

HAMPTON PLANNING BOARD

PRECONSTRUCTION MEETING

September 17, 2026 – 2:00 P.M. (on site)

PRESENT: Jason Bachand, Town Planner
Jodie Bray Strickland, CMA Engineers
Joe Lynch, DPW Deputy Director
Kyle Averill, Fire Prevention Officer
Amanda Keyes, Aquarion
Dennis Howes, Building Department

Others in Attendance: Heidi Baird, Tighe & Bond
Jason Hall, Tighe & Bond
Cliff Stickney, Phoenix Fabricators and Erectors, LLC
Jim Caldwell, Phoenix Fabricators and Erectors, LLC

5R Falcone Circle

Site Plan: Demolition of existing water storage tank and construction of replacement tank.

1. Identification of Officials, Representatives of Owner, Town Officials, Engineer, and Contractor

Jodie Bray Strickland, CMA Engineers commenced the meeting at 2:15 p.m. The attendees introduced themselves. A sign-in sheet was passed around to verify contact information.

2. Construction Drawings

Jason Bachand, Town Planner confirmed that the latest revision date on the recordable site plan (Sheet C-102A) from Tighe & Bond is August 19, 2026. Other sheets in the plan set show a last revised date of August 31, 2026. The Planning Board Chair signed the recordable mylar on September 2, 2026 and it is on record (D-45729).

Other permits noted:

Mr. Bachand discussed the conditions that still need to be met before a Building Permit can be issued. These are Conditions 11 and 12, as follows:

11. Receipt of an approved preliminary design from Unitil for the electrical service. The timeframe for receipt of the final design shall be coordinated with the Building Inspector.
 12. A Driveway Permit is required from the Department of Public Works (DPW).
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3. Comments from Planning Department

Mr. Bachand noted the following general conditions from the Planning Board approval:

3. Any site lighting and motion detectors shall be directed away from abutting properties.
4. Police detail shall be provided, per Department requirements, when the temporary construction access road is in use.

It was also noted that an as-built plan shall be provided to the Planning Office and the Department of Public Works upon completion of construction and installation of utilities.

4. Construction Security

Mr. Bachand said that this was not required as part of the Planning Board's approval.

The construction review task assignment escrow is in place.

5. Contractor's Schedule and Work Plan

Work hours are 7-5 M-F. 9-5 on Saturday. No work on Sundays or holidays. The contractor should provide a detailed construction sequence and schedule.

It was noted that the contractor must adhere to the work hours. No starting of vehicles earlier than the start time, especially because of nearby residences.

The following daily and weekly schedule was noted by the contractor:

- Start in two weeks
- 2026 work to include foundation and site grading
- Complete by 12/2027
- Final by 4/2028

6. Utility Coordination/ Comments from Utilities

Aquarion:

- Coordinate tie-ins (potentially completed this year)
- Maintain access to the tank and antennas during construction

Until:

- Gas service located in temporary access road. Depth is unknown. Coordinate during construction. Ms. Baird will provide contact information.

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7. Construction Inspections

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

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.

8. Safety

The Contractor shall comply with all OSHA Regulations and be responsible for site safety. Neither the Town nor the Town's engineer are responsible for safety on site.

9. Design Changes

It was noted that 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.

10. Submittals

Submittals should be first reviewed by the design engineer (Tighe & Bond) and then submitted to CMA Engineers and the Town. Submittals should be e-mailed as PDFs to CMA Engineers for records and to ensure conformance with the accepted plans.

11. Material Testing

The owner is responsible for testing of select materials and utilities. SW Cole will conduct the concrete testing.

12. Survey Requirements

The applicant is responsible for survey and layout.

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13. Comments from Aquarion or Millennium

Ms. Baird will provide new grading plans.

Mr. Bachand will forward the preliminary subdivision plans for the abutting residential project to Ms. Baird to coordinate driveway grading.

14. Comments from DPW

Mr. Lynch noted the following:

- Construction should coordinate driveway grading and construction with the subdivision out back.
- Continue plowing for the winter.
- Barricade the temporary access road when not in use and leave closed during the winter shutdown

These items shall be addressed in the Driveway Permit application.

The contractors will ensure that the barricades/barrels are in place, but it is not their responsibility if someone from the neighborhood moves them

15. Comments from Building Department

Mr. Howes asked about construction fencing. None is planned per the contractor. This should be discussed between Gregg Arvanitis (Building Inspector) and the contractor or design engineer.

16. Comments from Fire or Police

Mr. Averill said to provide a knox box for any proposed gate if it is closed.

17. Other

Aquarion:

- Ms. Keyes asked about the timber tax for tree clearing. It was suggested that she follow up with the Town Manager's Office.
- Ms. Keyes asked if tree clearing can occur while the temporary access roadway is being built. Tighe & Bond should follow up with Mr. Arvanitis about this item.

Meeting Ended at 2:50 p.m.

Jason Bachand, Town Planner