

**Town of Newington, NH**  
**PLANNING BOARD**

Meeting Minutes, Monday, July 9, 2018

**Call to Order:** Chair Denis Hebert called the July 9, 2018 meeting at 6:30 p.m., followed by the pledge of allegiance.

**Present:** Chair Denis Hebert; Vice-Chair Christopher Cross; Board Members: Jim Weiner and Peter Welch; Board of Selectmen's Representative, Ken Latchaw; Planner, Gerald Coogan and Jane Kendall, Recorder

**Absent:** Bernie Christopher

**Public Guests:** Sean Hopkinson, Vice President of Farley White Property Management; Greg Mikolaities, P.E. with August Consulting, PLLC; Michael Mates, Engineering Project Manager with Pease Development Authority; Craig Daigle

**1) Public Hearing:** Review of Lease Line Revision and Site Review application by Farley White, Inc. for 73,000 square foot, three-story office building to be located at 90 Arboretum Drive at Pease International Tradeport.

Greg Mikolaities, P.E. with August Consulting, PLLC stated that he had worked with Farley-White, Inc. to put a building on a five-acre parcel at Pease International Tradeport fifteen years ago, followed by another building for the second phase, and now they were working on the completion of the third phase of the 20-acre campus with a three-story building.

Mr. Mikolaities stated that there would be no wetland impacts, but Pease Development Authority (PDA) would allow them to use some of wetland buffer for stormwater detention.

Mr. Mikolaities noted that there would be only one curb cut and there would be connecting pedestrian access in the campus.

Mr. Mikolaities stated there would be only one curb cut and that Farley-White would provide landscaped islands in the parking lot and there would be connecting pedestrian access in the campus.

Mr. Mikolaities added that they had originally asked for a waiver from the landscaping requirement, but had since withdrawn the waiver. He said he would return

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with more engineering detail for Town engineering consultant, Altus Engineering to review.

Sean Hopkinson with the PDA stated that they intended to keep the same brick and window style as the original building, but using heavy timber construction similar to ski chalet with floor to ceiling glass, a wood ceiling, and open concept work spaces for a premium user.

Vice-Chair Cross noted that the use was in the Airport/Industrial District and that their specific regulations should be noted for the Board's review. Town Planner, Gerald Coogan replied that the State had given the PDA jurisdiction over their land use and that the Board would only be providing a recommendation. Vice-Chair Cross agreed, but asked that the Board be informed of the requirements for their comments.

Chair Hebert suggested that Michael Mates list the items that had been reviewed with the PDA. Mr. Mikolaities noted that they were listed on the plan. Chair Hebert replied that the Board had only received an electronic version with the legend cut off and small notes and asked that an updated version be sent.

Discussion on their requirements continued, including permits, building height, municipal utility connections and services, lighting, landscaping setbacks and sidewalks.

Board member, Jim Weiner suggested that they consider landscaping to address cut throughs that didn't follow the sidewalks.

Vice-Chair Cross asked if they would consider a biking and pedestrian walkway with bollards. Mr. Mates replied that he wasn't aware of a precedent to which Chair Hebert stated that a precedent had been set on the other side at 1 New Hampshire Avenue. Vice-Chair Cross suggested that be one of the recommendations to be considered.

Vice-Chair Cross asked if they might consider connecting to the road that went to Celestica to reduce the number of curb cuts and reduced the traffic on the main thoroughfare. Mr. Mikolaities replied that a road was on the original plan, but was nixed by a former selectperson 15-20 years ago because it would require a disturbance in the wetlands.

Mr. Hopkinson noted that originally the lot consisted of the Pease Air Force Base trailer park and he thought there was a significant drop off that would limit their development to the back.

Chair Hebert said he thought it had been determined that applicants would go to the Newington Fire Department for approval of their fire safety system for their building permit. Mr. Mates replied that they would obtain a fire permit with the PDA first. Mr. Coogan added that they would file a building permit with the Newington building inspector who would coordinate a review for a certified fire inspection with the fire department. Chair Hebert replied that he thought Newington and Portsmouth fire departments got together for the inspection. Mr. Hopkinson replied that he had met with both Newington and Portsmouth fire departments.

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Mr. Mikolaities explained that they would coordinate their water and sewer connections with the City of Portsmouth, then the PDA would request the building permit and inspection from Newington, but Portsmouth Fire Department would respond to their calls.

Chair Hebert asked Mr. Mates to follow up with Maria Stowell, PDA Director of Engineering to be sure agreements were followed.

Chair Hebert asked if they met State requirements for merging the lot. Mr. Mikolaities replied that the PDA owned the land and developed the buildings. He added that there was a five-acre minimum and they were adding 6.9 acres so instead of a subdivision, the lease line would be going away so that they would have one lease for 27 acres rather than three leases for the 27 acres.

Vice-Chair Cross said he wanted to know what would happen to the remaining four acres if there was a five-acre minimum. Chair Hebert added that his concern was what would happen in the future if the PDA no longer owned the land and it was eventually sold to building owners. Mr. Coogan replied that one of the buildings was built to the lot line so they wouldn't be able to subdivide without a variance. Vice-Chair Cross commented that there was a forced main at the back of the fully integrated parking lot so it was not likely that they could subdivide. Chair Hebert commented that would qualify as a hardship.

Chair Hebert asked about parking and traffic flow. Mr. Mikolaities replied that they would have 328 parking spaces, which was more than Newington requirements.

Chair Hebert commented that stated that the Board had previously recommended a traffic light at the corner of Arboretum Drive and Pease International Drive, which had not been done and he was concerned over the additional traffic from employee arrival and departure at the four-way stop. Mr. Mates replied that the PDA monitored traffic on at the Tradeport, did counts and intended to update their master plan in 2020, and they added a four-way stop when it became warranted, but a warrant had not been met for a traffic light. Mr. Mates stated that the Air Guard and police departments had indicated that the four-way seemed to be helping. He added that they were told by general counsel that it would cost thirteen million dollars to upgrade intersections, which they intended to do eventually as they did not expect tenants to cover the costs. Chair Hebert stated that he would rather see a traffic light put in before a serious accident or fatality occurred.

Board of Selectmen's representative, Ken Latchaw commented that the PDA would ultimately make the decision on when they would add a traffic light, but suggested that the Board could include it as a recommendation. Vice-Chair Cross agreed.

Chair Hebert recommended a motion to approve the application as substantially complete if all the drawings were in the packet, then request a check to cover any engineering and legal consultation costs before Town engineering consultant, Altus engineering did their review. Mr. Mikolaities agreed that would be acceptable.

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Mr. Latchaw asked what would happen if Altus found something that the PDA hadn't consider. Chair Hebert replied that it would result in a recommendation, but the PDA had responded to all requirements. Mr. Mikolaities replied that they would return with more information during their full site review in August 2018. He added that the engineers usually came to an agreement with the PDA and Tighe and Bond Engineering designers would stamp the plan.

Vice-Chair Cross asked if it would be possible to take a site walk before they returned to the Board.

*Ken Latchaw moved to approve the application for a lease line revision and site review by Farley White, Inc. for 73,000 square foot, three-story office building to be located at 90 Arboretum Drive at Pease International Tradeport as substantially complete. Peter Welch seconded the motion and all were in favor.*

Chair Hebert stated that the clock had begun and continued the next meeting to August 13, 2018.

**II) Other Business:**

**A) New Subdivision Application and Review Procedure**

Mr. Coogan commented that he thought that the current single page Subdivision application on the Town website was inadequate and had inconsistencies with the published regulations. Mr. Coogan passed out recommended changes that were modeled on the same template as the lot line adjustment and site review applications and procedures.

Mr. Latchaw asked if a property owner would be charged for a voluntary lot line adjustment for contiguous parcels. Mr. Coogan replied that they would fill out a form for the Board to sign a voluntary merger for recording and he didn't think a fee would be applicable. Vice-Chair Cross added that voluntary mergers were covered by State statute governed by the legislature and fees could be waived.

Discussion ensued regarding fees. Chair Hebert commented that the fees were last updated at the request of the Board of Selectmen in 2014. Mr. Coogan noted that currently lower fees were listed on the website than were listed in the regulations listed in Town Hall. Chair Hebert suggested that the reference to fees be changed on the website to "See annual fees listing" since they may change.

*Vice-Chair Cross moved that the fees be removed from Section D.2B and be replaced with "See Newington Planning Department for annual fee listings". Ken Latchaw seconded the motion and all were in favor.*

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Mr. Latchaw suggested that the Board discuss fees further with the Board of Selectmen to consider other changes for homeowners. Vice-Chair Cross agreed that might be appropriate for inspections on substantial changes and utility hookups.

Mr. Weiner commented that he understood that the fees might look high, but he also thought that they might not touch the overhead for the administrative review of an application. Chair Hebert agreed and noted that the Board could change the fees for planning specific changes, but not other things like administrative costs. Mr. Coogan added that there were additional administrative costs that continued after approval.

Mr. Latchaw suggested that Mr. Coogan check on the fee structures in other communities.

B) **Master Plan:** Discussion of Board member workshop scheduled for  
Wednesday, July 11, 2018 at 8 a.m.

The Board discussed the revisions that the Master Plan subcommittee had been working on.

Chair Hebert asked if they would be using the existing Master Plan as a guide, or if they were editing and re-organizing it. Board member, Peter Welch replied that he wanted to see the Master Plan changed so that it would be more user friendly and with goals and policies up front. Chair Hebert agreed that they should go with the vision statement.

Mr. Welch replied that they were not talking about rewriting the Master Plan, but were talking about reorganizing the same material and removing redundancies and irrelevant items.

Chair Hebert asked for clarification on what the subcommittee intended to leave in the appendix. Vice-Chair Cross stated that all the details would be found in the appendix at the back.

Vice-Chair Cross stated that the subcommittee had met their objectives of updating the introduction, the existing and future land use and the vision statement. He said they spent a lot of time on the revisions and wanted a chance to explain what they were doing in detail at the work session.

Chair Hebert went on to say that he thought the subcommittee was going to update the existing Master Plan. He explained that he was concerned that they might lose something with the changes, noting that his experience with Eversource's Seacoast Reliability transmission expansion site evaluation committee and the Federal Energy Regulatory Commission (FERC) that showed him how the RSA's and master plan principles.

Mr. Coogan commented that the Master Plan was a guide, but not regulatory. Vice-Chair Cross replied that the Master Plan was a policy document, but the requirements were in the Regulations and Ordinances. He said he understood that the

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Master Plan set a consistent pattern, but the details would be in the remaining 400 pages of the existing Master Plan.

Chair Hebert said some things like rural character are not in Ordinance, but need to be stated clearly in the Master Plan. Vice-Chair Cross said currently not listed in Objectives and it needs to be upfront.

Vice-Chair stated that Rockingham Planning Commission (RPC) supplied the summary of the citizen survey results and the open discussions and was still working on the build out analysis of current zoning for the future land use section. He added that the original Master Plan didn't have a vision statement and their vision statement would reflect the community's thoughts as well as the Board's to show town support.

Chair Hebert commented that he thought they were going to do a simple update of the existing Master Plan as Rockingham Planning Commission's former Assistant Director, Glenn Greenwood and current planning consultant, Theresa Walker had indicated in their emails. Vice-Chair Cross replied that the Master Plan update only occurred every ten years and they were only removing extraneous items to consolidate the existing structure. Chair Hebert responded that he had expected to see each change so that the Board could follow what they had done rather than a summary. Chair Hebert added that it was important to be open to questions and disagreement. Vice-Chair Cross replied that they wanted to focus on actionable items, but the subcommittee would be open to discussion.

Discussion ensued regarding the Board's contract with RPC and deliverables. Vice-Chair Cross commented that they hired RPC instead of a commercial consultant because they wanted input on the changes. He added that they were going to provide deliverables on an interim basis, but they were held back because he didn't want them to work on things only to go back and change it, however they would receive half payment when they delivered the maps.

Chair Hebert asked what happened to the transportation section that was discussed. Vice-Chair Cross said that RPC did not proceed with the grant because it was not clear what they wanted and the grant was only available last summer, but they said there would be other opportunities for grants. Chair Hebert said would be good for Theresa to update board so everyone understands changes.

Mr. Coogan stated that he would post a notice of the meeting, but he would need to leave early because of a previous obligation.

**C) Site Visit Policy:**

Mr. Latchaw suggested that Chair Hebert and Mr. Coogan attend the next the Board of Selectmen meeting to discuss site visits. Chair Hebert replied that he didn't think the Planner or the Board needed the Board of Selectmen's permission to do a site walk, but he agreed that the policy wasn't written clearly.

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**Minutes:** *Jim Weiner moved to approve the Minutes for the June 25, 2018 meeting with corrections as noted. Peter Welch seconded, and all were in favor.*

**Adjournment:** *Peter Welch moved to adjourn the meeting. Jim Weiner seconded the motion and the meeting adjourned at 9:02 p.m.*

**Next Meeting:** Monday, August 13, 2018

**Respectfully  
Submitted by:** Jane K. Kendall, Recording Secretary

*These Minutes were adopted and approved at the August 13, 2018 Planning Board Meeting.*