

**Pembroke Planning Board  
Minutes of Meeting  
(Adopted)  
Tuesday, April 7, 2009**

**MEMBERS PRESENT:** Robert Bourque, Chairman; Alan Topliff, Vice Chairman; Kevin Krebs; Cindy Lewis, Selectmen's Representative

**ALTERNATE PRESENT:** Jeff White

**EXCUSED:** Mark Zydel; Todd Terrien; Kathy Cruson; Brian Seaworth

**STAFF PRESENT:** Stephanie Alexander, Interim Town Planner, David Jodoin, Town Administrator, Everett Hodge, Code Enforcement Officer, and Jocelyn Carlucci, Recording Secretary

Chairman Bourque opened the meeting at 6:30 p.m. and appointed Jeff White to vote in place of Member Terrien.

**Old Business**

1. **#08-112 JBI Helicopter Major Site Plan - Discussion of Changes to Project.** *Representatives will be present to discuss modifications since last Board meeting, March 24, 2009.*

Present: Jim Bruss of Bruss Construction, Tim Golde of Golde Planning & Design, and Curt West of JBI Helicopter.

Mr. Bruss thanked the Board for meeting with them and stated that there are a number of changes that they would like to discuss.

Mr. Golde addressed the bulleted items noted in Ms. Alexander's letter of April 1, 2009 and placed on the revised plan as A-K):

- A. **MOVED FUEL TANK VENT:** They have submitted a draft easement which will be recorded at the Merrimack County Registry of Deeds.
- B. **LIGHTING OF BOLLARDS:** The fuel tank has a cabinet which houses the fuel hoses. There are bollards around the cabinet. Two lights will be placed on the bollards located on the tarmac side of the cabinet for visibility. The LED UV-charged light will be red.
- C. **EXISTING CONDUIT NOT SHOWN ON THE PLAN:** An existing conduit that was originally installed during the construction of the first building, was always noted on the plan but was not seen by Mr. Hodge. Mr. Hodge said that the wire is presently powering the temporary construction trailer.
- D. **ADDITIONAL DRAINAGE BEING ADDED TO CB 189. SIX INCH DRAIN LINES WITH RISERS BEING ADDED FOR ROOF GUTTERS:** They erroneously omitted showing the drains for the roof gutters on the tarmac side of the building. The water will run through a 6" pipe rather than sheeting across the pavement and will run to the catch basin that exists in the middle of the parking lot and to the storm septic (as first proposed). Mr. Hodge said that CB 189 and CB 278 will no longer be catch basins. They will be manholes. Mr. Golde said that they will correct the dips in the parking lot and make the pavement even in order to create a consistent pitch across the lot.

Two additional catch basins, CB6 and CB9, will be placed in the corners of the lot. The drainage has been recalculated. The result was a change to 9.9 cfs rather than 9.2 cfs.

- E. ELECTRICAL PLANS HAD NOT BEEN PROVIDED. THE LOCATION OF THE STANDBY GENERATOR WAS NOT SHOWN ON THE PLAN: Mr. Hodge received an electrical plan which is in the process of being revised. The electrician will submit the new plans to Mr. Hodge next week. Mr. Golde said that the standby generator located on the South side of the building, was always shown on the plan.
- F. EXISTING TWO INCH CONDUIT EXITS THE FRONT OF THE BUILDING AND RUNS SOUTH ALONG BUILDING. THIS WAS NOT SHOWN ON THE PLAN: Mr. Golde said that this was the power line that runs out to the garage which they did not have information on. Once construction began, the line was discovered and placed on the plan.
- G. TWO ADDITIONAL TEMPORARY CONDUITS WERE INSTALLED FOR TEMPORARY SERVICE THAT WERE NOT ON THE PLAN: The two conduits will be run to the temporary office, later capped, and left in place as spare conduits.
- H. THE LOCATION OF THE TEMPORARY OFFICE WAS NOT SHOWN. The location has been added to the plan.
- I. ADDED TWO NEW CATCH BASINS: The new catch basins will be set at the corner of the parking lot and one will be on the other side of the driveway. The location of the catch basin is at the snow storage location. The sole purpose is to allow the snow to melt into the catch basin rather than onto the parking lot. Most of the year, there will not be any water going into that catch basin. Mr. Hodge said that he was advised, at his last visit, that the applicant had Board approval for the construction of the snow melt catch basin. Chairman Bourque said that the Board did not discuss that particular catch basin. Mr. Golde apologized and said that it was his intent to make all the changes clear. It was an oversight because the catch basin was clearly noted on the plan presented at the last meeting.
- J. NEW DRAIN LINE FROM CATCH BASINS: There will be a drain line from the catch basins to the surface detention pond.
- K. TRANSFORMER PAD LOCATION HAS CHANGED: An upgrade was required to the service of the building. The result of a meeting between JBI Helicopter, Bruss Construction, the telephone company, and the power company, was to install a surface transformer. A new pole will be installed in location K, on the plan, along with a pad for the transformer. The power will be underground to the building, as it presently is. Fairpoint will remove a row of pine trees in the area and Mr. Bruss will remove the stumps. Mr. Hodge said that the transformer pad will contain an oil spill register. He will give a copy of Public Service Company of New Hampshire's standard regulations to the applicant.

Mr. Golde identified those items on the plan that were marked as Items 1-10.

- 1. ADDED WASTE LINE FROM NEW BATH TO SEPTIC TANK. In order to get the waste line from the new bathroom located in the hanger to the septic tank, the line exits the West side of the building and enters the first chamber of the tank from the side. It is shown on the plan. The

State Inspector was in agreement with the proposal. The septic tank and lines running from the building to the tank are installed, but the line from the tank to the field is not.

Mr. Hodge said that the cleanouts on the line are not shown on the plan. Mr. Bruss will verify the data and place them on the plan. Mr. Bruss said that they originally did not know the elevation of the existing septic system because it was under the tarmac and would have had to remove the concrete tarmac. Once they were under construction, they quickly discovered the elevation and altered the information at that time.

2. CONDUITS TO TANK. Mr. Hodge requested that the two one-inch conduits and the six two-inch conduits be noted on the plan. All the conduits are in the same trench laying side-by-side.
3. HOLDING TANK. There is an existing trench drain in the existing hanger that was tied to the drainage system. The trench drain in the hanger is required by FAA but the connection to the drainage system is prohibited by NHDES, therefore, they disconnected it by installing a holding tank on the South end of the building for the trench drain in the existing tank and installed a holding tank on the North end of the building for the proposed trench drain in the new hanger. The orientation changed slightly – rather than being due North from the corner, it will be due West from the corner. In addition, at the request of Mr. Hodge and the Water Department, both holding tanks have been set with a visible and an electronic alarm. Mr. Hodge said that a floor drain tied into the holding tank on the North end of the building, will be equipped with an acid neutralizer. Selectmen's Rep. Lewis said that this has been approved by the Water Department.
4. LANDING LIGHTING: The building has wallpacks on the building, but as an added safety measure, at 25 ft. spacing, there will be a small LED admitter so the pilots will clearly see where they should land. Mr. Bruss said that the admitters are not on full time. The light will be blue.
5. SNOWMELT SYSTEM NO LONGER PROPOSED: A total snow melt system was cost prohibitive. Radiant heat will be used along the trench drains. Pex tubing will be used under the concrete slab.
6. RELOCATED WATER LINE: The septic plan noted that the line from the existing well to the building would be relocated. The location has been added to the plan. It will be 25 ft. from the field and will travel under the slab of the new hanger and out to the well. A meeting with the affected property owners regarding the water line location is scheduled for April 17, 2009.
7. SPARE ELECTRIC CONDUITS AND WATER LINE: A spare electric conduit and spare water line on the North end of the building are labeled on the plan as two two-inch conduits (future). The ends will be capped.
8. SECURITY GATE. There will be a 20 ft. wide security gate placed 60 ft. off Clough Mill Road. It will contain a key pad. A Knox box will be provided. Mr. Bruss said that the majority of the day the gate will be open on a sensor. It will be in the lock position during non-operational hours.
9. CONDENSORS: Condensers will be placed by the building behind the landscaping.
10. PAVING DRIVE TO OUTBUILDING: There is a gravel driveway that runs to an outbuilding. While they are repaving the parking lot, they would like to pave the gravel driveway for ease of cleaning and plowing.

11. POTENTIAL HANGER CHANGE: Mr. Bruss said that at the present time they have the foundation excavated and poured and approximately 78% backfilled. Over the weekend, the property owner came out to the site and noticed that 28 ft. of the proposed hanger was going to be used as shop storage space. The owners would like to add 28 ft. to the end of the building. The adjacent lot is owned by JBI Helicopter and would be merged with the existing lot. The change would push the tarmac out an additional 28 ft. Mr. Golde outlined the additional 28 ft. on the plan. Mr. Golde said that they would probably have to move the driveway over an equivalent amount which would then encroach on the adjacent 100 ft. x 200 ft. lot.

Ms. Alexander said that a lot merger would require that the property tax owner for each parcel be identical on the deed and tax cards.

Chairman Bourque stated that he felt that the hanger size change was poor planning. Selectmen's Rep. Lewis said that it was her opinion that the Board should not discourage good business owners from increasing their business.

Mr. Hodge said that there were numerous onsite changes that were made which he had no knowledge of and plumbing was being installed without a permit which forced him to halt the project. It is important to be aware of the as-built changes.

Mr. Bruss said that originally the owner wanted the two wings of the building to be the same size but, once the owners were onsite and reviewed their calculations, they determined that the hanger would need to be increased. It is more cost effective to make the change at this stage of the project.

Ms. Alexander said that the applicant has offered to come back to the Board as often as necessary. The applicant will prepare a revised site plan and will not begin work on the 28 ft. addition until it is approved by the Board. They intend to continue working on the portions of the project previously approved.

Selectmen's Rep. Lewis said that the Board should encourage the applicants to keep the Board informed of changes in order to have an accurate plan at the end of the project. To make it difficult on the applicant would discourage them from communicating with the Board and would discourage businesses from expanding.

**2. #08-103 Grace Capital Major Site Plan (Invited) – Discussion of Changes to Project.** *Representatives have been invited to present a proposed guardrail modification to a back section of the parking lot.*

Present: Pastor Peter Bonano of Grace Capital Church, Gary Thomas of Northpoint Construction.

Pastor Bonano would like to remove the guardrails at the lower parking lot. The applicant's engineer, Mr. Hodge, and Selectmen's Rep. Lewis have indicated that the removal of the guardrail would not pose a problem since rails are not required by the Town but were designed by the applicant's engineer. This

would be shown as an asbuilt. The primary reason for the change is for more efficient snow removal. The lower parking lot has curbing around it. The guardrails will remain around the pond, the entrance areas, and a section in the back, near the pond.

Vice Chairman Topliff asked if the snow would be placed on Associated Grocer's (AG) property. Pastor Bonano said that some of the snow will be placed on their property. Vice Chairman Topliff asked if Pastor Bonano had a conversation with AG about the location of the snow. Pastor Bonano said no. As a future precaution, Chairman Bourque suggested that the applicant get a letter from AG giving Grace Capital Church permission to place snow on AG's property. Pastor Bonano said that the Church has experienced a costly error regarding the gas line and AG has been very good to them regarding the retention pond. Although he is willing to ask AG the question, it would be costly for the Church, in engineering and attorneys fees, to have such a letter drawn up by AG.

The Board agreed that the removal of the guardrail is a minor change and would not require a revised site plan. Selectmen's Rep. Lewis, Vice Chairman Topliff, and Chairman Bourque agreed that a letter from AG indicating that they were in agreement with the removal of the guardrail and the snow being placed on their property would be advisable.

**MOTION:** Chairman Bourque moved to approve the removal of the guardrail from the site plan. Seconded by Selectmen's Rep. Lewis.

**VOTE:**            Robert B. – Y            Kevin K. – Y            Cindy L – Y  
                         Alan T. – N            Jeff W. – Y

**MOTION TO APPROVE THE REMOVAL OF THE GUARDRAIL FROM THE SITE PLAN PASSED ON A 4-1 VOTE.**

The consensus of the Board was to accept the change as an asbuilt.

Pastor Bonano said that the Church has decreased the footprint of the next phase and would like confirmation that the Church can place the changes on the asbuilt. Gary Thomas of Northpoint Construction stated that the final phase of the master plan will become the same footprint. Pastor Bonano stated that the Church would like to build what they have, but since there are budgetary issues, they would like to build as much as they can now.

Mr. Hodge stated that he was approached by the applicant with a smaller version of the original plan. The intent is to construct as much as is presently affordable and build to its original size by the end of the permitted timeframe of 2012. Mr. Hodge said he wanted the Board's blessing before giving the applicant the necessary permit.

The consensus of the Board was that the applicant has until December 31, 2012 to complete the entire project as specified in Note 3 on the site plan. They can build a portion of the already approved plan as

long as it does not exceed the approved plan. Selectmen's Rep. Lewis said that if the entire project is not completed by December 31, 2012, the applicant would have to return to the Board.

Vice Chairman Topliff said that he would prefer more time to decipher the information. Selectmen's Rep. Lewis said that the Board will need the final asbuilt and advised the applicant to keep the Board informed of any changes.

### **Other Business**

Member Krebs said he would like an updated regulation/zoning binders with most recent changes.

Mr. Jodoin said that the general code has to be updated along with other information.

Ms. Alexander offered to make copies of what was presented at Town meeting.

Mr. Jodoin said that they will be redoing the website which will eventually include all the Town regulations.

Selectmen's Rep. Lewis said that she does not want the Board to discourage business owners from expanding, especially in this tough economic market. She pointed out that JBI has been a longtime, good business owner in Pembroke and that this was the perfect time to bring up the change to the Board. Chairman Bourque asked why, as Chairman, he had not been informed of JBI's expansion before Selectmen's Rep. Lewis. Mr. Hodge had been informed by JBI earlier and Selectmen's Rep. Lewis was approached by JBI on their way to the meeting.

**MOTION:** Member Krebs moved to adjourn. Seconded by Chairman Bourque.

The vote was unanimous in favor of the Motion.

The meeting adjourned at 7:38 p.m.

Respectfully submitted,  
Jocelyn D. Carlucci, Recording Secretary