

Place: 55 International Drive – Board Conference Room

Watch Meeting Via Live Stream: https://townhallstreams.com/towns/pease_dev_nh

BOARD OF DIRECTORS' MEETING

AGENDA

- I. Call to Order / Roll Call:**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of September 15, 2022 * (Anderson)**
- III. Public Comment:**
- IV. Committee:**
 - A. Report:
 - 1. Audit Committee *
- V. Old Business:**
 - A. Report:
 - 1. Aviation Avenue Group LLC – 100 New Hampshire Avenue – Presentation (See Materials at V.B.1.)
 - B. Approval:
 - 1. Aviation Avenue Group LLC – 100 New Hampshire Avenue – Concept Approval and Amendment of Option Agreement * **(Fournier)**
 - 2. North Forty Group LLC – Termination of Option Agreement * **(Lamson)**
- VI. Finance:**
 - A. Executive Summary *
 - B. Reports:
 - 1. FY2023 Financial Report for the Two Month Period Ending August 31, 2022 *
 - 2. Cash Flow Projections for the Nine Month Period Ending June 30, 2023 *
 - 3. Audit Summary and GASB 87 – Presentation by Berry Dunn *
 - C. Approval:
 - 1. Certified Annual Financial Statements and the Uniform Guidance Audit of Federal Awards Update * **(Ferrini)**
- VII. Licenses/ROEs/Easements/Rights of Way:**
 - A. Approvals:
 - 1. Lonza Biologics, Inc. – Parking License for 55 International Drive * **(Parker)**
 - 2. Wood Environment & Infrastructure Solutions, Inc. – 35 Airline Avenue * **(Levesque)**

VIII. Leases:

- A. Report *:
 - 1. Sublease between 222 International, Limited Partnership and the Housing Partnership – 222 International Drive

- B. Approvals:
 - 1. T-Aviation LLC – Skyhaven Airport – Exercise of last one year option * **(Fournier)**
 - 2. Seacoast Newspaper, Inc. – 111 New Hampshire Avenue –Special Exception` Application and Lease Amendment * **(Ferrini)**

IX. Contracts:

- A. Approvals:
 - 1. Portsmouth International Airport at Portsmouth - Digital Communications Radios * **(Lamson)**
 - 2. Piscataqua Landscaping and Tree Service, LLC – Landscaping / Snow Removal – Option Exercise and Rate Increase * **(Levesque)**

X. Signs:

- A. Reports *:
 - 1. Lonza Biologics, Inc. – 164 Corporate Drive
 - 2. RafterOne – 75 New Hampshire Avenue

- B. Approvals:
 - 1. City of Portsmouth Water Treatment Plant – 97 Grafton Drive * **(Anderson)**

XI. Executive Director:

- A. Reports:
 - 1. Golf Course Operations *
 - 2. Airport Operations
 - a) Portsmouth International Airport at Pease (PSM) *
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) September, 2022 *

- B. Approvals:
 - 1. Bills for Legal Services * **(Parker)**
 - 2. Northeast Chapter of AAAE – 2024 Annual Conference – PSM Host Sponsorship * **(Ferrini)**
 - 3. New Positions - PDA Director of Operations & Executive Administrative Assistant * **(Levesque)**

XII. Division of Ports and Harbors:

- A. Reports:
 - 1. Port Advisory Council Meeting Minutes of June 14, 2022 *
 - 2. Port Advisory Council Meeting Minutes of September 14, 2022 *
 - 3. Portsmouth Fish Pier Borings and Sampling - Fuel System *

XIII. New Business:

A. Report:

1. 231 Corporate Drive LLC – 231 Corporate Drive – Presentation (See Materials at XIII. B.1.)

B. Approvals:

1. 231 Corporate Drive LLC – 231 Corporate Drive – Concept Approval * (**Lamson**)
2. Lonza Biologics, Inc. –Soils Relocation * (**Fournier**)

XIV. Special Event:

XV. Upcoming Meetings:


Golf Committee	November 14, 2022 @ 8:30 a.m.
Finance Committee	November 14, 2022 @ 9:00 a.m.
Board of Directors	November 17, 2022 @ 8:30 a.m.

All Meetings begin at 8:30 a.m. unless otherwise posted.

XVI. Directors' Comments:

XVII. Adjournment:

XVIII. Press Questions:

- * Related Materials Attached
- ** Related Materials Previously Sent
- *** Related Materials will be provided under separate cover
- + Materials to be distributed at Board Meeting
-  Confidential Materials

UPDATED – VI.C.1.
MOTION

Director Ferrini:

The Pease Development Authority (PDA) Board of Directors accepts and approves 1.) receipt of the draft Certified Annual Financial Statements for the years ending June 30, 2021 and June 30, 2022, and the Uniform Guidance Audit of Federal Awards for the year ending June 30, 2022, *both attached in draft form*, all as otherwise prepared and submitted by PDA's independent auditor Berry, Dunn, McNeill and Parker, LLC; and 2.) authorizes the Executive Director to forward the Certified Financial Statements to the State of New Hampshire when final for inclusion in the Comprehensive Annual Financial Report.

LATE ITEM – XIII.B.1.
MOTION

Director Lamson:

The Pease Development Authority (“PDA”) Board of Directors approves the concept plan for 231 Corporate Drive as submitted by 231 Corporate Drive LLC for the redevelopment at 231 Corporate Drive; all in accordance with the memorandum of Michael R. Mates, Engineering Manager, dated October 19, 2022, attached hereto.

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MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E. *MRM*
Date: October 19, 2022
Subject: 231 Corporate Drive – Ethos Veterinary Health Concept Approval

231 Corporate Drive, LLC, a Kane Company affiliate and PDA's tenant at that address, is proposing to sublease the building to *Port City Veterinary Referral Hospital or Ethos Veterinary Health ("Ethos")*, an organization that provides advanced and emergency medical care for pets. Ethos would make improvements to the existing building at the site, converting it to a veterinary hospital. The Ethos Hospital would house advanced diagnostic equipment, exam rooms, offices, and other spaces consistent with a professional office use. The Hospital would not provide overnight boarding or kenneling, crematory services, or pet day care, which are not permitted uses in this zone.

The building has most recently been used as an educational facility, business office and professional office. The proposed veterinary use conforms to the professional office definition in PDA's Land Use Controls. Professional office is defined as "an office for the practice of medicine ... or other activity in which specialized services to clients are performed by persons possessing a degree from a recognized institution of higher learning involving four or more years of concentrated study related to the occupation involved." Therefore, it is interpreted that the veterinary use is allowed in the Business Commercial zone. In addition, the use is an approved use under the lease between the PDA and 231 Corporate Drive, LLC.

The interior of the building would be extensively renovated for the new use and a two story, 1,975 square foot building addition will be constructed with the potential for a 1,765 square foot future addition as shown on the attached plans. In addition, the applicant proposes to move the main entrance from the east to the south side of the building to orient the entrance directly in front of the existing parking. New canopies will be constructed along the south and east sides of the building.

There are no wetland impacts proposed, however, the applicant is proposing approximately 14,500 square feet of wetland buffer impacts to reconstruct and shrink the parking area north of the building. Overall 8,500± square feet of impervious surface will be removed from within the wetland buffer and 5,500± square feet of impervious surface will be removed from the site in an effort to improve water quality. As there is work proposed in the wetland buffer, a Conditional Use Permit will be required. Treatment of stormwater for the new impervious surfaces and dog walk areas has not been designed as of this stage in the process but it is expected, and staff will confirm, that advanced stormwater treatment as defined in the Land Use Controls is provided to meet Alteration of Terrain and PDA regulations.

There has been past historical use of chlordane on this site and staff will require testing and preparation of a Soil Management Plan prior to any construction. All utilities for the new building addition will be extended from the existing building. A natural gas generator is proposed outside the wetland buffer but an exact location

has not yet been proposed. Parking will be reduced by 23 stalls to a total of 147 which exceeds the PDA requirement of 75 for this site. The applicant is estimating 91 vehicle trips during the weekday AM peak hour and 88 vehicle trips for the weekday PM peak hour, a small increase from the traffic generated by the previous academic use. Front, side and rear building setbacks as well as open space requirements have been met and no variances are requested.

If 231 Corporate Drive LLC's concept is approved, detailed site plans will be completed and submitted for Site Review and Conditional Use Approval to the City of Portsmouth.

At the October PDA Board of Directors' meeting, please ask the Board to provide concept approval for the proposed development at 231 Corporate Drive.

October 17, 2022

Michael Mates, PE
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

Re: **PDA Conceptual Approval Submission**
Ethos Veterinary Health, 231 Corporate Drive – Portsmouth, NH

Dear Mike:

On behalf of Ethos Veterinary Health, Tighe & Bond is pleased to submit this project overview and enclosed conceptual site plan for the proposed building addition at 231 Corporate Drive. This letter provides a general project overview and technical summaries of key project features including stormwater and utilities, parking, trip generation and open space.

Project Overview

The proposed project is located at 231 Corporate Drive. The existing site currently consists of a 2-story building, previously occupied by Southern New Hampshire University, with associated parking and site improvements. The proposed project consists of converting the existing 2-story building to a veterinary clinic and the construction of a 1,975 SF addition for a linear accelerator vault. The site plan also includes provisions for a future 2-story 1,765 SF addition.

Wetlands

The project site abuts the wetland area that is located between Corporate Drive and NH Route 16. This wetland area is subject to a 100-foot buffer area. As depicted in the Conceptual Site Plan, the project proposes to remove a row of parking which will reduce overall impervious surface impacts in the wetland buffer by approximately 8,500 SF. The approximate wetland delineation shown on the concept is referenced from the parcel's original Site Plan dated 2004. The project will perform an updated wetland delineation to include in the package that will be submitted for Site Plan Review to the Pease Development Authority and City of Portsmouth.

Site History

This building and associated site improvements were constructed in 2004. The building was previously occupied by Southern New Hampshire University.

Excess Soils

Any excess soils that may be generated on-site as result of the proposed building expansion will remain on-site and will be used to construct a landscape area in the location of the existing parking that will be removed.

Stormwater

The proposed project is anticipated to have a reduction in impervious surface over the existing condition. If, during detailed design it is determined that there will be an increase of impervious surface, stormwater treatment systems will be designed to meet PDA's stormwater management standards for additional impervious surface.

Utilities

Existing water, sewer, gas, electric, telecom and cable for the project are connected to Corporate Drive and are anticipated to be reused. A small generator is anticipated to be



installed outside the wetland buffer for emergency use. The generator is anticipated to be run by natural gas.

Parking Calculations

The PDA regulations require three (3) spaces per one (1) professional and one (1) space per one (1) other employee. The number employees anticipated at this time on the largest shift will be 15 professional employees (45 spaces) and 30 other employees (30 spaces). Using these employee estimates, the parking required by PDA regulations is 75 spaces. The proposed parking provided is 147 spaces which exceeds the PDA requirement.

Vehicle Trip Generation

We calculated the average vehicle trip generation for the weekday AM and PM peak hours for the proposed for a 25,000 SF proposed veterinary use. This calculation is based on the land use code 640 (Veterinary Clinic) in the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition. The veterinary use will generate 91 vehicle trips during the weekday AM peak hour and 88 vehicle trips during the weekday PM peak hour.

The existing building was previously occupied by Southern New Hampshire University. ITE Trip Generation calculations for junior/community colleges (ITE Land Use Code 540) are based on number of students. The original site plan required 170 spaces for the community college use. We utilized the PDA parking calculations to assume the number of students in the original building. The PDA parking requirement of 1 space per employee and 1 space per 4 students for an education use was utilized to estimate number the number of students in the original community college. Assuming 20 employees for the original use, leaves a balance of 150 parking spots that would be designated for students which in turn would calculate out to 600 students for the prior community college use. Using ITE Trip Generation Manual, the weekday AM peak hour trip generation would be 72 vehicle trips and the weekday PM peak hour generation would be 78 vehicle trips for 600 students.

Thus, the proposed use would result in an estimated minimal net increase of 19 vehicle trips during the weekday AM peak hour and 10 vehicle trips during the weekday PM peak hour. This nominal increase is not anticipated to impact the surrounding roadway network.

Open Space

The proposed lot is approximately 7.7 acres. The PDA regulations require 25% of the upland area be retained as open space which is 1.93 acres. The existing site is approximately 65% (5.0 acres) open space on site. The proposed plan anticipates a reduction in impervious space, which will increase the total open space and reduce wetland buffer impact from the existing condition.

We respectfully request to be placed on the PDA Board meeting agenda for October 20, 2022. Please feel free to contact us if you have any questions or need any additional information.

Sincerely,

TIGHE & BOND, INC.



Patrick M. Crimmins, PE
Vice President



Neil A. Hansen, PE
Project Manager

Copy: Ethos Veterinary Health
The Kane Company



321



PORT CITY
VETERINARY HOSPITAL

24 HOUR
EMERGENCY

PORT CITY
VETERINARY HOSPITAL

PROPOSED REDEVELOPMENT

231 CORPORATE DRIVE PORTSMOUTH, NEW HAMPSHIRE

CONCEPTUAL SITE PLAN

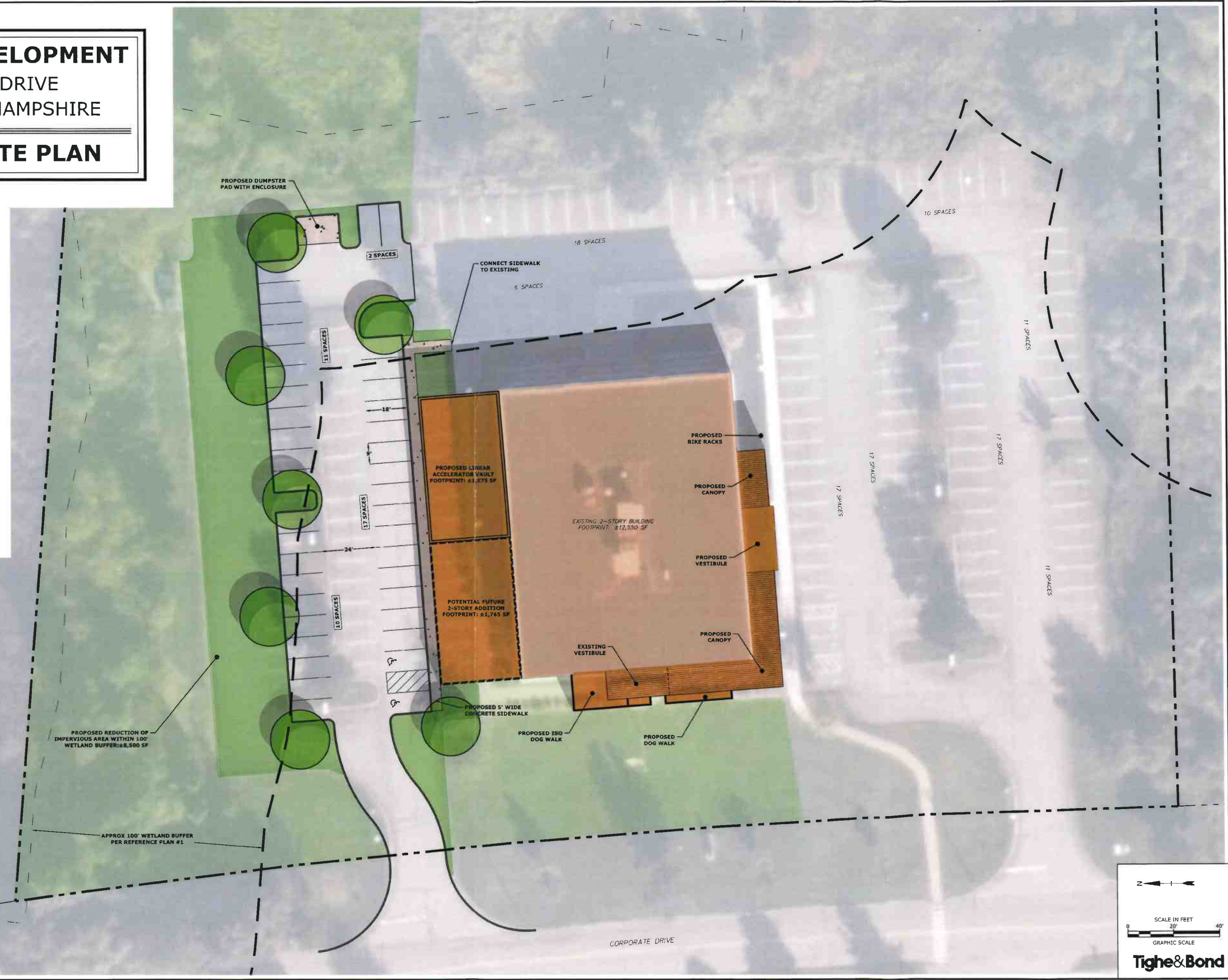
SITE DATA:
 LOCATION: TAX MAP 314, LOT 2
 231 CORPORATE DRIVE
 PORTSMOUTH, NEW HAMPSHIRE

ZONING DISTRICT: BUSINESS & COMMERCIAL
 ALLOWED USE: PROFESSIONAL / BUSINESS OFFICE

DIMENSIONAL REQUIREMENTS:	REQUIRED	PROPOSED
MINIMUM LOT AREA:	5 ACRES	±7.7 ACRES
MINIMUM STREET FRONTAGE:	200 FT	±504 FT
MINIMUM SETBACKS:		
• FRONT:	70 FT	±70 FT
• SIDE:	30 FT	±210 FT
• REAR:	50 FT	±364 FT
MAXIMUM BUILDING HEIGHT:	PER FAA	2 STORY'S
MINIMUM OPEN SPACE:	25%	±65%
PARKING REQUIREMENTS:	REQUIRED	PROPOSED
PARKING STALL LAYOUT:		
• STANDARD 90°	WIDTH: 8.5' MIN AREA: 160 SF MIN	9' X ±18' (162 SF)
DRIVE AISLE WIDTH:		
• 90° (2-WAY TRAFFIC)	24 FT	24 FT
PARKING SPACE REQUIREMENTS:		
PROFESSIONAL OFFICE:		
3 / EACH PROFESSIONAL EMPLOYEE		
+ 1 / EACH STANDARD EMPLOYEE		
= 15 PROFESSIONAL EMPLOYEES x 3		
+ 30 STANDARD EMPLOYEES x 1		
= 75 SPACES	75 SPACES	147 SPACES ⁽¹⁾

(1) - SIX (6) ADA SPACES PROVIDED

REFERENCE PLANS:
 1. "SITE PLAN" FOR SOUTHERN NEW HAMPSHIRE UNIVERSITY PEASE INTERNATIONAL TRADEPORT, SHEET 3 OF 8, DATED JANUARY 12, 2004, PREPARED BY KIMBALL CHASE CONSULTING ENGINEERS.



THIS PLAN IS INTENDED TO BE USED FOR CONCEPTUAL SITE PLANNING PURPOSES ONLY. A DETAILED ZONING REVIEW HAS NOT BEEN COMPLETED. LOCAL, STATE AND FEDERAL SETBACKS, PERMIT REQUIREMENTS AND EASEMENTS MUST BE VERIFIED. TOPOGRAPHIC, PERIMETER AND WETLANDS SURVEY HAS NOT BEEN COMPLETED.

0 20' 40'

SCALE IN FEET
 GRAPHIC SCALE

Tighe & Bond

Last Save Date: October 17, 2022 12:30 PM By: CHL
 Plot Date: Monday, October 17, 2022 Plotted By: Craig M. Langdon
 T&B File Location: \\tishobond.com\vision\data\Projects\K160076 The Kneec Company - General Proposals\0076 022 Pease Master Plan\231 Corporate Drawings Figures\Ausc\DW\Sheet231 Concept 01.dwg Layout Tab - Concept



LATE ITEM – XIII.B.2.
MOTION

Director Fournier:

The Pease Development Authority (“PDA”) Board of Directors authorizes Lonza Biologics, Inc. (“Lonza”) to relocate approximately 25 cubic yards of chlordane impacted soil from the café expansion project at 101 International Drive to the Iron Parcel soils management area at 70/80 Corporate Drive, without otherwise triggering the rent escalation provisions of Article 4.B of the lease agreement between the PDA and Lonza; all in accordance with the memorandum of Jared Sheehan, Environmental Compliance Coordinator, dated October 18, 2022, attached hereto.

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MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Jared Sheehan, Environmental Compliance Coordinator *JMS*
Date: October 18, 2022
Subject: 101 International Drive – Lonza Biologics Café Expansion Soil

Lonza has proposed to expand its employee café at 101 International Drive to support its existing workforce in the pharmaceutical and biologic industries. The project, which the PDA Board provided concept approval for at its May 2022 meeting, consists of site improvements including landscaping, retaining wall, stormwater management, and utility upgrades. Lonza hopes to break ground on the project in early November.

The utility work associated with these improvements will be located in an area that was designated as a chlordane management area. During the 2001 planning for the Lonza building addition the soil beneath two former Air Force housing units treated with chlordane was consolidated and buried under the parking area adjacent to the west side of the new building. This chlordane management area was covered with pavement and documented to prevent further exposure.

The current Café expansion will disturb approximately 25 cubic yards of chlordane impacted soil. According to the Soils Management Plan prepared by Tighe & Bond, Inc. dated October 17, 2022, Lonza proposes to relocate this soil to the larger consolidated chlordane pile located on the northern end of the Iron Parcel at 70-80 Corporate Drive (part of the Lonza leasehold). The 25-yards of soils will be comingled with other impacted soils from the Hodgson Brook daylighting project and Iron Parcel development. All impacted soils will be covered with an orange geotextile fabric and capped below three feet of clean fill.

While it appears logical to consolidate chlordane impacted soils in the designated management area on the Iron Parcel, provisions in the Lease Agreement between the PDA and Lonza do not permit such action as the relevant area of the Iron Parcel is on a phased-in rent schedule over the coming years. Use of the Iron Parcel for soils storage from the 101 International Drive site, would trigger a requirement that rent to be paid in full on those areas. As such, Lonza is seeking permission to relocate the soils described above to the Iron Parcel storage area without triggering the payment of full rent provision of the Lease.

PDA staff is supportive of relocating the 25 cubic yards of chlordane impacted soil to the Iron Parcel soils management area without activating the additional rent obligations of Lonza. Consolidating the majority of impacted soils at 101 International Drive and 70-80 Corporate Drive will make tracking, documenting, and future development of this area less problematic. Additionally, staff does not believe this violates the intent of the rent escalation provision to limit active use of areas for which full rent is not being paid.

At the October 20th Board meeting, please seek Board approval to relocate approximately 25 cubic yards of chlordane impacted soil from the café expansion project at 101 International Drive to the Iron Parcel soils management area, without otherwise triggering the rent escalation provisions of Article 4.B of the lease agreement between the PDA and Lonza.

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