

HAMPTON PLANNING BOARD

MINUTES

June 16, 2021 – 7:00 p.m.

PRESENT: Tracy Emerick, Chair
Ann Carnaby
Alex Loiseau
Keith Lessard
Norman Carpentier, Alternate
Steve Chase, Alternate
Rich Sawyer, Selectman Member (Alternate)
Jason Bachand, Town Planner
Laurie Olivier, Office Manager/Planning

ABSENT: **Fran McMahon, Vice Chair**
Anne (Tocky) Bialobrzkeski, Clerk
James Waddell, Selectmen Member

I. CALL TO ORDER

Mr. Emerick commenced the meeting by introducing the Planning Board members and leading the Pledge of Allegiance. It was noted that Ms. Carnaby has called in for this meeting, consistent with RSA 91-A:2(III) for members of a public body. Ms. Carnaby noted there was no one in the room with her and she is still being cautious about interacting in public. Any and all votes will be taken by roll call vote. Brian Warburton is present. Erica DeVries and Barbara Kravitz will telephone in. Liz Kelly is present, Resilience Planning & Design. Jay Diener and Frank Deluca are also present.

II. ATTENDING TO BE HEARD

Master Plan Steering Committee

1. Public Comment (relating to Master Plan)
2. Resilience Planning & Design – Consultant for the Phase II Comprehensive Update
 - a. Outreach and Engagement
 - Website
 - Flyer
 - Community Forum #1
 - Direct Outreach to Specific Populations
 - b. Existing Conditions Analysis Update
 - Questions and Discussion
 - c. Next Steps and July Meeting

Bonnie Serowik, 526 High Street appeared. She asked why there has not been a Master Plan update since 1985. She asked about the contract; competitive bidding.

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She asked about the job description for Parks and Recreation and noted it is a broad description.

There should be a senior committee. Forty (40) percent of Hampton residents are seniors and she feels the seniors should have more of a say in the Master Plan. She noted there are 6,400 seniors in Town. The community room that was approved was discussed. There is no use of it.

Funds were donated to Parks and Recreation. Knowing where the funds are going needs to be shared with the residents.

With regard to the CIP Committee – she wants more information. She got some answers back, but she still has a lot of questions.

Mr. Emerick said some pieces have been updated. We are getting to the Master Plan. We have comment capability on line offered as well. There was an RFP for which we received proposals. We interviewed three firms. It was all done in a public forum. He noted the Board is happy Ms. Serowik is here to be active with the Master Plan.

Mr. Lessard discussed we have the first section of the Master Plan. Information is on Channel 22. It has been on the ballot. Mr. Lessard said it took 8 months before we got the first phase off the ground. Climate change and sea level rise was discussed. We received a matching grant also. We had reached out to the community. Some who were represented were the seniors, walkers, high schoolers, business people. We want participation. We also had COVID to deal with through all of this. Ms. Serowik wants a drop in center. She thought the community room was for that.

Mr. Diener noted that Sharon Raymond is not available tonight, so that is why he stepped in to represent the Conservation Commission as well as being an at-large member.

Denise St. Germain, 60 Mill Road, appeared. She belonged to the Hampton Recreation Committee. She no longer participates. She has tried for over 40 years to get a place for the seniors. They are always put on the back burner. Places that are offered are not conducive for seniors. It's time to do something for seniors. All surrounding Towns have senior buildings. Nurses are offered for shots, etc. She asked for people (Board) to visit some of these other Towns. Seniors just want a small place to gather.

Nancy Stiles, 1 Hayden Circle, appeared. She is the HBAC Chair. Her representative is not here this evening. She may need someone to fill in for the summer.

She wants to know what public invitations will be done. Will they be meeting with the HBAC, seniors, business people. There were 110 people who showed up to an HBAC meeting a couple of years ago. She thinks this should be done by groups.

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She also noted seniors have been looking for a center for 40 years. Sidewalks and bicycling is important. When COVID showed up, it was shown how important socialization is. Without interaction, she noted, seniors' health tends to go down.

Mr. Emerick noted that \$20,000 was included in the (State) budget for HBAC.

Mr. Bachand noted that Barbara Kravitz has joined on the line. She is home. Sunny (husband) is with her. She has not gone out with the COVID situation. Erica DeVries, Zoning Board has also joined on the line. She's home; alone – she does not like the unmasked setting and noted this is an option (calling in).

Liz Kelly, Resilience Planning & Design was present. She noted that next month, July, they will present the existing conditions. She discussed outreach and engagement. She thanked everyone for their feedback. It (website) is ready to launch. She asked for follow up comments. Ms. Kelly said the Master Plan update will be linked to the Town website.

The next steps for the website were discussed. It will be linked to the Town website and social media. The flyer and emails were discussed.

One comment – last meeting—she asked about the desire for a short, couple-minute information video on the Master Plan to be put on the website. It would provide a clip. Steve Whitman (Resilience) is willing to do that. Mr. Emerick said the more the better and Mr. Loiseau agreed as did the rest of the Board. It can be Mr. Whitman and one other person. She will work out details with Mr. Bachand.

Outreach and engagement were discussed along with the flyer. It announces the Master Plan project. Posting in public places; sending out digitally. It will announce the project. The first community forum will be in September.

This is just a draft right now. After it is final, it will be distributed and be put on the website. People can print out copies; library computer, pass out to folks people know. Mr. Emerick noted the url address needs to be simpler. Ms. Kelly said they will try to make it easier.

Ms. Serowik asked about distribution of an update. A lot of seniors do not have computers. How can this be published to include everyone was asked. Mr. Emerick said we can put them in the Library and the Town Office as well.

Online engagement tools will be in print form also.

Ms. Kravitz asked about the email address. "From Noah". Is it still connected. It is per Ms. Kelly.

Ms. Kravitz said they are not a part of this. Mr. Emerick said now it is a ghost address. Ms. Kelly will take out "from Noah".

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Is there a date yet was asked. Not yet.

Ms. Kelly talked about the flyer distribution. We need a plan for public places to hang these up in. Bulletin boards; stack; Chamber of Commerce; along the beach; grocery stores; post office; to the schools. The Town has a large mailing list also and email lists.

Ms. Serowik noted that flyers should be placed in churches as well. There may be 10 churches in Town.

Ms. Kelly will come up with a plan of attack. Steering members will need to submit ideas as well. It will be posted on social media also. Hampton Facebook pages also.

Mr. Lessard asked about PR – articles to the community newspaper – Portsmouth Herald. Ms. Kelly said they will write a press releases. Mr. Chase said Channel 9 would be a good idea also.

Ms. Kelly discussed the community forum. This will be discussed more at the next meeting and more in August. The first event will be in person--interactive. Opportunities for small group participation or write in comments. Existing conditions is what will be discussed in July. What is important to the public was discussed.

Mr. Emerick noted we have used the Middle School, cafeteria, in the past.

Frank Deluca, School Board noted we could utilize the gym rather than the cafeteria. Ms. Kelly said the time is selected based on what the Steering Committee thinks will work best. It can be a Saturday. Ms. Kelly said evenings are more popular. Mr. Lessard asked about September 22nd as the date – just threw it out there. We could serve food and snacks; it will increase attendance.

Ms. Serowik noted that September 22nd there is a Parks Advisory meeting; they should attend the forum. We will coordinate with them. We can shoot for the following Wednesday if the 22nd does not work-- September 29th. We can check out the Middle School. The flyer will include that date. Mr. Chase likes the two time slots. People can travel (walk around) to different stations.

Ms. Kelly discussed direct outreach. It needs to get to all Boards in Town. Business contacts will be used as well. Word of mouth is effective. This is public access kick off.

Under-represented people also need to be addressed. Seniors want to be included. Young adults, young professionals, adults without kids, etc.

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The research and data collection phase is done. They will format a report and it will come to us one week before our July meeting.

Summary profiles will be created on each category. One page-ish; explaining Hampton on the topics.

Ms. Kelly discussed questions during research. She will send them out through Mr. Bachand.

Renewable Energy – Brayton Energy was noted as an energy business in Town.

Complete Streets policy - short document; it's a resolution adopted by the community. Town or City makes official that they will consider the need of all users of the road: walkers, automobiles when they design, engineer, construct, maintain, or retrofit. As is feasible. Mr. Sawyer discussed the Mace Road sidewalks. It failed two years in a row. Mr. Emerick discussed the bike path on Winnacunnet Road; failed three years in a row. Scenic by-way for bike riding was discussed by Mr. Lessard. Safe Routes to School was discussed.

Ms. Kelly said Steve (Whitman) and possibly two more team members will attend in July. There should be comments by us (Steering Committee) and suggestions. There will be a discussion. The process will be discussed. A report will be out a week ahead of time.

- **Change of Use –9 Ocean Blvd LLC – Convenience store/deli/sub shop to restaurant and lounge**

Mr. Carpentier recused himself.

Richard Smith is the property owner of 9 Ocean Boulevard. This was an existing convenience store with deli, to become a lounge and restaurant.

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Mr. Lessard asked the applicant if he saw the public comments. It is an allowed use was noted. Mr. Lessard thinks it's nice that corner has been cleaned up. It is a much-needed improvement. He (Mr. Smith) has been approached by a restauranter. It is to become a high-end restaurant-sort of like Ron's Landing. He wants to lease it for 10 years. They want to open this summer.

Mr. Bachand discussed the comments received from people. Kelly Marshall expressed concerns via email. It was given to the applicant. Inadequate stacked parking for units was noted in her comments; building infestation; trash and storage. This is only for a change of use for the first floor.

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Trash and recycling was asked about. The alleyway has ample space to control the garbage and recyclables. They should be stored to the back of the building—the Ashworth side. Mr. Sawyer said it would have to be on the Ashworth side. It should be on the floor plan per Mr. Lessard. **Mr. Bachand said that can be a condition.**

MOTION by Mr. Lessard to approve the use change, along with the trash stipulation.

Mr. Lessard discussed composting – maybe start to put trash with that for conditions. Mr. Lessard asked about grease (on-site) storage. Barriers were asked about.

Mr. Bachand noted we also received an email from Tocky. She asked about leased land and the 41:14-a process. If there is a necessary modification for leased land, it goes to the Selectmen for hearings after Planning Board and Conservation Commission recommendations.

This was **MOVED** (above) by Mr. Lessard; with trash depicted. Keep it protected. Trash and recycling shall be provided to the satisfaction of the Department of Public Works. This also includes the location on site.

SECOND by Mr. Loiseau.

ROLL CALL VOTE: 6 – 0 – 1 (Carpentier).

MOTION PASSED.

III. CONTINUED PUBLIC HEARINGS

21-026 10 Glade Path (continued from June 2, 2021)

Map: 273 Lot: 14

Applicant: Scott and Aysa Crane

Owner of Record: Same

Wetlands Permit: Installation of 103' (linear foot-6' height) vinyl privacy fence.

Mr. Scott Crane appeared. He discussed the existing stockade fence on the property for privacy.

He has the letter from the Conservation Commission. They are good with the conditions in the letter.

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Mr. Lessard was on the walk. They were agreeable to the Conservation Commission stipulations.

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Mr. Bachand recommends approved along with the stipulations contained in the May 26, 2021 Conservation Commission letter.

MOVED by Mr. Lessard.

SECOND by Mr. Loiseau.

ROLL CALL VOTE: 7 – 0 – 0

MOTION PASSED.

IV. NEW PUBLIC HEARINGS

V. CONSIDERATION OF MINUTES of June 2, 2021

Mr. Emerick noted that there is not a quorum tonight (of those members that were in attendance at the last meeting) so we cannot consider these Minutes. They will be considered at the next meeting.

VI. CORRESPONDENCE

VII. OTHER BUSINESS

- **McCarron Drive - Acceptance of the location of the utilities within the right-of-way as shown on the roadway as-built plan.**

Mr. Bachand noted that this is the first of two subdivisions on the agenda for acceptance of location of utilities in the right of way. These will be going to the Board of Selectmen for roadway acceptance. He discussed this with the DPW and the Town Attorney. As-builts have been received and were provided to the Board.

Mr. Bachand read the following suggested condition of approval from the Town Attorney:

In accordance with the requirements of RSA 72:23, I(b), this license is granted to the licensee(s) subject to the condition that the licensee(s), its/their heirs, successors, agents or assigns, shall be responsible for the payment of all properly assessed current and potential real and personal property taxes by the licensee(s) using or occupying property owned by the Town of Hampton no later than the due date, and shall further be responsible for all real and personal property taxes on structures or improvements added by the licensee(s), its/their heirs, successors, agents or assigns to the property of the Town of Hampton. Additionally, failure of the licensee(s) to pay the duly assessed personal and real property taxes when due shall be cause to terminate said license by the Town of Hampton.

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Additional suggested conditions are, prior to the DPW signing off and recommending to the Board of Selectmen the acceptance of the roadway, the as-built roadway plan shall be revised to include the metes and bounds for the sewer easement over 9 McCarron Drive (Lot 4-5). Also, final sign-off by the Department of Public Works prior to the Board of Selectmen accepting the roadway.

MOVED by Mr. Lessard with the stated conditions (noted above).

SECOND by Mr. Loiseau.

ROLL CALL VOTE: 6 – 0 – 1 (Carnaby)

MOTION PASSED.

- **Loy Drive - Acceptance of the location of the utilities within the right-of-way as shown on the roadway as-built plan.**

Mr. Bachand noted this acceptance involves the same condition (as above):

(In accordance with the requirements of RSA 72:23, I(b), this license is granted to the licensee(s) subject to the condition that the licensee(s), its/their heirs, successors, agents or assigns, shall be responsible for the payment of all properly assessed current and potential real and personal property taxes by the licensee(s) using or occupying property owned by the Town of Hampton no later than the due date, and shall further be responsible for all real and personal property taxes on structures or improvements added by the licensee(s), its/their heirs, successors, agents or assigns to the property of the Town of Hampton. Additionally, failure of the licensee(s) to pay the duly assessed personal and real property taxes when due shall be cause to terminate said license by the Town of Hampton.)

Also to be included as conditions are, prior to the DPW signing off and recommending to the Board of Selectmen the acceptance of the roadway, the sewer lateral information shall be added to the roadway as-built plan as required in Note #8 on Sheet U1 of the approved plan set. Also, final sign-off by the Department of Public Works prior to the Board of Selectmen accepting the roadway.

Mr. Bachand acknowledged that Tocky felt there were drainage issues at the entrance to Loy Drive, and noted the picture that we received. Mr. Bachand said that CMA has been doing routine construction inspections. DPW and Mr. Bachand have also been out there. DPW still needs to do a final roadway inspection. If there is something of significance, he is sure it would be presented prior to roadway acceptance. This (vote) is purely for utility location acceptance.

MOVED by Mr. Lessard with the stated conditions (noted above).

SECOND by Mr. Loiseau.

ROLL CALL VOTE: 6 – 0 – 1 (Carnaby)

MOTION PASSED.

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Mr. Emerick discussed Board members sending emails to other Board members. It's a bad idea. As soon as a Board member replies to all, it becomes a non-legal meeting. He noted Board members must not ask for a response if one sends something out because it is a way we (one) gets into trouble. Once one responds to all, it becomes a public meeting and is not authorized.

VIII. ADJOURNMENT

MOTION by Mr. Lessard to adjourn.

SECOND by Mr. Loiseau.

ROLL CALL VOTE: 7 – 0 – 0

MOTION PASSED.

MEETING ADJOURNED: 8:36 p.m.

Respectfully submitted,

Laurie Olivier, Office Manager/Administrative Assistant

****PLEASE NOTE****

ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.

MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING