

**APPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
February 15, 2017**

Present: Ron Poltak, Chairman; Paula Marzloff, Vice Chairman; Michael Rolfe, Steve Grillo, Members. Jess Edwards & Tom LaCroix, Alternates. Minutes recorded by Denise Royce.

Absent: Jeff Porter, Alternate. Dale Phillips, Selectmen's Representative.

Mr. Poltak called the meeting to order at 7:01p.m. and asked the Board members to introduce themselves to everyone present for tonight's meeting.

At this time, Mr. Poltak moved on to the acceptance of the minutes for February 1, 2017.

MINUTES

Mrs. Marzloff moved to approve the minutes for February 1st, 2017 as written, Mr. Grillo seconded the motion. A vote was taken; all were in favor, the motion passed.

ANNOUNCEMENTS/CORRESPONDENCE

➤ None were reviewed at this time.

GENERAL BUSINESS

**Francesca Pittori
Belize Real Estate Holdings, LLC
5 Windsor Drive, Tax Map 2, Lot 4-3
Discuss Driveway Relocation
Continued from February 1, 2017**

Mr. Mitchell began by saying that he was asked to prepare these plans for Ms. Pittori and stated that they were before the Board approximately two (2) weeks ago. Mr. Mitchell went on to say that the original plan showed the house location and a driveway sight distance plan. In reading the minutes and talking to Ms. Pittori there was some concern with regard to sight distance. One of the things that they had on the sight distance plan showed material coming off which was just between the edge of the pavement and the edge of the right of way. There were never any improvements to be

done within the roadway but were just taking some additional material down to improve sight distance. Mr. Mitchell explained what they have done which to show the safe stopping distance for 35 mph. Basically, if there was someone driving down the road and there is an object at the end of the driveway should have time to stop before they get to the driveway. Mr. Mitchell further explained the sight distance and the safe stopping sight distance. Mr. Mitchell also informed the Board members that they have moved the driveway down approximately 30 feet to the north where it is now located at the top of the crest of the road and by doing so, he believes they meet the safe stopping distance that the Board was looking for. With that in mind, Mr. Mitchell stated that he would be happy to answer any questions at this time. Mr. Edwards commented that he would not be surprised if the average speed on that road was 40 to 45 mph. Mr. Mitchell explained the stopping distances for different speeds and believed that what was proposed met the sight distance for the posted speed limit. Mr. Poltak asked if there were any further questions. Mrs. Marzloff commented that she did have a problem with meeting sight distance but since they've moved the driveway was a lot better. Mr. Mitchell stated that just moving to the center of the road did accomplish that. Mrs. Marzloff asked Mr. Mitchell if there was anything written in the original subdivision that indicated why the original driveway was to come off of Windsor Drive. Mr. Mitchell stated that he did not have anything in his records and that his office did the plans back in 2002 and that he knew that it was a two (2) phase subdivision with the right of way going out back which was exchanged for the applicant to pay to have the lots on Wilsons Crossing subdivided and it hasn't changed. Mr. Mitchell did say that it is always best to have the driveway off the main drag but in this case where the proposed driveway coming off of Windsor Drive would be 400 plus feet of driveway and that was why they requested to come before the Board tonight. Mrs. Marzloff wanted to know if during the original approval if there was an attempt to reduce the number of driveway cuts on Wilsons Crossing and if that was part of the consideration. Mr. Mitchell was unsure but noted that this was the only lot that did not show a driveway.

In conclusion, Mr. Mitchell believed that this was the best place to put the driveway with it meeting sight distance. Mrs. Marzloff recalled that there was some discussion about reducing the number of driveway cuts on Wilsons Crossing because there were 3 or 4 lots coming off onto Wilsons Crossing and believed that there was the potential problem with the addition of every driveway cut. Mr. Tatem pointed out that the regulations do the plus five (5) on the speed limit and suggested that Mr. Mitchell do the sight distance for 40 mph instead of 35 mph per the regulations. Mr. Tatem also pointed out that they would be required to have one foot of clear all season sight distance for growth of vegetation and right now for snow banks. This would provide a safe driveway for the people who are going to live there. Mr. Tatem agreed with Mr. Mitchell that if the sight distance is there and pointed out that he had spoken to Mr. Mitchell and these lots were not part of the cluster subdivision. A brief discussion ensued with regard to the driveway cut and where the proposed mailbox would go. Mr. Mitchell indicated that he did not look at that but believed it would be on either side of the driveway.

Mr. Poltak commented that he believed this was a minor site plan amendment and that the Building Inspector had the authority to issue driveway permits and would suggest to

the Board is to take a vote on recommending a driveway up or down to the Building Inspector and then within the context of doing so we would do so by checking the original approval which is what Mrs. Marzloff had suggested. Mr. Poltak asked Mr. Tatem if this driveway would require detailed drawings. Mr. Tatem said no that if they provided a sight distance report that shows it meets AASHTO stopping sight distance plus five (5) then he believed it would be adequate. Mr. Mitchell did not see an issue with doing what the Board was looking for.

A brief discussion ensued with regard to water flow downhill and the location of the house within the building envelope.

Mr. Grillo made a motion to recommend that the Code Enforcement Officer to work with the applicant on the proposed driveway with the appropriateness of sighting this driveway by adhering to the plus five (5) for Tax Map 2, Lot 4-3, Wilsons Crossing Road and to work with the town engineer and satisfying our design requirements and also to review the previous approval. Mrs. Marzloff seconded the motion. A vote was taken; all were in favor, the motion passed.

At this time, Mr. Mitchell thanked the Board members for their time and Ms. Pittori asked what her next step would be. Mr. Poltak explained to Ms. Pittori to work with the Building Inspector with formalizing everything and working with Mr. Mitchell.

**Informal – David Collins
200 Rockingham Road, Tax Map 27, Lot 13
Zoned Commercial Two
Discuss Potential Small Business**

Mr. Collins did not attend tonight's meeting.

**Informal – Peter Stoddard
On Behalf of Bessie Kellett
460 Bunker Hill Road, Tax Map 8, Lot 55
Discuss Proposed One Lot Subdivision**

Mr. Stoddard passed out copies of the proposed one lot plan to each of the Board members for their review. Mr. Stoddard began by saying that he was before the Board tonight representing Bess Kellett for a proposed one lot subdivision. Currently she owns a little over 15 acres and went into more detail regarding the wetlands and showed the areas on a subdivision plan. Mr. Stoddard explained that she was looking to cut off approximately 3 acres and keep her house and yard area in current use. Mr. Stoddard stated that the new lot meets the required frontage, lot size and has a 4K area with a well drawn out along with a building envelope where the house could be constructed. Mr. Stoddard also talked about the potential driveway location which had decent sight distance both ways. Mr. Stoddard indicated that since it was only a one lot subdivision that they would be asking the Board members to waive engineering

requirements and drainage computation and outside engineering reviews to basically save his client some money. Mr. Poltak asked if it was his client's thought to sell for home construction. Mrs. Kellett answered by saying that it would allow her to stay in her home. Mr. Poltak wanted to be sure that the property remaining in current use will still make the requirement. Mr. Stoddard indicated that after the one lot subdivision that there would still be about 12 acres left in current use where 10 acres is the minimum. Mr. Poltak talked about the current use penalty when taking acreage out of current use.

At this time, Mr. Stoddard talked about the wetlands and the different soils that each of them have. Mr. Poltak believed that given the frontage, lot size and building envelope for the proposed one lot subdivision that it looks like it would be an approvable lot. Mr. Stoddard believed that it would probably be a house with a garage under.

Mr. Grillo was concerned about waiving the engineering because he believed that when someone comes along and wants to build on it and then we find out that it's not a buildable lot on a lot that the Planning Board approved. Mr. Poltak informed Mr. Grillo that what they were approving was the subdivision at this time and that they were not approving a building lot as that would be taken care of through the Building Inspector. Mr. Poltak further added that they were allowing for the subdivision to take place but they were not approving a lot but understand that it meets all the requirements for a buildable lot. Mr. Stoddard explained that they would not have to submit State Subdivision Approval for the lot that was over 5 acres but that they would have to submit State Subdivision Approval for the 3 acre lot and they would look at soils and the like. The State usually wants to make sure that you can put a leachfield along with a house on the lot so it would be left up to the State.

Mrs. Marzloff asked about the building envelope that looks like it encroaches into the wetland buffer and would they be able to maintain the 125 foot buffer. Mr. Stoddard said yes. Mr. Tatem answered by saying that they were showing the setback as 125 feet which is the more restrictive and that as long as the wetlands were flagged within the past 5 years that he would agree with Mr. Mitchell that a drainage study would not be required. Mr. Tatem stated that considering the radius of the road in that area that he would suggest to the Board that a sight distance plan be provided for the driveway. Discussion ensued with regard to whether or not the Board was approving the subdivision or if they were approving that it was a buildable lot. Mr. Tatem explained the difference between a subdivision plan and a site plan review which were totally different and that the Board does not deal with whether or not a lot is a buildable lot when looking at a subdivision plan. All they need to show on a subdivision plan is the access, well, septic system and a buildable envelope and that's it and then the final details with the actual house location, driveway design and septic system design would be dealt with the Building Department at a later date. Basically, the Board is asking for the bare minimum during subdivision approval. The Board members understood.

Discussion ensued with regard to requesting a driveway permit. It was noted that a driveway permit could not be requested until such time as the subdivision is approved.

Mr. Poltak asked Mr. Stoddard if he had any other questions at this time. Mrs. Marzloff asked when the next Public Hearing would be. Ms. Royce indicated that the Public Hearing to be held in March would be scheduled for March 15th. Mr. Stoddard believed that they would need to be placed on the April Agenda as he was heading out of town. Mrs. Marzloff informed Mr. Stoddard that he did not have to choose a date tonight that he could just contact Ms. Royce when he was ready. At this time, Mr. Stoddard thanked the Board members for their time and exited the meeting.

PUBLIC HEARING

**Access Ambulatory Surgery Center, LLC
Auburn Medical Properties, LLC (Owner)
45 Dartmouth Drive, Tax Map 6, Lot 18-4**

**Major Site Plan Review
Ambulatory Surgery Center
Medical Facility (Phased)**

Continued from January 18, 2017

Mr. Jason Lopez of Keach-Nordstrom Associates began by passing out copies of the plan to each of the Board members. Mr. Lopez also informed the Board members that Dr. Siegel was present tonight as well Mark Moeller of JSA Architects. Mr. Lopez indicated that they have received Stantec's review comments of which they have gone ahead and addressed those. Mr. Lopez further added that they have received Stantec's 2nd review letter and that he did not see major items and would let Mr. Tatem speak on that to see if he has any concerns on the 2nd review letter. Mr. Lopez went on to say that since the last review plan was submitted that they have gone out and conducted a few more test pits out by the road and found a little more ledge. Mr. Lopez stated that since they found this out that it made sense to raise the whole parking area and building approximately two (2) feet. Mr. Lopez went on to say that, by raising the driveway two (2) feet that they originally had the driveway swinging over to the side and they were now able to straighten the driveway out.

Mr. Lopez wanted to discuss the three (3) waivers that they would be looking to obtain from the Board and began going through them one at a time. Mr. Lopez stated that they have discussed the height of the pole lights and are looking for a waiver to have them at 24 feet. Mr. Poltak commented that 24 feet was fine with him. Mr. Lopez went on to the next waiver which was regarding the requirement calls for coming into the driveway being 70 feet at 2% slope away from the driveway. Mr. Lopez pointed out that since this parcel is not designed for tractor trailers that they looked at the largest truck being the fire truck and small box delivery trucks that they have 2% sloping away for 45 feet. The next waiver that they would be requesting is the limitation of 40 square feet on signage on the property and anything over 60 square feet needs to go to the Zoning Board of Adjustment and that the Planning Board can allow a waiver of up to and including 60 square feet. Mr. Lopez explained that they were looking to have multiple tenants on the property and two (2) different buildings that they would like to ask for 32 square feet for

the main site sign and then split the difference with having a 14 square foot sign for the surgical center and then 14 square feet for the other building. If at that time it becomes an issue and they need to go larger that they would then have to go before the ZBA at that time but for right now 32 square feet, 14 square feet and 14 square feet would be sufficient. Mr. Lopez further added that they were also allowed one on site sign of a maximum of 12 square feet which they will utilize at the entrance for a directory sign. Mr. Lopez indicated that this was basically what they were looking to do. Mr. Poltak asked what type of signs they would be. Mr. Lopez stated that they are not designed yet because the owner is working on a logo but they would probably have some internally lit but would comply with zoning. A brief discussion ensued with regard to signs. In conclusion of this discussion, Mr. Poltak did not have any issues with what they were proposing at this point. Mr. Tatem wanted to talk briefly about the request for the three (3) waivers and indicated that they had no objections with the waiver request for pole height to be 24 feet; they had no objection to the waiver for the driveway slope being 2%. Mr. Tatem moved on to talk about the signage and asked Mr. Poltak if he would approve this tonight or would he wait to see a sign package. Mr. Poltak indicated that he would wait to see a sign package. Mr. Tatem pointed out that they would then have to come back for a final hearing when they have their sign package together and asked if they could get conditional approval tonight and then come back for just the sign package. Mr. Poltak believed that they could get conditional approval if the Board agreed with him and just come back when they have their sign package.

At this time, the Board and Mr. Lopez talked about State permitting and septic location. Mr. Tatem talked about the road and his conversation that he had with Mike Dross, the Road Agent about cutting the road and what they were proposing to do. Mr. Tatem also stated that they would be putting something on the plan about the fact that they would open cut the road and put the dry sewer line along with the high pressure gas line across and backfill it and then binder flush the patch and let it sit for the year basically while they are building the building and then in a year they would come back and mil the patch down an inch to an inch in a half, five (5) feet in both directions and patch it and fill in the joints. With those conditions, Mr. Dross was okay with cutting an open trench across the road and he did not have an issue with it as well. They would have to maintain traffic flow because it is an open road.

Mr. Tatem went on to talk about the two (2) outstanding items which are minor which pertain to drainage with regard to the type of grass that they should be using and if Mr. Lopez agrees to do their way then he does not have any objections to the rest of the comments.

At this time, Mr. Poltak wanted to turn to the Board to see if they had any questions or comments. Mr. Edwards talked about a comment made by an abutter about traffic coming out onto Rockingham Road with regard to sight distance. Mr. Poltak answered by saying that the roadway coming out of Dartmouth Drive onto Rockingham Road was very accommodating and acceptable to the design standards and the amount of traffic added to the conditions out there would not be an issue. Mr. Poltak further pointed out that they would not be having any type of traffic study done and this was a non-issue.

Mr. LaCroix had a question for Mr. Tatem with regard to conditional approval and if everything had to be addressed before obtaining conditional approval. Mr. Tatem stated that if there were a large number of outstanding items then yes but most of these comments and if the Board agrees to the waiver for lighting to have the poles 24 feet then the other six (6) comments will be complete and all the other comments that are not addressed yet, in his opinion, are small technicalities and has worked with Mr. Lopez in the past and believed that they could work them through and felt comfortable enough for them obtaining conditional approval tonight. Mr. Tatem also commented that the one nice thing about having them come back for a final sign package is that all of the outstanding items will have been taken care of.

Mr. Rolfe asked about the septic system and Mr. Tatem was aware of the design and discussed the system for the Board members and pointed out that the system that they are proposing was probably the best system they could propose. Mr. Rolfe asked about snow storage area and did not believe that anything would live there if they start jamming snow and salt into the plants. Mr. Lopez understood what the Board was saying. Mr. Tatem indicated that the regulations require a certain amount of plantings which kind of hampers where they can put their snow storage so if the snow exceeds what is supposed to be stored on site then they would remove it off site and that a note on the plan should be put in place.

Mrs. Marzloff stated that she cannot support the waiver on signage because if it's 2 years then that's one thing but if it's 10 years then why are they waiving it now. Mr. Lopez answered by saying that right now they know they would like to have the main site sign and that they want to have a sign on this building and 32 square feet and 14 square feet would already be exceeding the 40 square feet. Mr. Lopez went on to say that they know that this may happen in the future but they want to make sure that they have that available so that is why they want to go up to the maximum allowed by waiver now. Mr. Lopez reiterated that, from day one that they would exceed the 40 square feet. Mr. Poltak stated that they would not be bringing up the waiver tonight because he would like to review some sketch and design of what they were proposing but that the monument sign was much more acceptable from square footage. Mr. Lopez asked if the sign package could go with the sign application and come back before the Board at that time. Mr. Poltak said yes. A brief discussion ensued with regard to the procedure.

Mr. Poltak did not think they would start building until at least April or May. Dr. Siegel indicated that they were hoping to start by the end of March because the builder and the contractor are all ready to go. Dr. Siegel stated that he did not have a problem with designing a logo but wanted to be sure that they had a project to move forward with before he started dumping money into designing a sign but would be more than happy to come back with a sign package. Mr. Poltak explained to Mr. Tatem that they could give conditional approval tonight and wait on both the sign package and take up the waiver for signage at that time. Mr. Tatem understood. Dr. Siegel, Mr. Lopez and the Board members discussed the options regarding the signage and Mr. Poltak pointed out that they would not need to come back before this Board if they maintain the 40 square feet for the signage. Mr. Tatem explained that they would not be getting final approval

tonight because there are a number of outstanding items and recommended that they move forward with the waiver, provide a sign package plan within a month and get everything taken care of with regard to the outstanding items and then come back in a month and show them a sign package and then they would be done.

With this in mind, Mr. Poltak asked the Board if they had any further questions or comments and if not that conditional approval was in order and a motion relative to the two (2) waivers and suggested that they take up the waivers first.

Mr. Grillo made a motion to approve the waiver request from Section 10.08 Construction of Driveways and Parking Lots to slope away 2.5% for 45 feet for Tax Map 6, Lot 18-4, 45 Dartmouth Drive. Mrs. Marzloff seconded the motion. A vote was taken; all were in favor, the motion passed.

Mr. Grillo made a motion to approve the waiver request from Section 10.13 (4) (iii) (c), Lighting to allow 24 foot light poles for Tax Map 6, Lot 18-4, 45 Dartmouth Drive. Mrs. Marzloff seconded the motion. A vote was taken; all were in favor, the motion passed.

Mr. Grillo made a motion to grant conditional approval for additional signage conditioned upon satisfactory review of the sign designs and the Stantec letter dated February 15, 2017 for Tax Map 6, Lot 18-4, Dartmouth Drive. Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.

Mrs. Marzloff made a motion to Continue the Public Hearing until March 15, 2017 regarding sign package plan and waiver request from Section 3.10 (5) (a) Signs Permitted in the Commercial and Industrial Districts for Tax Map 6, Lot 18-4, 45 Dartmouth Drive. Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.

**Babb Motors
MSTimes 2 Property Management, LLC (Owner)
20 Commercial Court, Tax Map 1, Lot 16-25
Minor Site Plan Review
(Building Addition – Storage)**

Mr. Poltak turned the meeting over to Mr. Mitchell who would be presenting on behalf of Babb Motors. Mr. Mitchell explained that the plan is to show a proposed addition to the existing building which would be 2,016 square feet which would be 42 feet by 48 feet and the existing building is 3,825 square feet. Mr. Mitchell indicated that the proposed addition would not be used as repair base but used for storage of vehicles and was not climate controlled. Mr. Mitchell explained the reason behind the addition was basically due to security reasons as well as keeping vehicles out of the weather. Mr. Mitchell stated that it would be a Morton Building and that there would not be any additional

runoff because there was already pavement there and the building would be placed on top of the asphalt. Mr. Mitchell pointed out that they did go before the Conservation Commission before they came to the Zoning Board and they suggested doing curbing around the edge and upon further review that the curbing was already there. Mr. Mitchell further talked about the building and the requirements and also talked about the septic and stated that the system was working. Mr. Mitchell concluded that the addition was basically to keep the vehicles out of the weather.

Mr. Poltak asked if there were any questions from the Board members. Mrs. Marzloff had one question and stated that she did not see a snow storage area. Mr. Mitchell pointed out the snow storage areas on the plan. Mr. Rolfe asked if it would be a concrete floor and would not be heated. Mr. Mitchell said yes. Mr. Poltak asked Mr. Sturgis how they would be collecting waste oil. Mr. Sturgis stated that some would be used cars that are expensive for sale and other vehicles are ones that would be taken apart for inspection and waiting for parts to come or some with engines torn apart that cannot be left outside. Mr. Sturgis added that he was looking for a method to free up space that they are working in.

Mr. Poltak asked about storm water runoff as he noted it was a sizeable roof and asked what kind of storm water runoff they had currently. Mr. Mitchell pointed out that it was already paved where it is so it will runoff of the pavement at the same rate that it will run off the roof. Mr. Poltak asked where it was going currently. Mr. Mitchell stated that it was going into the ditch that was shown on the original plan done in 1998. The Board all agreed that it was very flat out there.

Mr. Poltak asked Mr. Tatem if he had anything to add. Mr. Tatem also agreed and stated that he would not ask for a drainage study. Mr. Poltak commented that he was looking very favorable on this one and believed it was a minor site plan and recommended that the Board move forward with it.

Mrs. Marzloff made a motion to grant approval for minor site plan for Tax Map 1, Lot 16-25, 20 Commercial Court. Mr. Grillo seconded the motion. A vote was taken; all were in favor, the motion passed.

OTHER

**Maverick Homes, Inc.
Haven Drive, Tax Map 5, Lots 29 & 36
Cluster Subdivision
Discuss LOC Terms**

Mr. Tatem began by explaining the project that was approved off of Pingree Hill Road that would connect to Haven Drive. Everyone was familiar with the project for discussion tonight. Mr. Tatem explained that Mr. Febonio is doing the project in two (2) phases and the fact that the Town does not want Mr. Febonio to build half of it without

fully bonding the second half in case he did not complete the project. Mr. Tatem added that Mr. Febonio went to his bank and his bank was bought out by a bank in Massachusetts. Mr. Tatem went on to talk about the Letter of Credit requirements for the Town of Auburn which shall be good for two (2) years and shall be self-calling and it can only be extended for a maximum of one year. Mr. Tatem stated that, Mr. Febonio's bank will not provide the Letter of Credit with the requirements that the Town of Auburn wants. Mr. Tatem continued by saying that the Town's Attorney has reviewed them and says it's that they were close and it was pretty good and Mr. Herman has also reviewed it but the thing that the Bank is not giving the town is that it's not a self-calling Letter of Credit. So now, Mr. Herman has to send in a request to the Bank to call it. Mr. Herman has indicated that the Town now has a good system and would definitely keep an eye on all Letters of Credit. Mr. Tatem believed that a quick vote should be taken basically indicating that the Board accepts the Letter of Credit as written.

Mrs. Marzloff asked Ms. Royce if there was something in place that keeps track of the Bonds and Letters of Credit. Ms. Royce said yes. Mr. Tatem said that he gets copies of those letters and that it is very well maintained.

Mr. Poltak believed that they needed to acknowledge the situation that we are in and make sure that Section 8:02 of the Town of Auburn's Subdivision Regulations acknowledging that the Letter of Credit does not meet the 2 year limit, the self-calling limit and the maximum one year extension. A brief discussion ensued with regard to the Letter of Credit.

Mr. Grillo made a motion to accept the Letter of Credit as written with the terms negotiated by the Town of Auburn's legal counsel and the developers financial institution because of a change in bank ownership in the midst of a phased project where the Letter of Credit terms differ from the Town of Auburn's Subdivision Regulation Section 8:02 which does not meet the 2 year limit, the self-calling limit and the maximum one year extension for Tax Map 5, Lots 29 & 36, Haven Drive. Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.

Master Plan

Mr. Tatem began by saying that we have been talking about the Master Plan for a little over a year now and introduced Mr. Steve Whitman, who is the owner of Resilience Planning and Design and turned the discussion over to Mr. Whitman.

Mr. Whitman explained what his process would be with the Town of Auburn and stated that he has obtained a lot of information from Mr. Tatem and had met with Mr. Poltak once. Mr. Whitman also talked about Karen Fitzgerald of Fitz Design who will be working with him who is a landscape architect and would be the person if he needed any graphic information. Mr. Whitman asked if there were any questions at this time. None were noted.

Mr. Whitman moved on to discuss Section #2 of Mr. Tatem's handout earlier and shown below:

Discuss the Board's feedback on the following 2007 Master Plan questions:

- What do you like about the existing plan that we should work to retain?
- What changes to the format or delivery of information would you like to see?
- Do you envision this document existing primarily as a digital document with hyperlinks to other plans and resources?
- Have the maps produced in the 2007 plan been useful and informative?
- Have you been able to track the implementation actions?

A brief discussion ensued with regard to these questions and what the Board is looking to achieve.

Mr. Whitman asked about the mapping that was done in the last Master Plan if it has been used in the last 10 years.

Mr. Whitman and the Board members went through the proposed agenda for the upcoming meetings as follows:

Discuss the deliverables for the March 15th Meeting (Introduction, Demographics, and Community Facilities.

- a. How much time do they want to review materials before meeting? (1 week? 2 weeks? More?)

Discuss the format for the April 1st Visioning Session event. Location, advertising (Facebook, Town web site, etc.), time, food, etc.?

- a. I am going to suggest we schedule it for a morning session, maybe with coffee and donuts, as there is a Town Employee Appreciation event scheduled for that same evening at 6:00pm.

Mr. Tatem asked Ms. Royce to see if the school was available on April 1st from about 9:00am until 11:00am. Ms. Royce understood and said that she would see what was available.

Quickly give an overview of our anticipated schedule:

- Work Session 1 – March 15th – Introduction and Demographic Trends; Community Facilities
- Work Session 2 – April 1st – Visioning session with Townspeople
- Work Session 3– April 19th – Two more chapters (Housing, Public Utilities)
- Work Session 4– May 17th – Three more chapters (Vision & Goals, Natural Resources, Regional Concerns)
- Work Session 5 – June 21st – Three more chapters (Economic Development, Transportation & Future Land Use)

- Work Session 6 – July 19th – Land Use Chapter & Implementation Actions
- July/August Final formatting and delivery of files for adoption.

ADJOURN

Mr. Grillo moved to adjourn the Hearing. Mrs. Marzloff seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 9:45p.m.

The next Planning Board meeting will be held on Wednesday, March 1, 2017 at 7:00pm at the Town Hall, 47 Chester Road unless otherwise noted.