



## NORTHFIELD PLANNING BOARD Meeting Minutes of May 4, 2020

**Members Present:** Jason Durgin, Sel. Scott Haskins, Doug Read, Sheena Duncan, Wayne Crowley;

**Also Present:** Stephanie Giovannucci, Cathy Keyser, and John Guay;

**Present by Zoom:** Kevin Waldron, Tim Bernier, Bruce and Melissa Howard, David Frothingham, Dan Grish, Kip Cormier, Daniel Luker, Regina Nadeau, Lynne Hebert, Susan Slack, Karen and Theodore Woodward

Having a quorum established Chairman, Jason Durgin called the meeting to order at 7:13 PM.

Chairman Durgin explained that due to Governor Sununu's Emergency Order 12, this meeting is considered a legal meeting being held through Zoom.

**Read/Duncan** moved to approve the meeting minutes of March 2, 2020 as written. **Motion Passed**

**Haskins/Read** moved to approve the meeting minutes of April 6, 2020 as written. **Motion Passed**

- **Continued Application for Cathy Keyser & John Guay - Minor Site Plan Adjustment at 95 Park Street, (Map U08, Lot 7) in the R2 Zone.**

Board explained that the application was continued due to the requirements under the major site plan application. Ms. Keyser submitted a waiver requesting the board waive the requirements of a major site plan.

Chairman Durgin opened public session at 7:50pm

There being no comments or questions.

Chairman Durgin closed public session at 7:52pm

Board discussed the conditions pertaining to Bike Week, normal business hours, holiday celebrations during off season, entertainment and months to be open.

**Crowley/Duncan** moved to accept the waiver for a major site plan as written. **Motion Passed.**

**Crowley/Haskins** moved to approve the application with conditions as discussed and approved at tonight's meeting. **Motion Passed.**

Conditions are as follows:

1. Regular Business Hours will be 12:00pm to 1:00am
2. Regular Business opening months will be May 1<sup>st</sup> through October 31<sup>st</sup>.
3. Regular Business days open will be Wednesday through Sunday
4. Regular Business Live Entertainment will be held on Saturdays Only ending at 11:00pm
5. Regular Business Karaoke Entertainment will be held on Fridays Only ending at 11:00pm
6. Regular Business Disc Jockey Entertainment will be held on Thursdays and Sundays Only ending at 11:00pm
7. Specialty Events by appointment only in November and December from 4:00pm through 10:00pm.
8. "Laconia, NH Motorcycle Week" days of operation may be extended for the full 7 days, with additional nights allowed for entertainment.
9. Holiday Events – Halloween, Christmas, New Year Eve Only, with allowed entertainment.
10. All noise requirements and restrictions under the Northfield Noise Ordinance and State of NH must be followed
11. All requirements under the State of NH regulating food and alcohol service must be followed and must have current permits at all times.

- **Monique Cormier Family Trust, Suzanne Arena Trustee – Application for a Major Site Plan for UPS Distribution Facility located on South Park Drive (Map R14 Lot 5-4) in the C/I Zone.**

Tim Bernier, Land Surveyor for the Cormier's informed the Board that NHDOT has asked for additional information in regards to the impact on Rt. 140, which he feels will likely require some improvements to Rt. 140. The information requested has been submitted.

David Frothingham stated that the landscaping plan has been updated to detail out the areas that will remain uncut, he added the area that will be disturbed by construction will remain green space once construction is complete, in addition two areas of planting were added. Mr. Frothingham stated that they submitted a waiver request for interior landscaping to the site, because the building requires nearly 360 degrees access by trucks leaving the physical landscaping unfeasible close to the building and feel the best use of landscape is around the perimeter of the lot.

Mr. Frothingham noted that a lighting plan has been submitted to the Board. The facility functions 24 hours a day therefore lighting is needed for safety around the building and in the parking lot.

Chairman Durgin asked if lighting was down lighting, Mr. Frothingham confirmed all of the lighting is LED downcast. Dan Grish of UPS added that the lighting does not leave the boundaries of the property lines. Mr. Frothingham added that the tree buffer around the property will also assist in shielding the lighting.

Mr. Crowley asked about the perimeter trees in height. Mr. Frothingham stated proposed buffer will be two rows of evergreens 6 feet at planting staggered 8 feet on center, the existing trees are all fully mature trees.

Mr. Crowley asked for operation hours. Mr. Grish stated the building operates 24 hours a day 6 days a week, however work could be extended to a seventh day if needed. He added the majority of the work will be taking place between 4:00am and 9:00am and then again 5:00pm and 9:00pm, between those hours are very minimal and sporadic work being done.

Mr. Crowley asked if a traffic scenario drawn up of the traffic going into South Park Dr and the number of trucks? Mr. Grish stated that this is in the traffic study that is with NHDOT at this time. Mrs. Giovannucci confirmed we have a copy of the proposed study.

Discussion ensued about the site of the building from different angles from Rt. 140 and the Shaker Rd side of the property.

Mr. Crowley, asked about regional impact and if we have received any feedback. Mr. Bernier stated that he has not received any feedback from Tilton or Belmont with any concerns or questions and they have all been notified. They did receive information from Lakes Region Planning which they took into consideration on the landscaping.

Ms. Duncan, asked about traffic flow lines and stop signs on the lot. Mr. Frothingham, there's not a plan specifically but it's designed that the large trucks can access all the way around the building, large trucks will enter through the second driveway and the first driveway will be for employees and the smaller trucks will enter whichever driveway they need to in order to access the loading dock they need to get to. Mr. Bernier stated he will add stop signs to the design as South Park Dr. will become a town road.

Chairman Durgin asked for explanation of what a tracking pad is. Mr. Frothingham stated it is for erosion control measure to get the dirt and mud off the tires when they exit the site this is temporary and will only be there during construction.

Chairman Durgin opened the floor for public comments from the abutters at 8:23pm

Mrs. Woodward asked why no trees are being put on south side within the 20 foot cut as they are concerned with the noise and feels there are not a lot of trees there for a buffer. Also feels there are too many lights and some could be eliminated. In addition, wants to know how many employees will be at this facility and is it a smoke free campus with concerns about people leaving the property smoking on their property and disposing of cigarette improperly. Lastly she asked about sanding and salting of the road and is the town going to need to purchase a brine truck. Mr. Woodward added that he is concerned with the 20 foot cut and light shining onto his property. Mrs. Woodward added she is also concerned with the 24-7 in fear they won't be able to sleep.

Mr. Bernier reiterated the design for the tree buffer including the existing trees. He added that the facility does not make a whole lot of noise stating that the bulk of the trucks are the delivery trucks which there are about 60 of those and all park inside the building to be loaded. The tractor trailer trucks are sporadic and are also parked inside the building and those are coming in during the peak times to be loaded. Mr. Bernier added again that these trucks are inside the buildings loading packages and they do not have back up alarms nor do they have outside speakers. In reference to the 24 hour service, this would be tractor trailer trucks pulling into the facility, and added that UPS has a very strict idling policy.

Mr. Bernier address the lighting concerns by reiterating that these are downward facing fixtures and are designed to only light up where the light is being broadcast, that being said they need enough to go around the building for safety requirements to get workers in and out of the building safely, this design was specifically chosen to not have the light leave the property. Mr. Bernier added that there are a total of approximately 110 employees at one time.

Mr. Grish added that the facility is smoke free, and the property will have a designated smoking area, and confirmed that there are only 100 employee parking spaces on site.

Mr. and Mrs. Howard expressed concerns that questions are not being addressed including the tree buffer and noise, adding that 100 employees at 4am could be on Harleys and the mechanic area with their mechanic guns are a concern, inquiring if any of the projects they have ever done have done a noise study.

Mr. Grish stated that the mechanic bays are facing Rt. 140 and trees are 6 feet at the time of planting to deter noise. Mr. Bernier added there is more noise coming from Rt. 140 than there will be from this facility and that the only noise study he's ever been involved in was during a noise producing facility with houses within 100 feet of the business. He added that this facility location is further down from the asphalt plan which is the last thing you can see from the properties on Shaker Rd.

Mrs. Woodward asked what companies will be going into the other four lots. Chairman Durgin stated that no other applications are before the Board and reiterated that this proposal before the Board is a permitted use in the Commercial Industrial Zone.

Mrs. Howard asked if it matters what the subdivision was approved for as a site plan. Chairman Durgin stated that it does not matter as that was a subdivision which no uses are assigned during a subdivision, uses are assigned by Zoning Ordinance and followed at the time of the Site Plan application.

Chairman Durgin read a statement from Attorney Regina Nadeau representing the Cormier Family (see attached statement).

Chairman Durgin closed public session at 9:00pm

Chairman Durgin asked about the timeline UPS was looking at to start construction.

Mr. Bernier stated that they are expecting the state permits in within the next couple weeks, and then close everything up and get started to be up and running early next year.

Mr. Crowley stated we cannot make a decision until we get the traffic requirements from NHDOT. Mr. Bernier stated he's hoping to have this by next meeting.

Mr. Haskins asked to have the trees added to the design. Mr. Bernier stated he will add in the trees and the stop signs.

Chairman Durgin asked Susan Slack from LRPC for additional input. Ms. Slack recommended that the Board review the Special Use Permit within the Wetlands Buffer Zone application submitted.

#### **Application for a Special Use Permit within the Wetlands Buffer Zone:**

Mr. Bernier stated they have a wetlands application through the NHDES for minimal impact to install two drainage culverts under the driveway these are shown on the landscaping plan, the Northfield Conservation Commission has received a copy of this application as well. Mrs. Giovannucci confirmed that the Conservation Commission has received the information and have not expressed any concerns. Mr. Bernier added that part of the application is a special use permit within the wetlands buffer which pertains to the Zoning Ordinance Article 17.6.

Daniel Luker, counsel to UPS asked the board to consider the fact that the site is going to enter from a public road being South Park Dr. and NHDOT is reviewing the Rt. 140 impact and is basically going to call the shots as to what improvements are going to need to be done on Rt. 140.

Board reviewed the Wetlands application. Mr. Bernier explained the drainage system, stating this is a drainage channel for storm water, which has existing crossing on Rt. 140 to the wetlands on this property. They will be installing a culvert due to the wetlands expansion since the road was put in. The plan is to have three culverts to discharge into the wetlands system that are being impacted. He added to access the property they chose to install two driveways because they found it difficult to have tractor trailers driving in around pedestrians and other vehicles. One impact being only 413 square feet, and the others are for the driveways to access the property which one is designed to come across the existing crossing but will be replaced with this driveway and culver limiting wetland impact. They are preserving the wetland area in between the two driveways with minimal treatment. He noted that the wetlands in the back of the property are more isolated and there's no impact.

Board agreed this is minimal impact to the wetlands and any requirements by the State will need to be addressed during their permitting process through NH Dept of Environmental Services.

**Duncan/Read** moved to approve the application for Special Use Permit within the Wetlands Buffer Zone. **Motion Passed.**

**Crowley/Duncan** moved to continue application to May 21, 2020 at 7:00pm. **Motion Approved.**

Being no other business the meeting adjourned at 9:20pm.

**Minutes approved June 1, 2020**

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May 1, 2020

Mr. Jason Durgin, Chairman  
Planning Board  
Town of Northfield  
21 Summer Street  
Northfield, NH 03276

RE: Site Plan Application for Monique Cormier Family Trust  
R 14- Lot 5-4, UPS Distribution Facility

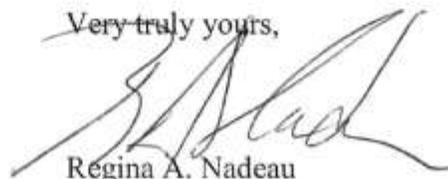
Dear Mr. Durgin:

This firm represents the Monique Cormier Family Trust, which owns the above referenced parcel within the commercial/industrial subdivision located on Route 140 in Northfield. The purpose of this letter is to correct for the record, those certain mischaracterizations made by Christopher Hunt in his previously e-mailed comments to the Board.

Contrary to Mr. Hunt's allegations, the Monique Cormier Family Trust legally sought and was granted the various permits referred to therein, namely the NH DES approval for tie-in to the Winnepesaukee River Basin interceptor sewer, NH DES wetlands permits (having nothing to do with the site at issue), and the lengthy application and approval processes for the Town's acceptance of South Park Drive, the Sewer Commission's acceptance of the sewer lines, and the Northfield-Tilton Water District's acceptance of the water lines. All of these processes were vetted by the requisite authorities and are now final decisions.

As most of these allegations refer to issues outside the Board's jurisdiction, we simply request that my client's response and general denial of the above allegations be included in the file, for the public record.

Very truly yours,



Regina A. Nadeau