

**ATKINSON PLANNING BOARD MEETING
MINUTES
WEDNESDAY, APRIL 2, 2014**

Members Present:

Sue Killam, Chairperson
Vice Chairman Paul DiMaggio
John Wolters
Tim Dziechowski
Ted Stewart

Other's Present

Aaron LaChance, Stantec Engineering
Bill Innes, Town Administrator
Mike Leach, Stantec Engineering
Jerry Fortin, Stantec Engineering
Josh Manning, Lewis Builders

Call to order:

Chairperson Killam called the workshop meeting of the Atkinson Planning Board to order on Wednesday, April 2, 2014 at 7:30 PM.

Workshop: Discussion with Josh Manning for Lewis Companies regarding renewal of an Alteration of Terrain permit for Atkinson Heights Condominium Project at Atkinson Country Club.

Mr. Manning briefly reviewed work done on the project to date. 700 - 800 feet of road has been paved. A loop road has been graveled. A nine hole golf course was put in. The main roads have been rough graded and graveled. The parking lots have been rough graded. The open areas have been grassed in. All off site improvements have been completed. An intersection realignment was done in Salem and a blinking light was added. Some work in Atkinson at the intersection of Salem Road and Providence Hill has been done. Further down Salem Road across from Jericho, a guard rail was added by the fire pond. The cellar hole for Building 5 was started. The grading of the street was done.

At this point, they have an Alteration of Terrain permit, it has been renewed once for five years which brings them to June 14, 2014. The Alteration of Terrain ("AOT") rules state they cannot get another extension on the permit unless the Board tells them they have done substantial work. This means they will have to complete the project and file a new AOT permit. A new AOT permit will have to comply with the new, more stringent AOT rules.

The Board discussed how close to completion the project is. One building of the proposed project is in process. It is a four story building and the height should not be a problem because the fire department has acquired a ladder truck. Mr. Manning feels that having to conform to the new rules would be a hardship, especially the detention basins because the design rules have changed since they were installed. The sewer treatment plant infrastructure upgrades have been completed. Mr. Stewart asked Mr. Manning to estimate the cost of a new sewer treatment plant, and Mr. Manning replied his guess was about \$500,000. Mr. Manning explained how the current plant works. The water circulates into 3 basins and the treated water is used to water the golf course. At present, the sewer treatment plant only handles the club house effluent. Mr. Innes asked if Mr. Manning was familiar with the MS4 requirements. The Board discussed how MS4 would apply to the project and how the MS4 permitting would affect the project. Chairperson Killam summed up that the question is where the water would drain. Mr. Manning explained that the water would drain into a culvert and eventually into Salem. Mr. LaChance informed the Board that it is an issue for the Board. Mr. Manning is asking permission from the Board to allow another 5 year extension. Mr. Fortin asked what percent of the project is completed. Mr. Manning responded about 50%. Chairperson Killam asked about the grassed section. It is the 17th fairway. There is also a wooded area. Mr. DiMaggio asked what portion is disturbed. Mr. Manning replied that at present it is all stabilized. The Board continued to discuss the sewage treatment plant, including ownership and capacity. This project was started then put on hold because of the economy. Mr. Manning expects to start the buildings within the next couple of years.

Mr. LaChance asked how much earthmoving still needs to be done. Mr. Manning replied not very much, the buildings are going to be blasted out so not much grading will be needed. The lower three buildings have not been stumped. The Board continued to discuss how much infrastructure has been added. There will be nine buildings total added to the project. Mr. Fortin asked if Mr. Manning had spoken to the Department of Environmental Services ("DES") about the permits and was informed that he was told to go to the Planning Board. Vice Chairman DiMaggio asked what criteria DES wanted the Planning Board to do. Mr. LaChance could not find any guidelines regarding substantial completion in the AOT. Mr. Fortin, explained that it would imply that paving was complete, grass was complete and buildings were built, the project would be just about built out. Mr. LaChance stated he felt that substantial completion would refer to the earthworks.

The Board discussed whether or not to allow an extension. Chairperson Killam asked what the 27 acres included and Mr. Manning showed her on the map. Chairperson Killam asked how many acres still need to be disturbed and Mr. Manning

replied about 12 to 15 acres. Mr. LaChance stated that the applicant has gone through AOT already and most of the drainage has been completed although a lot of earth still has to be moved. Mr. Stewart stated he felt that the Country Club has the most to lose. Mr. Fortin pointed out that if the project was completed in 1-2 acre chunks, they would have to comply with the EPA and the MS4 regulations. Mr. Manning showed the Board the entire project including the golf course and the proposed condominiums on the map. The condominiums are surrounded by the golf course. Mr. Manning pointed out again where the run off would be. The direction of flow would not change. All drainage facilities and outlet structures are in. The culvert between buildings 3 and 4 have not gone in yet, there is another culvert near the road as well as some of the swales that need to be constructed. The Board discussed what they would require before recommending that another extension be allowed.

Chairperson Killam asked if the Board would like to take a site walk. The Board agreed on Wednesday, April 9, 2013 around 5:00 PM. Mr. Manning agreed and suggested that they meet in the employee parking lot at 85 Country Club Drive. The Board will continue the discussion at the April 16, 2014 meeting.

Discussion on upcoming projects: Cell Tower and Commercial Industrial Subdivision:

Mr. Dziechowski asked about Hall Farm Road. Chairperson Killam replied that Mr. Lavelle has not found anyone to do the soils. As yet, the project does not have a site plan. They have already removed trees and have been doing some stumping. Mr. LaChance stated he felt that stumping the land is permissible, but when they start grubbing and leveling, it could be a DES problem. The Board continued to discuss how much clearing can be done on the site. The excavator was brought in to do the landing. The question is if they are clearing a commercial site without a permit and without erosion control. A silt fence needs to be put up around wetland. Another concern is that they do not have a plan. The Board discussed contacting DES or the forest ranger. Chairperson Killam stated that the Board needs to find out if or what they are violating. There was concern that the site owners will continue to work on the site and then ask the Board to approve something after the fact when they should not do any work until after they have a site plan. Mr. Stewart said that they can legally stump under one acre. They have been stumping off and on for about two months. Only the forest ranger and the DES have the authority to walk out on the property to check for violations. Mr. Dziechowski stated that about half the parcel or 16 acres have been cut. Mr. Dziechowski drove around the parcel to check for erosion around wetlands. So far, they have stayed away from the wetlands.

Mr. LaChance informed the Board that Stantec can give them an answer as far as what the rules about how much land can be cleared, before a permit is needed. Mr. LaChance said he could talk to someone and get Chairperson Killam an answer by Thursday.

Mr. Stewart asked if Stantec helped other towns with wastewater and recycling data for permitting. The Board continued to discuss the new permitting requirements. Mr. Fortin replied that Stantec has worked extensively with other towns regarding wastewater permitting.

Chairperson Killam requested a motion to adjourn.

Vice Chairman DiMaggio made a motion to adjourn the April 2, 2014 meeting of the Atkinson Planning Board at 9:00 PM. Member John Wolters seconded the motion. The Atkinson Planning Board voted all in favor with. Vote: 5/0.

The next Planning Board meeting will be Wednesday April 16, 2014.