

**DOVER PLANNING BOARD  
MINUTES OF MEETING  
MARCH 8, 2005**

**MEMBERS PRESENT:** Donald Andolina, Ronald Cole, Pete Lavoie, Dennis Ciotti, Dean Trefethen, Frank Torr, Beth Thompson, John Swartzendruber, Bryan Cahoon

**MEMBERS ABSENT:** Eric Tooke, Mindy Anderson, Tony McManus

**STAFF PRESENT:** Steve Stancel Planning Director and Jacqueline Freeman, Recording Secretary

Chairman Cole brought the meeting to order at 7:03 PM.

**ITEM #1: Citizens' Forum**

No one spoke

**ITEM #2: Approval of minutes.**

Beth Thompson made the motion to approve.

Frank Torr seconded.

**VOTE U/A**

**Abstained – Donald Andolina**

**ITEM #3: New Business**

**a. Discussion on Economic Development**

Malcolm McNeill stated that he was representing Liberty Mutual Insurance Co., in announcing a major economic development initiative. He introduced the representatives of Liberty Mutual that were present. He gave a history of Liberty Mutual in the City of Dover. He announced that Liberty Mutual plans to build a new 300,000 sq. ft. facility adding approximately 1,750 employees to support the company's information technology operations. Upon completion of this building, there will be employed in Dover approximately 3,100 Liberty Mutual employees. Pending approvals, they plan to begin construction in August of this year and complete the building by the 1<sup>st</sup> quarter of 2007. This 40 million dollar project will be one of the largest in the State of NH and will create an estimated 200 jobs for local construction workers. Liberty intends to file a formal site review application on or about April 15<sup>th</sup>. They will prepare the necessary traffic study, environmental reports and other studies that are usual and customary for a project of this consequence. This project represents a continuation of the dynamic growth of quality commercial development which is occurring in the City of Dover. It further evidences the often stated comments of the Chairman of this Board that Dover is a very desirable place to live and work. This significant undertaking by Liberty Mutual is further evidence of the truth of those comments.

Gordon Leedy, Landscape Architect and Certified Planner with VHB, stated that they have been working with Liberty going on 10 years. He spoke on the master plan map at the easel, showing the overall development potential of the 220 acres. They took everything into consideration when looking at future development of the property. They are focusing on the parcel F, which is adjacent to the Measured Progress facility. The overall area of that piece of property is about 49 acres and only about 22 of it is actually usable when you take out the wetlands, the steep slopes and the setbacks from the river, etc. They are confident that they can effectively site a 300,000 sq. ft. building in keeping with all of the requirements of the ETP zone. There is a brook that goes through the center, between the existing properties. They will be proposing a crossing for access. They anticipate the impacts will be in the minor impact range. The building will be sited on the knoll and the parking area is terraced around it. They anticipate having about 1,500 parking spaces in total, which exceeds the requirements in the ETP zoning. He said that they may need to do a single deck on a portion of the parking lot because the site lends itself to that configuration and allows them to do it without a large structure that would potentially be unsightly.

Scott Richardson, Gorman Richardson Architects, of Hopkinton, MA, showed some images of the building. It's a 3 story building, primarily, and it does have a lower level on the side that faces the river. It has a brick veneer with a stone element on the building as well. They intend to continue the concept of a first class office building to accommodate the space requirements that Liberty is looking to accomplish and to accommodate a desirable work place for the staff, as well as, compliment the views that they have down to the river. He had a concept that depicted a four-story building on the river side and the side that faces the north would appear to be a three-story building. It would be primarily office space for the technology work force, conference areas and a cafeteria to support the population. He said that there would be an outdoor dining area on the south side for dining in nice weather. They are at the very early stages of the conceptualization of the building and would anticipate working with the Planning Board as the concept develops.

Michael Kerns, Director of Design & Construction for Liberty Mutual, stated that the project reaffirms Liberty Mutual's commitment to the area. There are 3,000 employees that work in the Seacoast Region. He said that in 1980 they move a significant number of groups into the Portsmouth area. They now house over 1,400 employees in Portsmouth at their Borthwick Ave. facility and, additionally, they house over 1,100 employees in leased space in the region. In Dover there are 1,350 employees between two buildings. With growth, these facilities are maxing out. They are proposing 300,000 sq. ft. on 25 acres. The proposed building will house approximately 1,750 employees. This is a natural extension of their plans to continue to grow in this area. They will be studying the traffic impacts and managing wetlands and all their other environmental concerns. The new building will compliment the existing facilities. Pending approvals, their desired groundbreaking is August of 2005. They would like to work closely with the City and State to navigate the approvals and permitting as efficiently as possible and

effectively. Completion of the new facility will be expected by late of 2006 or early 2007.

Steven Batsa, Chief Operating Officer, said that he is the one that is in town most of the time where the others are in Boston. He said that he is a board member of the Dover Chamber of Commerce and many of the people at Liberty are involved in community activities. They are very proud of their people who are a hard working group and they give generously of their time.

Malcolm McNeill said that they are looking forward to going forward with this project. They recognize that there are issues relating to infrastructure, traffic, environmental and the usual and customary matters. They appreciate the opportunity to give an initial look at the project before they bring in a formal plan.

Ron Cole acknowledged the Mayor, Mike Joyal and Matt Mayberry. He said that right now, Dover is the envy of the State of NH. He asked what the distance between buildings would be.

Gordon Leedy stated that the distance between buildings is 1/8 to 1/4 mile with significant buffers.

Chairman Cole stated that we would be skipping over **ITEMS #4 and #5** because they would be taking considerable time.

Chairman Cole announced that **ITEM 8: Old Business, a. Discussion and possible vote on an OSS Subdivision on Tolend Road would not be addressed.**

**ITEM #6: Application for a minor lot line adjustment of land for Business Partners, Inc. and Portsmouth Christian Academy, Assessor's Map J, Lots 1C & 2-3, zoned R-40, located on Garrison Road & Seaborne Drive. (P05-08)**

Kevin McEneaney represented Business Partners. He said that the parcels are located on Garrison Road and Seaborne Drive. The parcel, owned by Business Partners, is a vacant lot. He pointed out the portion of the lot that will be conveyed to Portsmouth Christian Academy. That lot is serviced by municipal water and sewer so there are no septic or well issues. The portion that is being conveyed to Portsmouth Christian Academy has no wetlands and was not part of the open space that was required during the subdivision approval of that lot. He said that they are asking for a waiver of showing the entire parcel to scale. That particular property has been surveyed several times in the past few years.

Dean Trefethen asked if PCA had any plans for that property.

Kevin McEneaney stated that they had no immediate plans but there would be no school, or administrative type buildings allowed. He said that there are going to be some deed restrictions placed on that land and one is that it be used only for athletic type uses. They

don't have any immediate plans for any athletic fields, but should they construct those, he believes that they would have to come before this Board for a site review.

Beth Thompson made the motion to accept the application.

Donald Andolina seconded.

**VOTE U/A**

The public hearing was opened.

Ann Driscoll said that she is an abutter on lot 8. She said that she appreciates that there won't be lights but she wondered if there would be any vehicular traffic in the area. Another concern is if there would be an impact on her property value. They were under the impression that the land would be open space and green space. Athletic space is not quite what they were expecting. She asked about fencing and how would the land be accessed.

Ron Cole stated that this is only a lot line adjustment. If and when they do want to build the athletic fields, the process will start all over with the site plan.

Ann Driscoll said that she was lead to believe when they were purchasing the property that it was a large house lot and they could expect that there would be a field and meadow in the back yard and their impression was that it could only be accessed from Garrison.

Dennis Runey, Headmaster of Portsmouth Christian Academy, stated that the intent is to provide a second soccer field for the high school program. He said that where the access would be, or if fencing may or may not be, has not been decided. They have no desire to create anything unsightly or anything that would devalue the surrounding property. He thought that if anything, it would enhance it.

The public hearing was closed.

Steve Stancel gave the recommended conditions of approval including a waiver of Chapter 155-18B95).

Frank Torr made the motion to approve the application and the waiver from Chapter 155-18B(5), which require the plat to show the length and bearing on all lots with the following conditions:

1. Add both of the owners' signatures to the plat.
2. Provide the Planning Department with a digital version of the plat.
3. Approval includes granting the waiver request.

Beth Thompson seconded.

**VOTE U/A**

**ITEM #7: Consieration and acceptance of a minor lot line adjustment of land for Orvis/Drew, LLC, (Owners James & Karen Towle Rev. Trust & Mark &**

**Dianna Speidel) Assessor's Map I, Lots 4A & 4A-3, zoned R-12, located on Mast Road Externsion.\*(P05-09)**

Rick Drew stated that the plan proposed to create a bigger building envelope for the Speidel lot.

Beth Thompson made the motion to accept the application.

John Swartzendruber seconded.

**VOTE U/A**

The public hearing was opened.

There were no comments.

The public hearing was closed.

Donald Andolina made the motion to approve with the following conditions:

1. Provide the Planning Department with a digital version of the plat.
2. Revise the plat by correcting the plan intent description in Note #12.

Dean Trefethen seconded.

**VOTE U/A**

**ITEM #4: Public Hearing on the FFY05-FFY09 Consolidated Plan. The Planning and Community Development Dept. is seeking citizens' views on the Community Development and Housing needs for the City of Dover.**

The public hearing was opened.

There were no comments.

The public hearing was closed.

**ITEM #5: Public Hearing to hear Community Development Block Grant (CDBG) Funding Requests for Fiscal Year 2006. All applicants for CDBG funding will be given the opportunity to present their application to the Board.**

Chairman Cole explained that many of the requests are from agencies that applied in prior years and were funded. In order to facilitate the meeting and not to go over ground that has been gone over every year, he asked the applicant's to be present, and if there was nothing new to share then, perhaps, the Board could go on to the next applicant with the understanding that they will be having a workshop on March 22, one hour prior to the regular meeting.

Rick Jones, Community Development Coordinator, stated that this year they are seeing a reduction of 5.3% in the CDBG Entitlement for the City and that equates to \$22,407 that we are not getting. He is anticipating \$236,100 in program income for a grand total of \$638,693. He said that historically, the two loan funds, the Housing Rehab Fund and the

Dover Economic Loan Program money goes back into those pools for relending to the community. That leaves a net of \$530,093 to disperse for next year's action plan. He said that they are in the process of creating a new 5-year Consolidated Plan which will run for the fiscal year FY 05 – FY 09. The public hearing that was held tonight satisfies the first requirement of getting the needs determined. The other thing that needs to be done is to determine the needs for the plan which we have done, based on the 2000 Census data. The administration has some proposals and one is for Program Administration at \$127,529 and the Housing Rehab Administration at \$25,270 as well as, the Economic Develop Loan Admin at \$25,270. The other proposal is \$185,000 for improvements to the McConnell Center. He added that the City Council approved taking back the Dover Adult Learning Center money that was not going to be expended this Fiscal Year to spend on the McConnell Center which was \$227,775 that is going to be used for asbestos abatement in the building.

Ron Cole stated that this is the most pleasurable task that he does as a Planning Board member and the most frustrating because there is never enough money. The purpose of the funds is specifically designed to benefit very low and low income persons in the City.

Ron Cole explained that the City has established "Goals and Objectives" for the program which determines what eligible activities the City will fund (how the money will be spent). The citizens must be given time to comment on the Consolidated Action Plan before it is finalized with HUD. Each activity planned by the City must meet one of HUD's three national objectives as follows: Benefit to very low and low income people, elimination of slums and blight and for urgent needs. Ron Cole started reading down the list of public service agencies and asked if anyone had any questions to just jump in. He announced each agency and asked the agency representative to speak if they had made any changes from last year.

Welfare Security Deposits, asking \$15,000 and received \$14,325 in FY04, is a high priority.

Community Partners, requesting \$18,908 and received \$13,655 in FY04, is a high priority.

My Friend's Place (MFP), requesting \$12,000 and received \$9,840 in FY04, is a high priority.

MFP Transitional Housing, requesting \$4,000 and received 4,150 in FY04, is a high priority.

The HUB Family Support Ctr., requesting \$15,000 and received \$9,550 in FY04, is a medium priority.

Cross Roads House, requesting \$4,000 and received \$2,735 in FY04, is a high priority.

AIDS Response, requesting \$16,027 and received \$11,460 in FY 04, is a high priority.

A Safe Place, requesting \$7,000 and received \$6,440 in FY 04, is a high priority.

Homeless Center for Strafford County, requesting \$12,000 and received \$8,595, is a high priority.

Dover Children's Center, requesting \$8,220 and received 30,000 (pub facility), is a medium priority.

Mary Lou Beaver, Executive Director of Dover Children's Center, stated that this is the 1<sup>st</sup> year that they are asking for funds for their operating budget. This year they are about to enter their 5<sup>th</sup> year of not having a reimbursement increase from the State for their subsidized children. They are seeing all their costs increase. Their health insurance has increased 82% last year for their employees. The health insurance is the only way that they can keep their staff because they don't offer very much in the way of salary. They try to do it in benefits and childcare.

Dennis Ciotti asked what the dollar amount was that they would be losing from the State.

Mary Lou Beaver stated that for the number of subsidized children that they currently have, they will be about \$8,000 short between what the parents pay and what the State reimburses them. This does not include the children that they have that are in their protective and preventive care programs and foster care programs. They do not charge those parents any tuition. She said that they make that up with United Way. She said that the majority of those children are Dover children. She said that the rental costs in Dover are affecting families, adding that one family moved to Ossipee and she works in Dover. She said that they accept all children from other communities but they do not receive funds from other communities.

Don Andolina asked how many children they care for in a year.

Mary Lou Beaver said that it could range from 100 to 115. It depends on the turnover. They are licensed by the State to have 77 children in the building at any one time. The eligibility requirements for scholarship are that they need to be 190% of the poverty level or below to receive subsidy from the State.

Steve Stancel said that he finds it mind boggling how large the waiting list is.

Mary Lou Beaver said that they have stopped taking names when they got to 181 and they get calls every day and walk-ins. The estimate would be at about 207.

Sexual Assault Support requesting \$5,000 and received \$0 in FY04 is a medium, priority. DHA After School Program is requesting \$11,643 and received \$0 in FY04, and are a medium priority.

Britt Arnold, stated that they are trying to target their middle school population within Dover Housing Authority. They have well over 100 children in that age group and they are only targeting 50 of them right now. This is their biggest gap in programming. They have high school and they have K – 4, but they lack middle school. They would like to use one of the two police officers to run a boys athletic program and use services through UNH to do programs for females. They have learned that if you separate the girls from the boys they tend to open up more. They did a contract with Southeastern NH Services for drug and alcohol abuse prevention programs that is specifically geared for the middle school children.

Seacoast Big Brothers/Sisters is requesting \$5,000 and received \$2,000 in FY04, and are a median priority.

Deb Anthony, Executive Director, of the Seacoast Big Brothers/Big Sisters, stated that the only thing that isn't in the application was the low income and very low income which wasn't there last year. They just finished their surveys about a month ago and they have 90% low income and 35% of that are very low income. Everything is the same she just wanted to give the Board those numbers. She said that they cover parts of Rockingham and all of Strafford County. Their fastest growing area is Dover.

American Red Cross is requesting \$2,000 and received \$0 in FY04, and are a medium to high priority.

Brenda Peabody, stated that she is a 27 year resident of the City of Dover and her husband works for the City. She's been a volunteer for the Red Cross for a very long time. They were not funded by the block grant last year or the year before. The request is specifically for disaster relief efforts. This would include not only fires but also people who might be displaced from their homes because of floods or storms.

Dover Adult Learning Center is requesting \$195,000 and received \$0 in FY04, and are a medium priority.

Jim Verschueren, Executive Director of the DALC, stated that they were funded but they gave it back. He said that last year the entire McConnell Center planning got done and the space that is allocated to DALC is completely different than it was last year. The plan that they had in place for doing construction, they weren't able to do. They are now in a different section of the building designated for the first floor of the older section of the building, where the Alternative School used to be. The request is for less because that was already a classroom facility and what they will need to do is to put in some partitions and reshape how that is structured. It's about the same number of square feet as they have in the church building. The idea is that the City will take back the church building. The request is coming back because they've changed plans completely and it's a very different area of the building. Jim Verschueren stated that the reuse committee has planned the reconstruction of the building so that each tenant will be responsible for the buildout in their designated space. The building will be ready for them and the sprinkler system and cables will come to their door but once it comes inside the door it is their responsibility.

Ron Cole said that the McConnell Committee is searching for a fund raising consultant.

Steve Stancel stated that in December, the City Council approved a CIP line item of 2 ½ million dollars for the McConnell Center. It's estimated that it'll be about 3.7 million dollars to rehab the building to a point where tenants can begin moving in to fix up their own individual spaces. The idea was that the 2.5 million dollars would get the project up and running. The committee has recommended an architect for the project and it is

before the City Council tomorrow evening for hiring. In addition to that, they are about ready to go out to bid for hazardous abatement removal in the entire building. They are using portions of the \$227,000 that they are giving back from the CDBG program in DELP this year to do that project. In anticipation of trying to nibble down the 1.2 million that is left from the 3.7, minus the 2.5, they are in the process of hiring a fundraiser to assist a fundraising committee to work towards that 1.2 million dollars within the next 12 months.

Dennis Ciotti asked what the time line was for the lead abatement.

Steve Stancel stated that they are attempting to complete the hazardous abatement prior to June/July of this year so that any construction rehab of the building, as well as, the internal construction if DALC is to received funds from CDBG, would occur after that.

Community Action is requesting \$25,000 and received \$25,000 in FY04 and is a high to medium priority.

Charlie Wolfe said that they are asking for level funding. They don't take any administration cost out of the amount. The goal is to use this money to leverage other funding for very low income families in Dover. They do weatherization work on homes that otherwise they couldn't help.

Donald Andolina asked if the program also includes fuel assistance.

Charlie Wolfe stated that it was a separate program but weatherization is there because of fuel assistance. One way you can make the fuel assistance dollars go a little further is by reducing energy consumption. It could be siding or windows. These grants are wonderful to help people out that we couldn't help in any other way.

Donald Andolina asked if everyone will have to be relocated during the abatement activities in the McConnell Center and would the associated costs come out of these funds or would they come out of a different source of funds.

Steve Stancel stated that there is the possibility that they might have to temporary relocate a couple of the tenants to different areas of the building while the abatement is taking place. The cost would come out of the total budgeted funds which aren't included in here because we are using monies from the current year, as well as, last year's CIP money. He said that the \$185,000 is for engineering and construction of a single elevator in the building. There are requirements for two and this would cover the cost for one.

Rick Jones explained that most of the high priorities have to do with housing and keeping people from becoming homeless as opposed to providing services to people of low income need.

Ron Cole asked the Board members to fill out their UNH survey and to mail it back to them.

## **ITEM #8: Old Business**

- a. Tolend Road will not be discussed.**
- b. Discussion and possible vote on the adoption of the Downtown/Riverfront Redevelopment Traffic Circulation & Parking Study as Addendum #1 to the Transportation Chapter of the Dover Master Plan.**

Steve Stancel stated that there is a memo included in the packet from the Planning staff identifying the minor changes between the draft documents the Board members received in January vs. the final document that was put forth for the public hearing on February 22<sup>nd</sup>. The Board members were given copies of the affected sections to insert in their binders.

Frank Torr made the motion to adopt the document.

Beth Thompson seconded.

**VOTE U/A**

## **ITEM #9: Committee Reports**

Frank Torr stated that The Cochecho Waterfront Advisory Committee met on February 28<sup>th</sup>. The charrettes are pretty much in the final form to be distributed to members for comments and should be finalized March 14<sup>th</sup> at their next meeting. The Request for Information Subcommittee is formulating a request for qualifications for developers. They plan on developing a score card for those developers so that they can have a predetermined rating system. There is considerable discussion relative to the area from the Bank of NH down to the Cochecho River footbridge as to what could occur there and whether the Butterfield Gym should be included as part of the process. It was decided not to include it but to advise the developers that it would be necessary to probably take a look at that. There was concern by the committee for the lack development in that area and that it needs some upgrading. The two subcommittees are meeting on March 9<sup>th</sup>. He added that the transition from the Advisory Committee to the Housing Authority Advisory Committee is going to take place at the next Council meeting.

Don Andolina asked if the Butterfield Gym is excluded.

Frank Torr stated that it is excluded now because they felt that they should concentrate on just the waterfront but they also felt that it should be included as an advisory that it should be considered at some point in time as part of the project. It's a link, in his opinion, between the downtown area and the waterfront. If you take a view of Washington St. as you come off Central Ave., it's not the most pleasant view considering the overhead wiring, etc.

Don Andolina asked what kinds of improvements would be considered if the Butterfield Gym was included.

Frank Torr said that they recommended to the City Council is that they keep the basic structure in good repair.

Dean Trefethen said that in the long-term, that is probably not the best location for the Recreation Department but in the short-term there isn't much alternative because the programs exist there and to replace that facility would be very expensive.

**ITEM #10: Adjournment**

Beth Thompson made the motion to adjourn.

Frank Torr seconded.

**VOTE U/A**