trench was there and was to be filled with crushed stone. A sump area at the bottom where water from normal day-to-day rain storms would come was shown. The water would go through the pipe and soak down into the soil. For multiple or heavy rain storms, the water will fill up and will reach a pipe that would bring the water to the Danforth Hall catch basin. There would be some erosion control measures taken to insure that there would be no erosion into Susan's Swamp. The high point is in front of Rook Hall and is a gentle slope as it goes down to the catch basin.

Ms. Helm asked at which level they would put the crushed glass. Mr. Jesseman said the glass would be exchanged for the base layer of crushed stone. Mr. Fogg said it is a green technology and is local in town. They would likely use 12" of crushed glass along the sidewalk. Geo-textile would be placed between the infiltration trench and the walkway. Mr. Stanley said that when using glass, it increases infiltration as the glass creates more holes in which water can be absorbed into the ground.

Chair Cottrill asked about the cost to make the water connection with the Water Precinct. Mr. Jesseman said they have been talking to the precinct on their own about this for a while. The line in Seamans Road is inadequate for the future, they believe. They want the college to help them to upgrade it and will discuss and negotiate it together. Mr. Stanley said by the time they come in for the final, they will have more information about the connection.

Chair Cottrill asked how large the trucks were that come to campus to deliver food. Mr. Jesseman said that the trucks are up to 50' long will be able to turn around in the proposed area.

**IT WAS MOVED (Emma Crane) AND SECONDED (Paul Gorman) that Colby-Sawyer move ahead to the final site plan review to be held on February 28th, 2012.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Leo Maslan – Timber Harvest Plan for the Cleveland Property (TM 097-001-000)

Mr. Stanley said that the property has been a managed forest for many years. Hilary Cleveland wished to have some timber harvested as her view has been restricted. Timber harvest is possible with Planning Board approval. There is a mapped stream, which requires permission to harvest within the 100' buffer. Mr. Stanley introduced Mr. Maslan who would describe the plan he wished to proceed with.

Mr. Maslan showed the area with low-grade hard wood that was obscuring the view. The goal is long-term forest management following civil cultural practices. There is about ½ mile of a protected stream on the property. Ms. Cleveland would not like to disturb the area around the pond or the two cabins that are there. Half of the property will see no operation at all. There is one permanent stream crossing that exists and they may put a temporary crossing in one area. The ordinance calls for a 100' undisturbed buffer from the stream. The area is overstocked with 140' of basil area which he would like to reduce to 84'. They may not need to cut within the buffer but he would like to be able to, should he need to while out there. He noted that one skid trail lies close to the stream, which is the trail they are likely to use. Mr. Maslan said he has done a project like this in New London twice before, with the Bucklin property being most recent. Mr. Stanley said that he had no problems with the work Mr. Maslan had done in the past.

Ms. Jaggard wondered how extensive the timbering will be. She referenced the harvest on another piece of property on Seamans Road that was an eye-sore. Mr. Stanley said that this would be a managed harvest. Mr. Maslan commented that Ms. Cleveland was quite upset about what happened across from her property on Seamans Road. He explained that it shouldn't be noticeable what they had cut once they leave. It would be a managed harvest.

Mr. Messer asked if any of the wood would be made into lumber. Mr. Maslan said the operator who has looked at the timber doesn't believe it would be worth much. They would use a cut-to-length system instead of chipping, which would cause fewer disturbances to the land. He offered that anyone who was interested in watching this system was welcome to. Ms. Crane noted that the Conservation Commission had given their approval of this harvest at a prior meeting.

**IT WAS MOVED (Emma Crane) AND SECONDED (Michele Holton) to approve the timber harvest within the 100' buffer of the mapped stream on Hilary Cleveland's property.
THE MOTION WAS APPROVED UNANIMOUSLY.**

Zoning Ordinance Amendments

Article II, Section 11 – Temporary Structures

Mr. Stanley said he had drafted some language to review for this section of the ordinance. Mr. Doheny asked about possible renewals of the two month time-frame. Mr. Stanley said that this would need to be decided by the Planning Board. If they adopt this new ordinance, the applicant won't need to get a zoning variance; it would be available as an opportunity. A Site Plan Review (SPR) could be waived by the Planning Board, should they see fit. The Planning Board could permit such a use with an event permit, as they currently do.

Mr. Stanley said the SPR regulations are for non-residential uses and are governed by different laws than the ordinance. It is up to the Planning Board to amend the SPR regulations. No one can come in with a

petitioned amendment to change them. Ms. Helm asked if they wanted to approve it without enforcing a SPR, they would need to go back and change the SPR regulations in addition to change the ordinance.

Mr. Stanley noted that the applicant would need to meet the 10' setback, as it is a zoning issue. Parking is what needs to be addressed in this case. Chair Cottrill asked if there was no extra room for parking and the applicant wanted to use a container, what would they do. Mr. Stanley said that this is the question. If it is for a short enough time, would it matter? Or if it is going to be done repeatedly, would this impact their decision? They need to have overflow parking somewhere or borrow spots from another business to do so.

Chair Cottrill said there were businesses on Main Street where people were parking on the street instead of using the reserved off-street parking that is required by businesses to offer. Mr. Stanley said that the businesses must have off-street parking and they should not include Main Street parking as their designated parking spots.

Mr. Doheny said if they over-think this they could think of a lot of reasons why businesses/organizations wouldn't be able to do this. If they put it in context and think about it, they can most likely borrow spaces for a short period of time. His one concern was going from 6-12 months on "other" storage containers in the ordinance. Instead of having a renewal period of another two months, he suggested having the period be for two months with one renewable timeframe in one calendar year. Chair Cottrill said that it is easier to approve this repeated use if an arrangement is worked out with an abutter to be able to use parking spaces while the container is being used.

Mr. Stanley said that when a request is submitted and in fact the use of such a device did take up parking for that two-month period, they could let the Board of Selectmen deal with it within their permit. The Police will be involved as well as they sign off on it.

Hardy Hasenfuss was there representing COA and said they have two major fundraisers each year: a book sale and a yard sale. These fundraisers are their major sources of income other than their pleading for donations. The events are far enough apart if the two months with one extension could be used for both. The town has asked COA to have more fundraisers and they have done so and have been successful. If they could have the space to store some of the donated material they would be grateful. Ms. Helm noted that COA has not increased their request form the town for the past five years. Mr. Hasenfuss shared that New London donates \$20,000 each year to COA.

Ms. Helm asked if they were only able to avoid going to a SPR by changing the SPR regulations. Mr. Stanley concurred. They could have a permit and the Planning Board could waive the requirement for SPR for this temporary use should they choose to do so. It could be done on a case by case basis. Mr. Stanley said that they already do this for other businesses, such as Huberts who has regular sales with tents in their parking lot.

It was suggested to change the text to two, 2-month periods. They would need to come back before the Board of Selectmen for both the initial two month period and the extension.

Ms. Helm asked Ms. Hallquist if she was comfortable with this change in the ordinance. Ms. Hallquist asked if they'd have to come in for SPR. Mr. Stanley said they'd come in once to show how the parking would be made up for, but after that they would not need to do so. Mr. Stanley said that the SPR regulations stated that if a structure was 400 sq' or less, no SPR was needed. Ms. Hallquist said that Town Meeting could change this. Chair Cottrill said that an applicant would still need to show the parking spaces and where the spots are made up. If they show where the extra spots will come from and have

some sort of a lease agreement for the borrowed parking spaces, they would be fine. Ms. Hallquist said she was surprised that this would even come to SPR. Mr. Stanley said any change in parking or traffic flow in non-residential uses is subject to SPR. Ms. Hallquist said when Town Meeting granted the Planning Board the authority to do SPR, did they say that there were cases where SPR was not necessary? Mr. Stanley answered in the negative. There is no limitation on the site plan. Any change, no matter how small, comes before the Planning Board. Ms. Hallquist offered that they should be cautious about waiving something that was going to happen over and over.

Mr. Stanley said that if the ordinance is changed, they would still be subject to SPR. If they would like to tweak the ordinance to address this kind of thing, they could.

Chair Cottrill said that any owner of parking spaces that would contemplate loaning such spaces to another must have the lot plan checked to be sure there are enough parking spots to loan.

Ms. Helm said this is a zoning ordinance they wish to change and it must go to Town Meeting. Mr. Stanley said that the Planning Board has the authority to change the SPR at that point with only a public hearing. Ms. Helm said they need to approve the wording, and then shortly after they could tweak the SPR so that a non-profit won't have to go through the SPR process.

Article XI – Accessory Uses

Mr. Stanley said he kept the wording less specific but it would include enough detail to address the college's wishes to expand in the institutional recreational zone.

Any use that is not residential, such as lighting, will come before the Planning Board for SPR. There are lighting standards in the SPR regulations.

Ms. Jaggard asked if lights and paved roads could be within 100' of the boundary or property line. Mr. Stanley said it would be subject to SPR but paving would be permitted. She said over time they have seen a change in the amount of traffic on Seamans Road and attributed this to the fact that there is parking allowed in the field that abuts her property. She said that there was some congestion there when there are athletic events. She felt that this congestion would increase if they have extensive use of the fields. Mr. Stanley agreed. Mr. Galligan said that the additional parking area would make it quicker to get cars in and out. Right now it is just a dirt road, but he agreed that increased use would cause increased traffic in that area.

Article II, section 1

Mr. Stanley said that this was a blending of some of the old regulations they had, which made no clear distinction between a commercial farm and a hobby farm. They currently require applicants to have a lot with minimum of two acres for livestock and then give a restriction for an enclosure to be back a minimum of 100' from the property line. This could be excessive and makes a two-acre opportunity difficult to exist. He made some changes to make the commercial farm subject to SPR and outlaw concentrated feed operations (large amount of animals in small area with intention to slaughter.) Mr. Stanley noted that they would still need to meet the setback from the property lines. He said that there have been inconsistencies in this in the past and the ordinance doesn't work in some cases. Agricultural farm buildings he had no problem with because they are considered commercial buildings.

In segment E3, it was suggested that it be noted that "Livestock should be kept confined within a pasture."

Article II, Section 8

Mr. Stanley said that this was brought about by people building garages adjacent to their house and adding bedrooms, but not calling them bedrooms. If they are called something other than a bedroom, they don't have to change their septic plan. If sleeping space is going to be added to any accessory structure, the Health Officer can consider it additional loading to the septic system. They would then need to have a design for the septic plan but do not need to implement it.

Mr. Doheny suggested using more specific wording. They should stipulate that "...if the system was at least 20 years old and the modification to the structure included a bathroom..."

Article III

Mr. Stanley said he added a definition of "Watercourse," "Commercial Farm," "Fresnel Zone" and "Average Tree Canopy Height."

Article XIII, Section E

Mr. Stanley changed the wording for special exceptions for manmade wetlands crossings or for temporary crossings for timber harvesting as the State no longer requires permits for such things. He would re-word this to separate the two exemptions.

Article XIII, Section G

This change incorporates the newest version of the New Hampshire Method, which has in it a methodology for determining where one wetland begins and ends. This is something they can follow which is scientific and works well. Mr. Stanley referenced the method exactly. In some instances it will be more strict and in other instances it would be more liberal.

Article XVI, Section I

Mr. Stanley said the State's shoreland regulations placed a 30% cap on impervious surface, but that has since been removed. He felt they should remain specific and clear in this case.

Article XXIII – Telecommunications Facilities Ordinance

This has remained unchanged since Ms. Ruppel from the RPC worked with the Planning Board last summer.

Forestry Request on a Mapped Stream

Mr. Stanley explained that the field across from Greenfield Farm is the property in question. The owners would like to sell it but want to cut the pine off of it first. The nearest tree to the stream buffer is 85'. The Planning Board would need to give approval for this. The other trees are about 100' from the stream. The foreground is densely vegetated with deciduous trees. There is a good under-story and the timber would be felled away from the stream. They would not be cutting any trees on the road-side of the stream. There will be plenty of vegetation left on the lot and Mr. Stanley said he was not worried about it at all. He recommended they approve the request.

Mr. Doheny remarked that this cutting would improve everyone's view of Mount Kearsarge.

IT WAS MOVED (Emma Crane) AND SECONDED (Tina Helm) to approve the timber harvest for the Daltons. THE MOTION WAS APPROVED UNANIMOUSLY.

Approval of Minutes

November 8, 2011

IT WAS MOVED (Emma Crane) AND SECONDED (Michele Holton) to approve the minutes of November 8, 2011, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.

December 27, 2011

IT WAS MOVED (Emma Crane) AND SECONDED (Tina Helm) to approve the minutes of December 27, 2011, as circulated. THE MOTION WAS APPROVED UNANIMOUSLY.

Mr. Stanley said that he had a request from Dr. Greg Baker to meet on the 14th of February. Dr. Baker, who is currently renting a space from John Wilson, wishes to purchase a unit at the Everett House. If the parking is calculated, they have 22 spaces. Since it will be a change of use, which will be medical, it would require them to have 23 spaces. The Planning Board could waive this requirement if they wish. Mr. Stanley said that he has suggested some ideas to Dr. Baker about how to proceed (leasing a parking space from another business) but at this time they are requesting a waiver for the one parking space. They are up against a closing and they want to meet on the 14th.

It was the consensus of the Planning Board to ask Dr. Baker to wait until the 28th as there were no other applicants scheduled to come in on the 14th.

IT WAS MOVED (Paul Gorman) AND SECONDED (Emma Crane) to adjourn. THE MOTION WAS APPROVED UNANIMOUSLY.

The meeting adjourned at 9:34pm.

Respectfully submitted,

Kristy Heath, Recording Secretary
Town of New London