



Town of Hopkinton

Planning Department

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HOPKINTON PLANNING BOARD MINUTES JULY 9, 2019

Members present: Chairman Bruce Ellsworth, Vice Chairman Michael Wilkey, James Fredyma, Celeste Hemingson, Ex-Officio Anna Wells, Jane Bradstreet, Rich Steele and Alternate Clarke Kidder. Absent: Alternate Timothy Britain. Staff present: Planning Director Karen Robertson.

I. **Call to Order.** Chairman Ellsworth called the meeting to order at 6:00 PM in the Hopkinton Town Hall.

II. **Review of the Minutes and Notice of Decision of May 14, 2019.**

Celeste Hemingson, seconded by Michael Wilkey, moved to **APPROVE** the Minutes of June 11, 2019, as presented. With seven members voting, six voted in favor (Wilkey, Fredyma, Steele, Hemingson, Wells, and Ellsworth) and one voted in abstention (Bradstreet).

III. **Conceptual Consultations.** There were no consultations.

IV. **Master Plan Update** – The matter was deferred to the August 13, 2019 meeting as Michael Tardiff of Central NH Regional Planning Commission was unable to attend.

V. **Applications.**

#2019-02 T.F. Bernier, Inc. Tim Bernier of T.F. Bernier, Inc. addressed the Planning Board for Site Plan Review to change the use of a portion of an existing commercial building, which is now used as warehouse space, for the cleaning and routine maintenance of a maximum of 23 school buses. In addition, the existing gravel yard space will be utilized for the parking of 23 school buses and 25 passenger cars. The property is owned by Herrick Mill Work, Inc., located at 290 Burnham Intervale Road in the M-1 (Industrial) district, shown on Tax Map 220 as Lot 23.2.

Mr. Bernier introduced Herby Bonk of First Student Incorporated and John Herrick, owner of the property.

The facility has an existing approved septic system approved for 40 employees.

There will be one full-time employee associated with the leased space for the bus company.

Routine maintenance will include cleaning the interior of the buses and oil changes. Washing of the exterior of the buses will take place at H.R. Clough's car wash facility.

Mr. Bernier noted that the Zoning Board of Adjustment (ZBA) had granted a Special Exception for the use. Mr. Bernier advised of a concern raised by an abutter concerning different bus company that, many years ago, had leased property elsewhere. During that time, there were more buses at that particular site than was approved. Additionally, some of the buses were found to be in disrepair and leaking oil. Mr. Bernier explained that, in this case, First Student works with an environmental consultant to help manage each of their sites. All waste oil collected will be stored in a 55-gallon drum and picked up by an environmental company, Clean Harbors.

Mr. Bernier explained that while 23 school buses is the maximum number being requested, the number of buses to be used will be considerably less. Therefore, daily, there will be less traffic entering and exiting the property.

Mr. Kidder inquired about the fueling of the buses. Mr. Bonk advised that the buses will continue to be fueled at H.R. Clough.

At this time, Mr. Bonk provided the Board with a schedule of the routes and estimated departure times for the school buses. It was noted that there will be eight (8) home to school bus routes. The eight (8) buses is substantially less than the 23 buses represented to the ZBA. However, it was noted that the Applicant is requesting a maximum of 23 buses, which could include evening and summer charters and fieldtrips. The operation of the buses, for one reason or another, will be seven (7) days a week.

Chairman Ellsworth asked if the site will service other school districts. In response Mr. Bonk stated that he did not anticipate use by other school districts because of the proximity of the districts from Hopkinton. Furthermore, most school districts require the buses to be located within district.

At this time, there was brief discussion amongst the members and Mr. Herrick concerning the traffic entering and existing the property. Members recognized that there will not be a significant increase in traffic when it is compared to the amount of vehicular traffic that was created when Herrick Millwork was operating at full compacity.

James Fredyma, seconded by Celeste Hemingson, moved to **ACCEPT** Application #2019-02 as complete and for consideration. Motion carried unanimously in the affirmative (Wilkey, Fredyma, Steele, Hemingson, Bradstreet, Wells, and Ellsworth).

Chairman Ellsworth opened and closed the public hearing portion of the meeting, due to the fact that there were no members of the public present.

Celeste Hemingson, seconded by Jane Bradstreet, moved to **APPROVE** Application #2019-02 as presented. Motion carried unanimously in the affirmative (Wilkey, Fredyma, Steele, Hemingson, Bradstreet, Wells, and Ellsworth).

VI. Other Business.

- a) Excavation Permit (Approved 01/02/2018) – Chairman Ellsworth inquired about the progress to date for the excavation approved on properties owned by Herrick Millwork, Inc. and Excalibur Shelving Systems, Inc., located at 290 and 292 Burnham Intervale Road (Tax Map 220 Lots 23.1 and 23.2). John Herrick responded that he has yet to begin the project as he is waiting for the right market. Tim Bernier of T.F. Bernier, Inc. advised that all necessary State (AoT) permits have been received.
- b) Complete Streets – The U.S. Department of Transportation describes Complete Streets on its website as “streets designed and operated to enable safe use and support mobility for all users. Those include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders” (Complete Streets, 2015).

Anna Wells asked that the principals of Complete Streets be incorporated into the Master Plan. It will serve as notice to residents, developers, and others that the Town of Hopkinton considers all modes of transportation and safety for all users of streets when designing, constructing, and reconstructing streets.

Following discussion of the fact that some of the design elements are already incorporated into the Subdivision Regulations, the Planning Board unanimously agreed to support the general concept and to include reference to Complete Streets in the Master Plan. Additionally, it was suggested that the Select Board form a committee to consider the Complete Streets principals, and to provide the Planning Board with recommendations of ways the elements of Complete Streets should be further incorporated into the Subdivision and/or Site Plan Review regulations.

VII. Adjournment. The meeting adjourned at 7:15 PM. The next regular scheduled meeting of the Hopkinton Planning Board is at 6:00 PM on Tuesday, August 13, 2019 at the Hopkinton Town Hall.

Karen Robertson
Planning Director