

# Claremont Development Authority

14 North Street • Claremont • New Hampshire • 03743

## FULL BOARD MEETING

Thursday, January 28, 2016 7:30 AM  
Visitors Center, 14 North Street, Claremont, NH

## MINUTES

APPROVED 2/25/2016

### I. Roll Call

**Present:** Keith Raymond, Robert Porter, Andre Lafreniere, Joseph Gorman, Alan Spahr, Martha Maki

**Absent:** Candace Crawford, Michael Satzow, Thomas Rock

**City Staff:** Nancy Merrill, Director, Planning & Development; Kurt Beek, Project Manager (at 8:05 AM); Zachary Williams, Business Development Coordinator

**Motion:** To appoint Mr. Gorman as chairperson for this meeting.

**Made by:** Mr. Porter **Second:** Mr. Raymond

**Vote:** Unanimous in favor

Mr. Gorman called the meeting to order at 7:35 AM. The board agreed to take “New Business” out of order to accommodate guests.

### New Business

#### **Butcher Block – Review of redevelopment plan and covenants**

Mark Carnicelli, Director of Architecture & Engineering at CMC, David Frothingham III, PE with DeWolfe Engineering Associates and Aaron Corbett, Chief Operating Officer for North Country Smoke House presented the plans for redevelopment of three lots in the Syd Clarke Park for Butcher Block. Development will be in the southern two-thirds of the property due to wetlands across the northern section. There will be a single access/egress to/from the lot. Receiving and shipping docks will be on opposite ends of the building. Parking is proposed to be in front of the building. The building will be set back approximately 120 feet from the road. There will be approximately 4 acres of pavement. They estimate 35% coverage of the lot (16% from just the building). Due to the slope of the land, there will be substantial cut and fill, with the filling primarily balanced by the cutting on the lots. Some select materials will be brought in as needed. Vegetation (primarily grass) will be used to stabilize the 1:3 slopes. The onsite municipal water and sewer connections will be used, although there appeared to be a discrepancy between the surveyed locations of the water connections and their actual locations on the ground. The existing electrical connections will also be used. The building will be made of an extruded polyurethane material that provides the thermal qualities needed for the use. Areas around the entrances will utilize horizontal architectural panels. The building will be approximately 67,000 SF, although this is subject to minor changes before it is finalized. (Mr. Corbett said the building may get smaller, but it will not get bigger than what is shown on the plans.) Most of the building will be on a conventional slab. Only the area directly under the freezer area will be on a

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specially designed slab to prevent permafrost in the ground. There will be two 5,000 – 7,000 gallon waste storage tanks on site. An Alteration of Terrain permit is required for this project, but has not yet been submitted. The roof of the proposed building will be almost covered with condensers due to the need for refrigeration throughout the building (70% of the building will be kept at 38 degrees). Either propane or natural gas will be used, as electricity is not cost effective. They are looking into providing screening of the roof for the most visible portions of the building.

**Motion:** To accept the plans as presented with the acknowledgement that there may be minor changes that are consistent with the basic layout.

**Made by:** Mr. Porter **Second:** Mr. Raymond

**Vote:** Unanimous in favor

Butcher Block is requesting three waivers of the Syd Clarke Park Covenants. They are outlined and substantiated in a memo from Niel Cannon dated 1/27/2016 that was made available to the board members prior to the meeting.

(1) Waiver of Paragraph 10 (exterior finishes)

**Motion:** To approve a waiver of Paragraph 10, exterior finishes, to accommodate the pre-insulated panels that are proposed with the acknowledgement that there will be some effort toward some architectural features on areas of the building.

**Made by:** Mr. Spahr **Second:** Mr. Porter

**Vote:** Unanimous in favor

(2) Waiver of Paragraph 11 (screening of mechanicals on the roof)

**Motion:** To approve a waiver of Paragraph 11 with the respect that it requires screening of mechanical systems on the roof with the acknowledgement that there will be some efforts made to screen some areas with components that may be problematic.

**Made by:** Mr. Raymond **Second:** Mr. Porter

**Vote:** Unanimous in favor

(3) Waiver of Paragraph 5 (parking standards)

**Motion:** To approve a waiver of Paragraph 5 granting permission to place the vehicle parking to the front of the building.

**Made by:** Ms. Maki **Second:** Mr. Porter

**Vote:** Unanimous in favor

## Butcher Block Letter of Support

Ms. Merrill stated that Mr. Cannon is seeking a letter of support from the Development Authority for the New Market Tax Credit application.

**Motion:** To authorize executing a letter of support for the Butcher Block project.

**Made by:** Mr. Porter **Second:** Mr. Lafreniere

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**Vote:** Unanimous in favor

## II. Review Minutes

### a. December 17, 2015

**Motion:** To accept the minutes of the December 17, 2015 meeting as written.

**Made by:** Mr. Porter **Second:** Mr. Lafreniere

**Vote:** Unanimous in favor

## III. Finance Report

### a. December 2015

Mr. Porter asked why the figures for the Farwell heat don't match the budget. Ms. Merrill stated that the budget figures are based on a cost estimate. Individual tenants pay for fuel based on their percentage of floor space in the building.

Mr. Porter asked why the Berndt Technical Woods loan income shows as zero. Ms. Merrill stated that it is paid quarterly.

**Motion:** To accept the December finance reports.

**Made by:** Mr. Lafreniere **Second:** Ms. Maki

**Vote:** Unanimous in favor

## IV. Old Business

### a. Senator Shaheen lease renewal

The previous lease was renewed at \$623.35/month or \$24.93/SF. This amount reflects that the CDA pays for electricity, internet, technology and cleaning (a condition required by the Sergeant at Arms). Ms. Merrill recommended a 2% increase in the lease payment to cover increased costs in technology and electricity. She said the tenant is also asking that the linoleum tile in the entry (approximately 3 ft x 4 ft) be replaced (at CDA's expense).

**Motion:** To authorize renewal of the lease with a 2% increase.

**Made by:** Mr. Raymond **Second:** Mr. Porter

**Vote:** Unanimous in favor

### b. Farwell Block Loan

Ms. Merrill said the quiet title work is still ongoing.

Ms. Merrill recommended that the Finance Committee meet to discuss whether or not the board should continue pursuing the loan from the Claremont Savings Bank (given that three lots have sold in Syd Clark Park).

## V. New Business

### a. Butcher Block Letter of Support

### b. Butcher Block – Review of redevelopment plan and covenants

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VI. Non-public Session

VII. Other

VIII. Adjourn

**Motion:** To adjourn the meeting

**Made by:** Mr. Porter **Second:** Mr. Raymond

**Vote:** Unanimous in favor

The meeting adjourned at 8:35 AM.

Respectfully submitted,  
*deForest Bearse*