

**UNAPPROVED MINUTES**  
**Town of Auburn**  
**Planning Board**  
**MASTER PLAN**  
**May 17, 2017**

**Present:** Ron Poltak, Chairman. Steve Grillo & Jeff Porter, Members. Paula Marzloff & Tom LaCroix, Alternates. Dale Phillips, Selectmen's Representative. Minutes recorded by Denise Royce.

**Absent:** Michael Rolfe, Member. Jess Edwards, Alternate.

Mr. Poltak called the meeting to order at 6:05 p.m. and asked the Board members to introduce themselves to everyone present. Mr. Poltak indicated that there were two (2) items of business to take up before getting into the Master Plan which should be fairly quick. First off, Mr. Poltak moved on to the acceptance of the minutes for May 3, 2017.

Mr. Poltak elevated Mr. LaCroix to full voting member for tonight's hearing in the absence of Mr. Rolfe.

**MINUTES**

**Mr. Porter moved to approve the minutes for May 3<sup>rd</sup>, 2017 as written, Mr. Grillo seconded the motion. A vote was taken; all were in favor, the motion passed.**

**GENERAL BUSINESS**

**Mr. Pichette**  
**Boxwood Drive Subdivision Completion**  
**Discuss Letter of Credit Expiring June 8, 2017**

Secondly, Mr. Poltak pointed out that there was an issue that relates to Boxwood Drive and Mr. Pichette. Mr. Poltak explained that the Town of Auburn has a Letter of Credit that will expire on June 8, 2017 and with that said, relative to calling that Letter of Credit They have to decide what they are going to do tonight because the clock is ticking. If the Board decides to call that Letter of Credit relative to indication that there is still a lot of work out there that remains to be done and the applicant for quite some time has lingered in getting the work done. Mr. Poltak stated that the Board requested two (2) days ago knowing that the Board would have to take this up tonight advice of counsel. Mr. Poltak explained that they received the information late in the day today from Attorney Bennett to Ms. Royce and read the letter aloud to everyone present tonight. A copy of which can be found in the sub-file. In reading the letter, Mr. Poltak indicated that the Letter of Credit contains an automatic call provisions if all improvements are not

completed before the Letter of Credit is due to expire. Mr. Poltak further stated that the Letter of Credit is due to expire on June 8, 2017 of which the letter from town counsel states that the town is concerned that the Letter of Credit may lapse without having another Letter of Credit in place or the improvements completed. The town sent Mr. Pichette a letter on April 14<sup>th</sup>, 2017 requesting that he contact the town on or before May 17<sup>th</sup>, 2017 to schedule a meeting with the Planning Board for the purpose of discussing the uncompleted improvements. Mr. Pichette was advised that if he failed to contact the town as requested that the Planning Board would take a vote to recommend that the Letter of Credit be called by the Board of Selectmen. The town received a letter of response on May 15<sup>th</sup>, 2017 and he provided some details as to his plans for completing the necessary improvements, however, no meeting with the Planning Board and Mr. Pichette has been scheduled. With this in mind, Mr. Poltak went on to say that, "Per the terms of the LOC, if all improvements are not completed by June 8<sup>th</sup>, 2017 and a certificate of completion has not been issued by the Town, the LOC shall "be considered to be called" and no further action by the town is required." Mr. Poltak went on to address the Board with Attorney Bennett's recommendation that, since the town's letter of April 14, 2017, offered Mr. Pichette the opportunity to meet with the Planning Board before it took any action on the LOC, and Mr. Pichette did respond, I would suggest that the Planning Board call a special meeting to address the LOC on or before May 31<sup>st</sup>, 2017, and allow Mr. Pichette an opportunity to update the Board." Mr. Poltak went on to read through the rest of the letter from Attorney Bennett. Attorney Bennett also "recommended that the Board have Stantec prepare a current estimate for the cost of the improvements as the estimate would be helpful to the Town for determining if responses to a RFP are reasonable and to document for the bank that the expenditures for completing the improvements are reasonable."

In conclusion, Mr. Poltak understood the letter to recommend that the Board call the Letter of Credit but prior to doing so that the Board formally contacts Mr. Pichette and request that he meet with the Planning Board before May 31<sup>st</sup> and if Mr. Pichette fails to meet with the Planning Board then the Board would go directly to the BOS and if he does, the Board will listen to what he has to say and decide accordingly. Mr. Poltak believed that the best thing to do was to set a time to meet with Mr. Pichette.

Mrs. Rouleau-Cote addressed the Board by saying that she did have the opportunity to speak with Attorney Bennett at length this morning and basically discussed having Mr. Pichette meet with the Planning Board on May 31<sup>st</sup> which is two (2) weeks from today and this will give Stantec an opportunity to put an estimate together. We are hoping that the Board will agree to meet with Mr. Pichette on May 31<sup>st</sup> and if Mr. Pichette does not attend that meeting then, as Attorney Bennett has indicated that the bond is a self-calling bond and then the Town would be prepared to tell the bank that we are calling the bond on June 8<sup>th</sup>. The fear is that if Mr. Pichette comes in on May 31<sup>st</sup> and says that it's his intention to finish it and that he needs six (6) more months to do then that is when the fear comes into play because we know that the bank will not have a renewed Letter of Credit in our hands within two (2) weeks' time. Mrs. Rouleau-Cote explained to the Board members that, that is why the date of May 31<sup>st</sup> is critical.

Mr. Tatem talked about the surety that is in place is a reclamation surety and that it's not surety to complete the work. Mr. Tatem indicated that he has photos of the site on his computer as it sits today. Mr. Tatem stated that, the total amount of surety is \$37,134.00 and further explained that it's barely enough to grade the piles flat and loam and seed because it was not building a road with that amount of surety. Mr. Tatem further indicated that there were some ledge cuts that were 12 to 15 feet that they were not expecting and that the area is a wreck. Discussion ensued with regard to attempting to contact Mr. Pichette has been unsuccessful in the past and as noted in his letter that the only way to reach him was by letter.

Mr. Poltak pointed out that May 31<sup>st</sup> works for him and asked the Board to make a motion.

**Mr. Grillo made a motion to schedule a meeting with Mr. Pichette on May 31<sup>st</sup>, seconded by Mr. Porter. All were in favor, the motion passed unanimously and a meeting will be scheduled with Mr. Pichette for Wednesday, May 31<sup>st</sup>.**

Mr. Poltak asked Mrs. Rouleau-Cote if she would be the one taking responsibility of getting in touch with Mr. Pichette. Mrs. Rouleau-Cote indicated that Ms. Royce would be the one getting in touch with Mr. Pichette. Discussion ensued with regard to notifying Mr. Pichette by certified return receipt mail. Ms. Royce understood what was being asked and would contact Mr. Pichette.

Mr. Tatem did not think it would matter by redoing the amount of reclamation surety but would do it if the Board so desired. Mr. Poltak went on to discuss what would occur if Mr. Pichette came before the Board on May 31<sup>st</sup> and the fact that they would be requesting to the BOS regardless of whether or not Mr. Pichette would be doing the work or not and requested that Mr. Tatem prepare a reclamation surety prior to May 31<sup>st</sup> for restoration and erosion control of the project. The Board discussed the meeting on May 31<sup>st</sup>.

Mr. Poltak moved on to the discussion of the Master Plan.

## **PUBLIC HEARING – MASTER PLAN**

Mr. Poltak talked about state statute requires that every community within the State of New Hampshire that has land use controls that they intend to keep in place must update its Master Plan every 6 or 7 years and that it has been 8 years since the last Master Plan was done back in 2007. Mr. Poltak explained that what they want to have within that Master Plan a vision so that it reflects the feeling of the community in regard to how they want to see Auburn 25 years out. Mr. Poltak added that it shows short and long term goals as well.

At this time, Mr. Poltak turned the meeting over to Dan Tatem and Steve Whitman.

Mr. Whitman introduced himself and also introduced Karen Fitzgerald and explained what would occur tonight which would include a slide presentation and then he would like to break everyone out into three (3) groups. Mr. Whitman further explained that each table would have a question and that everyone would have 10 minutes per table to write their answers down on the paper table cloths and then everyone would switch to another table and then at the end they would discuss it.

At this time, Mr. Whitman began the slide presentation entitled “Envision Auburn 2017 – 2027. Mr. Whitman stated that the Master Plan in New Hampshire only has to have two (2) elements which is a Vision and Future Land Use Plan, where are we going and how do we anticipate getting there. Mr. Whitman went on to explain what the Master Plan would be looking for which would be to identify development, redevelopment, conservation and infrastructure needs/opportunities. The Master Plan is adopted and amended by the Planning Board after a Public Hearing.

Mr. Whitman also went over the following:

- Median Age in Auburn is 43.9
- By 2025 Auburn’s Population is estimated to be 5,828
- By 2025 Auburn may need 270 additional units
- Map - Conservation and Public Lands
- Map - Natural Hazards
- Map - Surface Water & Natural Services Network
- Map - Future Land Use

Mr. Whitman went over Group 1, 2, 3 & 4 and the questions for each group which are as follows:

- Group 1 - What aspects of Auburn are important to hold onto as we grow? How do we accomplish this?
- Group 2 - What threatens Auburn’s character and quality of life? How do we address these threats?
- Group 3 - What is needed to make Auburn an even better place to live? Be sure to look out to the year 2027?
- Group 4 - What Community Facilities and Services need to change over the next decade? How should they change?

A brief discussion ensued with regard to the new Accessory Dwelling Unit adopted

At this time, everyone broke into three (3) groups and began at one of the four (4) tables. Each table had one of the above questions which were discussed and notes were written down. All discussions and answers are to be submitted to Stantec for inclusion into the Master Plan.

Once the discussions ended at each table, Mr. Whitman ran through each of the questions with everyone present. Mrs. Belcourt commented that she had skimmed through the last Master Plan briefly and noticed that there was only one item about the school and that it was marked as a low priority and that it was the only item having to do with the school. Mrs. Belcourt stated that in the next Master Plan that she would like to see more for education and making more emphasis on education. Mrs. Belcourt further added that, next Tuesday at 6:00pm at the Auburn Village School, the School Board will be holding a special meeting on the next plan for the school renovation/addition. Mr. Whitman asked what the timeline would be for that to occur. Mrs. Belcourt stated that they were starting from scratch with a new plan.

In conclusion, Mr. Whitman explained that they would be putting together a draft of the Master Plan and then once the Planning Board approves the revision then they would hold a Public Hearing for the adoption of the new Master Plan. Mr. Whitman thanked everyone for participating in the discussion for updating the Master Plan and the meeting concluded.

## **ADJOURN**

<b>Mr. Porter moved to adjourn the Hearing. Mr. Grillo seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 8:12 p.m.</b>
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***The next Planning Board will hold a special meeting which will be held on Wednesday, May 31<sup>st</sup>, 2017 at 7:00 p.m. at the Town Hall, 47 Chester Road unless otherwise noted.***