

**HAMPTON PLANNING BOARD**

**PRECONSTRUCTION MEETING**

**July 23, 2020 – 2:00 P.M.**

**PRESENT:** Jason Bachand, Town Planner  
Jennifer Hale, DPW  
Tobey Spainhower, DPW  
Jodie Strickland, CMA Engineers  
Jamie Ayotte, Fire Department  
William Paine, Fire Department  
James Marchese, Building Inspector  
Mike Collins, Comcast (Cable)  
Mike Bernier, Aquarion  
Stacy Noyes, Cemeteries

Absent: Rayann Dionne, Conservation Coordinator  
Rich Sawyer, Police Chief  
Cathy Gilman, Unutil  
Laurie Olivier, Office Mgr/Planning

**Mary Batchelder Rd., Liberty Lane West & Timber Swamp Rd.**  
Multi-family condominium development comprised of 46 single-family dwelling units

***Meeting held at project site***

Jodie Strickland, CMA Engineers commenced the meeting. Paul Kerrigan and Maria Pyburn from Chinburg Development were present. Chris Rice from TF Moran was present. Representatives from Maine Drilling and Blasting were also present. Ms. Strickland verified the contact information for Town staff, the owner and developer, the owner's contractors, and the utility companies.

Mr. Bachand discussed the drawings. The last revised date is 7/17/20. These are not recorded yet, Hampton Fire and CMA Engineers still need to sign off. The Fire Department stated at the meeting they were fine with these drawings. Ms. Strickland said she would follow up with Mr. Bachand later in the day. Mr. Kerrigan is aware of what needs to be done before the mylars and legal documents can be recorded.

Mr. Bachand said the Board of Selectmen approved a bond amount of \$73,317 at its June 29, 2020 meeting. However, it is not in place and needs to be posted prior to starting.

Ms. Strickland said the contractor should provide a detailed construction sequence and schedule. Severino will provide this once the start date is determined. Severino will do weekly emails about schedule. Daily and Weekly Schedule: Start stumping and grubbing next week and place mark mulch berm. Complete site work and install.

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For construction inspections, periodic site inspections will be made by CMA. The inspections will be completed generally in accordance with the Inspection Checklist Form. It is the Owner/Contractor's responsibility to contact CMA to schedule inspections. CMA will develop a rough inspection schedule with dates following receipt of the construction schedule.

There will be increased construction coverage, daily as necessary, during utilities and selects installation and testing.

The Owner/Contractor shall maintain regular contact to keep the engineer up-to-date on progress and give advanced notice for inspections. The Owner/Applicant/Contractor shall give the Town's representative 48 hours notice prior to required inspections.

A field report will be prepared for each site visit. Paul and Maria at Chinburg would like to be copied.

Inspections by others were discussed. These include the Town of Hampton, Aquarion, Unitil, Consolidated Communications and Comcast.

Regarding safety, the Contractor shall comply with all OSHA Regulations and be responsible for site safety. Hard hats and vests are required.

Any deviations from approved drawings shall be submitted to the Town by the Applicant/Owner for review. Changes may not be made without written approval from the Applicant's Engineer and written concurrence from the Town or the Town's Engineer.

Submittals were discussed. In advance of delivery, material submittals shall be submitted to TF Moran for review. Approved submittals will be forwarded to CMA and the Town. The preliminary list of necessary submittals includes: All granular materials for roadway, pipe bedding, infiltration basin; Pavement materials and mix design; Sewer pipe; Structures-sewer and drainage; Drainage pipe; Seed and topsoil; Landscaping; Selects for drainage features. Submittals should be first reviewed by the design engineer (TF Moran) and then submitted to CMA and Town. Submittals should be e-mailed as PDFs to CMA for records and to ensure conformance with the accepted plans.

Material testing was discussed. Granular Materials: Sieve analysis of select materials is required. On-site soil testing is required. Contractor is responsible for coordination and cost of testing with a testing company. Testing company: S.W. Cole. Contractor should provide testing data to CMA Engineers via e-mail in a timely manner. Frequency of in-place compaction testing is a minimum of 5 tests per material layer. In pipe trenches, lifts should be placed in a maximum thickness of 12" and each lift should be compacted. In-place compaction testing above piping may be required.

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Pipe and Manhole Materials: Sewer and watermain testing is required. Contractor is responsible for coordination and cost of testing with a testing company. Testing company: UTS or the Testing and Coring Company. Pressure testing. Leakage testing. Mandrill testing. Disinfection (Aquarion).

The applicant is responsible for survey and layout. Is survey and layout being performed by TF Moran or Severino was asked. TF Moran will provide control. Severino will do all of their own layout.

Chinburg is coordinating with the Town for the cemetery work.

Mr. Bachand noted that some items are outstanding and must be completed prior to recording the plans: O&M needs final approval; Finalize condo docs and easement docs; Final plans need to be signed off on.

Several items are outstanding and must be completed prior to issuance of a Building Permit: Construction surety needs to be in place; The sewer system (including pump station) design needs to be finalized, a permit obtained and fees paid; Individual grading plans for each unit; Driveway permits for Mary Batchelder Road and Timber Swamp Road; Town Sewer Connection Permit should be issued prior to construction; Aquarion needs to approve the water connection; Unitil needs to submit final design for electric; Submit public safety plan to the Hampton Police Chief for approval; Provide Building Inspector with all State approvals; Pay site exaction toward improvements to Mary Batchelder and Timber Swamp Road.

Several items will be required prior to issuance of a Certificates of Occupancy: Installation of monumentation; Payment of \$1,898 impact fee per unit; Camera the sewer system and get approval from Department of Public Works; Submit as-built for the whole project (at the end); Maintain adequate tree buffer on Mary Batchelder. Plant 25 trees from Unitil and additional trees as required by Town Planner; Demonstrate that the drainage swale has been re-established and is working (prior to issuance of the last Certificate of Occupancy).

Ms. Hale provided comments for DPW. The final sewer pump station plan is still needed. No utility work should start without this approved. Two driveway permits are needed (one for Mary Batchelder and one for Timber Swamp). Driveway permits are not needed for each house. Sewer permits are needed for each house. DPW needs to witness all sewer installation and testing. Timber Swamp Road should be used as the main access to the site. Mary Batchelder Road is a “no thru trucking” road and should not be used. A legal question regarding hydrants was also raised, which Mr. Bachand said he would relay to Attorney Gearreald.

Mr. Marchese provided comments for the Building Department. Use the new home application and checklist. Meet all conditions or no permits will be issued. The pump station permits are needed before building permits will be issued. Provide 24 hour notice in advance of inspections.

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The applicant needs to work with Fire Department for blasting permit. The maximum allowable spacing between fire hydrants is 800', but there are two that are 1000' away from each other. Please move one. TF Moran should issue an SK for this change. The homeowners association is responsible for maintenance, inspections and submission of an annual report on the water system.

Mr. Bernier said the main extension document's status is unknown. TF Moran will follow up.

Work hours were noted. They are Monday-Friday: 7-5. Do not start equipment before then. Saturdays are 9-5. There is to be no work on Sundays or holidays.

Maine Drilling and Blasting said notifications for pre-blast surveys have gone out.

Meeting Ended at 2:45 p.m.

Jason M. Bachand, AICP, CFM  
Town Planner