

## HAMPTON PLANNING BOARD

### MINUTES

July 15, 2020 – 7:00 p.m.

**PRESENT:** Tracy Emerick, Chair (Selectmen’s Meeting Room)  
Ann Carnaby, Vice Chair (Telephonic)  
Alex Loiseau, Clerk (Selectmen’s Meeting Room)  
Fran McMahon (Selectmen’s Meeting Room)  
Mark Olson (Selectmen’s Meeting Room)  
Keith Lessard (Selectmen’s Meeting Room)  
James Waddell, Selectman Member (Selectmen’s Meeting Room)  
Jason Bachand, Town Planner (Selectmen’s Meeting Room)  
Laurie Olivier, Office Manager/Planning (Telephonic)

**ABSENT:**

#### I. CALL TO ORDER

*The Planning Board Chairman Tracy Emerick, has determined that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic, and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, in order to properly ensure the safety of the public and that of several of the Board members who are within the CDC guidelines needing to take special precautions, this body is authorized to meet electronically. Please note there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, Chairman Emerick is confirming that the Planning Board are: Utilizing a teleconference service for this electronic Meeting. The Public may join the teleconference by calling toll free 1-857-444-0744 and using the code 156034. If anyone has a problem, please call 603-929-5805.*

Mr. Emerick led the Pledge of Allegiance.

There was a moment of silence in memory of Barbara Renaud, who was at one time the Office Manager for the Planning Board and was a longtime member of the Conservation Commission.

Mr. Emerick read the Governor’s State of Emergency criteria regarding the meeting being held telephonically. Prior to the meeting, the Planning Office gave information to applicants on how to access the meeting electronically.

It was noted that roll call votes will be taken tonight.

Mr. Emerick commenced the meeting by introducing the Planning Board members.

Attendance was taken (members physically present in the Selectmen’s Meeting Room are noted above). For those attending telephonically, it was stated who was in the room with them. Some Planning Board members were home; no one was present with those members.

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Keith Lessard, Jim Waddell, Mark Olson, Alex Loiseau, Fran McMahon, Tracy Emerick, and Jason Bachand are all in the Selectmen’s Meeting Room. Ann Carnaby is home and alone as is Laurie Olivier.

Brian Warburton (Master Plan Steering Committee - MPSC) is home alone; Nancy Stiles (MPSC) is home alone. Noah Slovin (Milone & MacBroom) is present in the Selectmen’s Meeting Room. Dave Murphy (Milone & MacBroom) is on the line, home and alone. Nathalie Morison (NHDES) is at home, alone.

Barbara Kravitz (MPSC) is also on the line at home, alone.

Mr. Emerick noted that the applicant for the project at 16 L Street wishes to continue to the August 5, 2020 meeting.

**MOVED** by Mr. McMahon.

**SECOND** by Mr. Olson.

**VOTE (ROLL CALL): 6 – 0 – 1 (Lessard)**

**MOTION PASSED.**

**II. ATTENDING TO BE HEARD**

**Master Plan Steering Committee**

**1. Public Comment (relating to Master Plan)**

Nancy Stiles asked if the Planning Board would send a letter of support for the Hampton Beach Area Commission’s upcoming grant application to do Beach Master Plan updates. Ms. Carnaby asked if they should make a motion and Mr. Emerick recommended doing it under the agenda item “Other Business”.

**2. Explanation of Phase I and Phase II of the Master Planning Process**

Mr. Bachand noted that at the last meeting in June, there was a question about the Master Plan process and what it entails and how it would relate to the Hampton Beach Master Plan update. Mr. Bachand gave an overview of the process and timeline.

Phase I is the Vision and Coastal Management content of the overall comprehensive master plan update. This Phase is currently underway with the assistance of consultants Milone & MacBroom, and support from the NHDES Coastal Program.

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Phase I is fully grant funded thanks to a NOAA grant awarded to the NHDES Coastal Program, and additional funding from the Coastal Program so that the Vision work could be included.

The Vision will be the product of public participation, and will state what Hampton imagines it will look like in the future. It is also the basis for the other content of the Master Plan.

The Coastal Management component will include topics such as climate change, coastal flooding and sea level rise, and the effects of coastal systems on transportation, economic development, recreation, tourism, real estate, natural resources, etc. There will also be a “crosswalk” demonstrating how the coastal management content relates to other possible content of the Master Plan to facilitate overall integration during Phase II.

Public outreach and engagement, surveys of municipal staff and the town residents / stakeholders, and “virtual” workshops due to COVID, are a few of the initiatives to help develop the content under this phase.

Final products will be electronic and hard copies of the final vision and coastal management content, including narratives and graphics, along with GIS data. Anticipated completion of Phase I is March of 2021.

Phase II will incorporate the Phase I work while developing content for numerous additional Master Plan components, including but not limited to land use, transportation, recreation, natural resources, cultural/historical resources.

Phase II is funded as a result of voter approval of Article 10 at the March 2020 Town Meeting. A Request for Proposals for Phase II consulting services is being finalized at this time. The hope is to have a consultant in place and work underway by later this fall.

It is anticipated that there will be further public outreach and engagement, surveys, possibly “virtual” workshops (due to COVID) but hopefully more in-person workshops as time goes on, and possibly other initiatives as may be proposed by prospective consultants.

At the end of Phase II and the overall planning process in December of 2022, and following adoption by the Planning Board, there will be a fully updated, comprehensive Master Plan for the entire Town of Hampton. This will be an innovative, integrated, and user-friendly document, which will be utilized regularly for amendments to local regulations, pursuing grant funding, special town projects, and more. It may be best described as the “instruction manual” for Hampton’s long-range conservation and development efforts looking 10-20 years out. This is why it is so important for our Town residents and stakeholders to participate in this process.

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Mr. Bachand further explained how the work the Planning Board/Steering Committee is doing relates to the HBAC. The HBAC was formed under RSA 216-J to assist the Town and the State of New Hampshire, its agencies and departments in the long-range planning for the Hampton Beach area. The HBAC oversees a separate Beach Master Plan, which is not part of this scope of work. With that said, consistency and coordination are of the utmost importance. The HBAC anticipates beginning its work on an environmental update of the Beach plan in the relatively near future, perhaps early next year. Although there were initial concerns about timing, this may actually work out very well as the HBAC could utilize the Phase I Coastal Management work and prior work such as the Coastal Risk and Hazards Commission report and Tides-to-Storms vulnerability assessment to guide the update of their environmental chapter without duplicating efforts. The Commission is among those represented on the Steering Committee, which will help to ensure both efforts are successful.

### **3. Milone & MacBroom – Consultant for Vision and Coastal Management Content**

#### **a. Introductions**

Noah Slovin and David Murphy were present from Milone & MacBroom, and Nathalie Morison with the NHDES Coastal Program.

#### **b. Addressing Committee Member Comments**

Mr. Slovin asked for some input from the Committee on the level of review and timing for feedback. It is their goal to make sure everyone has ample time to review draft documents and respond while still keeping to the project schedule. Mr. Bachand asked the Committee how they would like to frame the review and response process. The Committee agreed that if a sufficient review time frame is given with a feedback deadline, then after that deadline has passed the consultant can feel free to move onto the next task.

Mr. Bachand also noted that meeting just once a month may not be sufficient when the development of Master Plan Chapters is fully underway. He recommended that at the first Planning Board meeting of the month having a Master Plan and Steering Committee check-in to help to keep pace with the various work items and draft deliverables. At this check-in, members of M&M could conference call in. The Committee supported this idea as a way to help make sure things stay moving.

#### **c. Text Campaign**

Mr. Slovin shared that they are beginning to wrap up the planning for the first of three public outreach activities. He noted that the original plan was to have pop-up events (small local gatherings) to help engage the public on the Master Plan process and get some feedback. As a

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result of the current health situation, it was decided that the best alternative to pop-up events was a text campaign. This would be accomplished by having a combination of posters and yard signs placed around town. Each display would provide basic master plan information, questions about what people would like Hampton to be like, and a number to text those responses to. He sent out to the Committee two design and color scheme options. The posters would be portrait design and 2' x 3' in size while the signs would be a landscape design and 2' x 1' in size. They would produce a total of 5 posters and 20 signs that would be displayed around town. The group needs to make some final decisions about the color scheme and discuss minor wordsmithing before the signs go into production next week.

Ms. Kravitz recommended that the signs use the term "Town of Hampton" and that when she printed the copies of the draft signs, she had trouble with the contrasting colors.

Mr. Warburton liked the bold text and the mixture of colors. He thought it did a good job of explaining the importance and the master plan vision and the need to move forward.

Mrs. Olivier shared that the comments she had shared with Milone & MacBroom had been addressed and she like the color scheme.

Ms. Carnaby has already shared several comments with Mr. Slovin but did have one question about the text phone number, it has a 617-area code as opposed to 603. She felt that might confusing and it may result in charges as opposed to a toll-free number. She also noted that you can only text from a cell phone and not a landline.

Mr. Emerick reminded the group that it's for texting as opposed to calling. If there were charges that would be the result of someone's data plan.

Mr. Slovin added that using the resources they have for conducting a text campaign, they have a limited number of options. For some reason, there are numbers for surrounding states but not NH. He picked the closest number but was open to looking for a different one if that was a concern of the Committee.

Mr. Olson shared that he liked both color schemes but recommended that the poster and sign be the same for continuity purposes. Mr. Slovin agreed. Mr. Olson also noted that they should be prepared for broad responses.

Mr. Loiseau commented that it wasn't clear on the poster/sign what will happen when once you text. Do you send your answers to the questions or is there a link that is sent that you follow to respond? He did like both signs but though the red one stood out more from a contrast standpoint.

Mr. Slovin recommended adding language such as "text your thoughts to..." as there was no link that would be sent to your phone.

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Mr. Emerick supported the addition of instructions before the number, so people know what to do.

Mr. Waddell shared that he liked both signs but felt the yellow catches your attention more. He asked if the text number could be a code instead of a full phone number. A code would be quicker to enter. He also shared that if he were to see a 617-number associated with a Hampton NH project he would question the validity of the sign and would not respond. Ms. Carnaby echoed the same concern.

Mr. Slovin acknowledged the concern. He did not believe a code was possible but would take another look.

Mr. McMahon asked how are we expecting people to get the info from signs, for example, if they are driving around, they would need to stop.

Mr. Slovin noted that they would be located in high pedestrian areas.

Mr. Bachand added that the yard signs could be put on Town property (Town Hall, Transfer Station, Parks, etc.) while the posters would be in public spaces like a grocery store.

Mr. Slovin reminded the group that the goal isn't necessarily to get someone to respond the first time they see a poster or sign. Hopefully, after seeing them a few times they will text or go to the Town's website to learn more. It's a tool for getting the word out about the process and making people aware.

Mr. Lessard agreed with the concern about not using a 603-area code. He also thought some of the text should be larger. To help provide more room for larger text things like the "http" in front of the website name could be removed. He shared concerns about the more mature, less tech-savvy population not responding because they don't know how to use things like hashtags. He wonders if Survey Monkey might be a better option.

Mrs. Kravitz asked Mr. Slovin to walk through how someone would text and what would happen.

Ms. Morison provided some clarification. She added that they can look in to find a NH number but to remember that the text campaign just one of three different techniques for engaging the public. For those individuals who are less apt to respond to the text campaign, they may prefer the survey or virtual workshop options. It may be the case that the text campaign reaches a younger population that is less likely to respond to the survey or attend a workshop.

Mr. Olson shared that the consultant should be prepared to digest a multitude of responses which could be challenging.

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Mr. Slovin responded that could be the case, having a lot of feedback wouldn't be a bad issue. The survey will have multiple choice and short answers. He supported Ms. Morison's comment that texting is just another way to reach people and might be a good way to connect with younger people. He also noted that if the group finds texting problematic it could be switched to a survey link instead of a phone number. However, he is hesitant to change directions at this point.

Mr. Emerick thinks it's a good media test and we'll have just wait to see how it goes.

Mr. Lessard asked what the success rate has been on other projects using a text campaign. The key seems to be educating the public on what they need to do to respond.

Mr. Slovin responded that they have other planners in the office that have used it. It was one of their recommendations when they began to look for alternatives to the pop-up events. He also suggested adding "respond by text" or "send text message to" might be helpful along with replacing the hashtag with the project website address. The group supported adding instructional text and removing the hashtag.

Mr. Warburton shared after hearing others concerns he feels that those in the 20's and 30's won't text more than two words and other age groups might not feel comfortable. Does it just make more sense to go with the virtual workshops instead?

Mr. Bachand responded that worst-case scenario, even if no one texts, we will still be informing and increasing awareness via the posters and signs.

Ms. Carnaby noted that when selecting locations for the signs, they should be near benches. People enjoy these spots and they can sit and respond.

Mr. Slovin liked that idea and said that he would be sending a preliminary list of locations and asking for input on additional locations. He also noted that they can be moved around to different locations.

#### **d. Municipal Questionnaire**

Mr. Slovin shared that the municipal staff survey was sent out about 3-4 weeks ago. They have gotten about 40 responses and it will be open until Friday.

Mr. Bachand noted there were technical issues when it first went out but he worked with IT to make sure it went out correctly. – didn't get a lot of responses, so it went out.

Mr. Lessard asked how many people were targeted and Mr. Bachand responded that he didn't have an exact number. Mr. Bachand said it was also sent to the school Superintendent.

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Mr. Slovin added that the survey did ask what department they are associated with. Lastly, he noted that they also have all of the information collected during the initial pre-master plan survey. Once the survey is closed, they will tally the result and share it.

#### **e. Public Survey**

Mr. Slovin said the draft public survey is ready and is potentially longer than he would like it to be. Things to note, there are multiple-choice, short answer, and a few where a photograph is selected. There is one section that references the first survey, so those who took the first one will understand we are building upon that effort.

Mr. Bachand noted that the website address needs to be updated on the first page. He will send Mr. Slovin the correct information.

Mr. Lessard liked the photo selection questions as it keeps things visually interesting. He thought it might be helpful to add photos to some of the other questions to help illustrate concepts such as flooding photos. He asked what happens if someone stops the survey before finishing, will the data be lost?

Mr. Slovin said no, it will be saved

Mr. Lessard added that because of the length, perhaps they should put the most important questions upfront.

Mr. Olson asked if the survey notes at the beginning how many questions there are, so people can gauge the level of effort.

Mr. Slovin said yes there is a progress bar when you are doing the survey.

Ms. Carnaby was particularly excited to see the depth of the questions and is pleased that it picks up where the first one left off. Mr. Warburton agreed.

Mr. Lessard noted that questions 22 of 27 began to address concepts/issues that the west side of Town would be most interested in. He recommended moving that question up, so those people will be engaged and more likely to finish the survey. He also asked if someone save their spot and come back later to finish

Mr. Slovin agreed and said they could look at the arrangement of the questions, that if people get tired halfway through we get the info we need it. He also said that he was not sure if people could save and come back, but it's unlikely.

Mr. Bachand asked about the time frame for the survey.

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Mr. Slovin responded that it should be ready to go when the posters and signs go up within the next week. He did note that the survey has some flexibility and can be adjusted at any point during the process if necessary.

#### **f. Virtual Meeting**

Mr. Slovin moved onto the virtual workshops. He said this would be the main method for getting input. He's hopeful that it will get a lot of interest as people see the signs, posters, and the survey. Because it going to be remote, it saves on time, so we can do two Zoom meetings and use their tools like polling and breakout rooms. These virtual meetings will focus on the vision and coastal management content. We are aiming to have them during the week of August 10<sup>th</sup>. They want to start advertising these soon so the group needs to narrow down the preferred days of the week and time. The workshops can happen on the same day at different times, one earlier and one later to accommodate varying schedules. There could also be one during the week and one on the weekend. The goal is to get as many participants as possible. Also looking for any specific things that you want to learn or take away during the workshops.

Mrs. Kravitz said this was very ambitious, will there be collateral for people to orient them in advance of the event?

Mr. Slovin wasn't planning on having people review materials beforehand. The meeting would start with a presentation to provide the background and layout of the meeting. This would then be followed by participatory engagement activities. He said that we can direct them to the website for more materials that they can read beforehand if they wish.

Mr. Lessard recommended having the opening presentation available beforehand if that would be helpful.

Mr. Olson agreed that having people ready to go will make it more productive.

Mr. Slovin noted that we don't want people to feel like they have homework to do or to make it appear like a challenging task. They can make the presentation and summaries available along with existing studies. The intention is to provide framing questions about the workshops during the advertisement phase so people will know what the meeting will be covering.

Mr. Loiseau said if you make people feel like they have to do a lot of upfront work then attendance might be lower or just the same people who typically attend these types of events.

Mr. Warburton added that you can have people asking questions or comments in the chat/comment box features in a virtual meeting. This will capture comments and concerns that you might not be able to or have the time to address during the workshop. He would prefer to have one meeting during the day and one at night. Also, make sure it's an off-meeting night where no other Town board/commission meeting is going on.

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Mr. Bachand responded that the week of August 10<sup>th</sup> is in between Planning Board meetings. If there was a second choice it would be the 4<sup>th</sup> week in August.

Mr. Lessard asked if the meetings would be recorded. Mr. Slovin responded yes and can be broadcast or put on the website.

Mr. Murphy complimented Mr. Slovin's ability and success in running well-organized engaging virtual meetings. In a recent one, they had break-out discussions and they didn't lose any participants.

Ms. Carnaby recommended having a Channel 22 meeting campaign, with reminders or a countdown to help get people excited.

Mr. Olson liked the week chosen as it will be during the time that seasonal residents are more likely to join.

Ms. Carnaby asked if these dates would interfere with the upcoming school schedule, but Mr. Lessard said the school would not be in session yet.

There was a consensus of the group to have the workshops during the week of August 10<sup>th</sup> week with one in the evening and one during the day.

#### **g. Consultant Next Steps and Steering Committee Action Items**

Mr. Slovin summarized that they plan to update the public survey and finalize and deploy the signs and posters. Then work on completing community champion and stakeholder list. He will have an initial list for the committee to review and update accordingly. This will be an important list to help publicize these workshops. They will also begin developing workshop content.

#### **4. Final Draft RFP for Phase II Comprehensive Master Plan Update and Timing for Release**

Mr. Bachand shared that the Request for Proposal (RFP) for the second Phase has undergone significant revisions. He received some additional comments from Ms. Carnaby and Mrs. Kravitz that he is working on. He would like to put it out in Mid-August with a September deadline. There are two appendices A and B to help improve flow. The Town Attorney had suggested moving some text from Appendix B to go back into the main body. Does the group have any preferences or objections was asked. The group was fine to move forward as it is now.

#### **5. Next Steps**

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### III. CONTINUED PUBLIC HEARINGS

\* *Note: Applicant is requesting to continue to August 5, 2020*

\* **20-031 16 L Street** (continued from July 1, 2020)

Map: 293 Lot: 34

Applicant: 158 Ashworth Avenue, LLC

Owner of Record: Same

Site Plan: Convert existing residential structures into a commercial restaurant. Proposed site improvements include patio area with seating and an antique trailer to be permanently located on site. Waiver Request: Section V.E. Detailed Plans

*The Board voted above to continue the application to the August 5, 2020 meeting.*

### IV. NEW PUBLIC HEARINGS

**20-027 2, 6 & 7 Scott Road & Scott Rd.**

Map: 125 & 126 Lots: 44 & 7, 31 and 34

Applicant: Casemo Realty LLC

Owner of Record: Same

Site Plan (Amended Application): Merge lots 31 & 44 and construct an approximately 28,800 s.f. industrial building with associated parking & driveway. **Application has been reopened for further public hearing to reconsider Condition #12 of the Planning Board's June 3, 2020 conditional approval.**

Mr. Bachand explained why this application is back before the Board at this time. It was approved by the Planning Board on June 3<sup>rd</sup>. The Board voted at its last meeting to re-open the matter this evening to address a concern with Condition #12.

Joe Coronati (Jones & Beach Engineers) was on the line. Tom Moulton (applicant) was on the line as well.

Mr. Bachand said the concern with Condition #12, as written, is that it arguably places Town Attorney Gearreald in the position of arbiter between the owner of the site and the owner of Tax Map 143, Lot 9, or in the role of a decision maker, which is outside of his authority.

To address this concern, Mr. Bachand is recommending that Condition #12 be deleted in its entirety, with all other conditions of the June 3, 2020 Planning Board approval to remain in full force and effect. He is further recommending an additional condition (which he read aloud) stating: *“When the location of the undefined access easement to benefit Tax Map 143, Lot 9 is determined by the parties, it shall be shown on an amended Easement Plan to be recorded, and said location shall not interfere with the functionality of the other features of the Site Plan*

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*approved by the Planning Board.*” DPW had some concerns about the location of the easement. This language preserves the Board’s interest in the site plan, while not interfering with the rights of the private parties.

Mr. Coronati said that he had concerns with the original condition (#12), but is in agreement with the current wording of the conditions as written in Mr. Bachand’s memo. Mr. Moulton agreed.

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Mr. Bachand noted we would be deleting Condition #12, keeping all other conditions from June 3<sup>rd</sup> in full force and effect, and adding the new condition. Mr. Emerick asked if we were replacing Condition #12. Mr. Bachand’s recommendation is to approve per the conditions as written in his memo dated July 15, 2020.

**MOTION** by Mr. Waddell.  
**SECOND** by Mr. Olson.

Mr. McMahon asked if the easement needs to be resolved before the plan can be recorded. Mr. Bachand noted that Attorney Gearreald is on the line, and he may wish to speak to this. Attorney Gearreald said that he does not believe the easement needs to be resolved before recording. It does not ultimately interfere with any other aspects of the site plan. It may need a resolution through court action. That should not hold up the proceeding of this development per Attorney Gearreald.

Mr. McMahon asked a follow-up question about resolving the easement before the issuance of a Building Permit. Can a Building Permit be issued if you could end up building on the easement location. Mr. Lessard referenced a prior example from Lafayette Road. He thinks it’s a valid question from Mr. McMahon. Attorney Gearreald does not believe the Board can force the planning process to be the driver of the resolution of the easement. It could take a long time to resolve, and he does not think it should hold up the Building Permit. Based on Attorney Gearreald’s response, Mr. Bachand again recommended approval per the conditions as written in his memo dated July 15, 2020

**MOVED** by Mr. Waddell.  
**SECOND** by Mr. Olson.

**VOTE (ROLL CALL): 5 – 0 – 2 (Carnaby, Lessard)    MOTION PASSED.**

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**V. CONSIDERATION OF MINUTES of July 1, 2020.**

**MOVED** by Mr. McMahon to accept and approve the Minutes.

**SECOND** by Mr. Olson

**VOTE (ROLL CALL): 7 – 0 – 0**

**MOTION PASSED.**

**VI. CORRESPONDENCE**

**VII. OTHER BUSINESS**

- **Request for One-Year Extension of Subdivision Approval – 212 Island Path: Subdivide parcel into two (2) residential lots.**

Mr. Bachand said this subdivision application was approved on July 17, 2019. The applicant is requesting a one-year extension. They have not been able to move forward yet due to COVID-19 and some other factors. He recommends the Board grant a one-year extension to expire on July 17, 2021.

Mr. Olson asked if this goes back to the time of a prior DPW Director. It was noted that was a different site located up the street.

**MOVED** by Mr. Lessard to grant a one-year extension (to expire on July 17, 2021).

**SECOND** by Mr. Waddell

**VOTE (ROLL CALL): 7 – 0 – 0**

**MOTION PASSED.**

- **Mary Batchelder Road, Liberty Lane West & Timber Swamp Road (a/k/a – Silvergrass Place): Question concerning request for pre-construction meeting.**

Mr. Bachand said that prior-to-recording conditions are being wrapped up. This includes condominium documents, plans, and easements. It has been an extensive process working through those items. The project was approved by the Board in November of 2019. The applicant is requesting a pre-construction meeting at this time. It is tentatively scheduled for next Thursday (July 23<sup>rd</sup>). The issue is that plans and documents cannot be recorded by that time, a lot of which has to do with COVID-19. The review work is done. He asked Attorney Gearreald to add to the conversation if he wishes to, he has been part of the review. The applicant has generally met the milestones. Would the Board have any issues with our proceeding with the pre-construction meeting was asked. The spirit and intent has been met.

Mr. Lessard asked how close they are to getting the recording done. Mr. Bachand said that Attorney Gearreald is wrapping up a couple of items from his review. Attorney Gearreald said these remaining items relate to the sight distance maintenance easements. That language is being worked out satisfactorily. Nothing substantive will change in the plans from where

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they are at now before recording. Mr. Bachand said the applicant requested the meeting, but he felt it was important to bring it to the Board first, as to whether it wanted to meeting to go forward.

Mr. Lessard discussed issues with COVID-19. He asked if we could get into a quagmire if we hold the meeting now, things are not recorded, and something major comes up. Mr. Bachand does not see that happening at this stage, and if something big came up between now and the meeting date we wouldn't hold the meeting.

Ms. Olivier said that she did not know where the O&M currently stands. There were comments from DPW and Conservation. She has not gotten into what she looks at yet. She doesn't like putting the cart before the horse, but she is okay with this.

Mr. Olson said that it seems Attorney Gearreald is okay with it too. Mr. Bachand said it's a very large project with many conditions, but we are right about at the finish line which is why he is asking the Board.

Ms. Carnaby asked if delaying a week or two helps or not. Mr. Bachand said that is up to the Board. He thinks the spirit and intent are met, but if the Board doesn't want to hold the meeting until they are on record he will report that to the applicant.

Ms. Olivier asked about Building Permits. Mr. Bachand said those would not be issued until everything is recorded. We would just be holding the meeting.

**MOTION** by Mr. Waddell for the pre-construction meeting to move forward at this time.

**SECOND** by Mr. Olson

**VOTE (ROLL CALL): 7 – 0 – 0**

**MOTION PASSED.**

Mr. Bachand discussed the requested letter of support for the grant proposal for the environmental chapter of the Hampton Beach Area Master Plan. Ms. Stiles is trying to get a proposal in by the end of this month. By the time we finish our Phase I (Master Plan – Vision and Coastal) work, they would be moving forward with their project if they are awarded the grant. Their timing aligns well with our Town Master Plan work. The HBAC could benefit from the findings of our Phase I work, while we could benefit from what they are doing during our Phase II work.

**MOTION** by Mr. McMahon to provide a letter of support to the HBAC.

**SECOND** by Mr. Waddell

**VOTE (ROLL CALL): 7 – 0 – 0**

**MOTION PASSED.**

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Mr. Emerick discussed getting together with the Conservation Commission for a fund in memory of Barbara Renaud. Mr. Bachand does not know for sure what Conservation is planning, but if something substantive could come from this (teaming up) it would be a good thing. The Board members said to give them a number.

**VIII. ADJOURNMENT**

**MOTION** by Mr. Olson to adjourn.

**SECOND** by Mr. Waddell

**VOTE (ROLL CALL): 7 – 0 – 0**

**MOTION PASSED.**

**MEETING ADJOURNED: 8:37 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**