

## Draft Minutes

### Exeter Technical Review Committee

August 18, 2016

The meeting began at 10:00am in the Wheelwright Room at the Exeter Town Offices building. Dave Sharples-Town Planner, Jennifer Mates-Assistant Town Engineer, Doug Eastman-Building Inspector, John Lordan-MSA Engineers, Eric Nichols, Paul Morin-Exeter Fire Department, and Michael Curry-C3i, Inc. were all present.

Dave Sharples asked everyone in attendance to look at the plans in front of them.

Mr. Morin said he sent a memo to Barbara McEnvoy regarding this proposal. He said the building is required to be built to State fire code. The fire alarm system needs to be per code required. There also needs to be 360° access provided for the Fire Department.

Ms. Mates asked if the hydrants will be installed by the Fire Department. Mr. Morin said they will be inspected by the Fire Department. They need to be within 100 feet of the Fire Department connection for the sprinkler systems.

Mr. Sharples asked if a Knox box will be required. Mr. Morin said yes, and referenced town ordinance 1801.

Mr. Curry said there will be an arched roof.

Mr. Morin asked when this project is anticipated to start. Mr. Curry answered in late September. He said it is all based on permitting. Mr. Morin asked if they will use natural gas. Mr. Curry answered yes. Mr. Morin asked if there will be an elevator. Mr. Curry answered not yet. He said he is thinking of it in the future perhaps.

Mr. Sharples moved first to the existing conditions plan. He said there is a structure that is not on the plans and asked it to be identified. Mr. Lordan said he needs to look into it.

Ms. Mates asked about a beaver dam on the property. Mr. Lordan said it has been cleared up. Ms. Mates said it might be good to show that for the culvert design. Mr. Curry said it is not technically on their property. Mr. Sharples said it is on Shaftmaster's property. Ms. Mates said they should have permission to take care of it.

Mr. Sharples talked about bike paths on the property, and said there is an opening in the timber for them on the site plan. He said Conservation Commission does not want them there and is going to close them and put up signs. He showed the area on the map.

Ms. Mates asked the contact information on the cover sheet be changed from Jennifer Perry to Jennifer Mates.

Mr. Sharples moved onto the site plan. Mr. Nichols asked about a bike path along the top. Mr. Lordan said it is going to be removed and asked if they should remove the dotted lines. Mr. Sharples said yes, they should be removed.

Mr. Nichols said it looked like they are providing 30 parking spaces, but asked if 35 spaces are required. Mr. Lordan said yes, 35 are required. Mr. Sharples said the Planning Board can grant a waiver for that. Mr. Lordan asked if they should list that they will be seeking Planning Board approval for a parking reduction. Mr. Sharples said yes, they should.

Ms. Mates asked if there is a roof over the entryway. Mr. Lordan said yes, and referred to it as a canopy.

Ms. Mates asked if there is any way to straighten the driveway. Mr. Lordan said the radius of the driveway can't extend past the property which is why it is shaped like it is. Ms. Mates asked if there is any way to make the first parking space in the lot perpendicular. Mr. Lordan said it is how it is for a WB67 to make the turn.

On the layout plan, Mr. Nichols asked for a base line and profile on the driveway. Ms. Mates said she was looking at the profile too.

Mr. Nichols asked for some detail for crossing a brook on the construction sequence. Mr. Lordan said they have not done it yet because they don't want to limit the contractor.

On stream crossing, Ms. Mates asked for sizing for the culvert. She then asked if there is going to be mechanical equipment outside, i.e. AC or generator. Mr. Lordan said there might be a transformer outside. Mr. Curry said he believes it is going inside. Ms. Mates asked for them to show if anything will be outside.

Mr. Nichols asked for detail on the drywell behind the building.

Ms. Mates asked for clarity on the inlet and outlet grades for the stream channel.

Ms. Mates asked what part of the trail is being kept. Mr. Sharples showed it on the plan, and said it is just the back.

Ms. Mates asked if the watershed boundary for the culvert had been walked. Mr. Lordan said he has not done that yet. Ms. Mates explained the map of area from USGS. She said they should take a look at the area and make sure the watershed boundary is what is shown.

Ms. Mates said she and Paul Vlasich are happy to see the efficient plan for nitrogen removal.

Mr. Sharples said they would next discuss the drainage plan. Ms. Mates asked Mr. Lordan if they will be getting rid of the existing culvert. Mr. Lordan said they will be. Mr. Nichols asked for drainage dry well detail to be added.

Mr. Sharples asked about utilities. Ms. Mates suggested thinking about future expansion when planning out utilities.

Ms. Mates asked about design flow. Mr. Lordan wasn't sure about that. Ms. Mates said they will need it. She said it is based on square footage and employees. She said there is a form for this.

Ms. Mates told Mr. Lordan that they will need a separate shut off line for water going into the building. Also, she said they will need a gate valve near the driveway. She said it is good to see a cross section at the crossings of the drain line and the culvert. She said with 8 inch sewer lines, they will need manholes. Mr. Nichols said the drainage manholes may need to be moved around.

Ms. Mates suggested coordinating with Unitil for the drop hole. She said the Planning Board like to know if there is another pole out front. Ms. Mates pointed out that on Note 22, it should be Unitil and not Eversource.

Mr. Sharples said they would next discuss lighting. Ms. Mates told Mr. Lordan he should consider a light pole at the bend. Mr. Nichols suggested extending the guardrails longer at the bend.

Mr. Sharples moved to erosion control notes. Ms. Mates asked that DPW be added to a note. Mr. Sharples said the Stormwater Management Maintenance Plan will be needed. He said that will be a condition for approval.

Mr. Sharples moved to C-12 details. Ms. Mates asked for hydrant details. She said the drain should be plugged so they won't need a gravel drain pit.

Mr. Sharples said on C-13 they will need a manhole. He moved to C-14. Ms. Mates asked about outlook control structure. Mr. Nichols suggested looking at elevation tables.

On C-15, Mr. Nichols asked for utilities to be added to the detail and for the estimated seasonal high water table to be added.

Mr. Sharples said a waiver will be needed for the 75 foot wetlands setback. He said when a conditional use is triggered, a waiver is needed.

Mr. Sharples asked if there will be any noise or odor when the building is in operation. Mr. Curry answered no, there won't be either.

Mr. Sharples asked if there will be any environmental hazards on the site. Mr. Lordan answered no.

Mr. Sharples said the Planning Board might talk about traffic. He asked if there will be over 100 trips/day when the building is in operation. Mr. Lordan said there will not be that many trips. Mr. Sharples told Mr. Lordan they want to be prepared for that. He suggested a one-page memo about how 100+ trips will not be triggered from operation. Mr. Sharples asked when revised plans will be done. Mr. Lordan said September 2 is their deadline.

Ms. Mates said regarding water maintenance, Mr. Lordan should think about how they want to tap the main. She said it is \$500 for the Water Department to do the tap up to 6". She said water/ sewer mains need to pressure testing.

The meeting ended at 11:20am.

Respectively submitted,

Nicole Piper