

**UNAPPROVED MINUTES  
Town of Auburn  
Planning Board  
PUBLIC HEARING  
August 19, 2015**

**Present:** Ron Poltak, Chairman; Alan Côté, Vice-Chairman, Paula Marzloff, Member. Jim Tillery and Steve Grillo, Alternate Members. Dale Phillips, Selectmen's Representative. Minutes recorded by Denise Royce.

**Absent:** Karen Woods, Member.

Mr. Poltak called the meeting to order at 7:00 p.m. and introduced the Board members to those present. Mr. Poltak informed everyone present that in the absence of Ms. Woods tonight that he would elevate Mr. Grillo to full voting status. Also, Mrs. Marzloff will have to recuse herself from the matter pertaining to Dearborn Road Subdivision and therefore would elevate Mr. Tillery to full voting status.

**MINUTES**

***Mrs. Marzloff moved to accept the minutes of July 22<sup>nd</sup>, 2015; Mr. Côté seconded the motion. A vote was taken; all were in favor and the motion passed.***

**GENERAL BUSINESS**

**Doug MacGuire  
On behalf of Dan Goulet  
C Squared Realty, LLC/Wellington Business Park  
Dartmouth Drive, Tax Map 6, Lot 18-5  
Discuss Potential Site Plan Amendment**

Mr. MacGuire presented on behalf of his client, Mr. Goulet and began by saying that the site that he would like to discuss tonight is Lot 5, Dartmouth Drive. Mr. MacGuire passed out copies of a proposed plan along with the original site plan that was approved by the Planning Board. Mr. MacGuire went on to say that Building "A" was constructed and some of the parking infrastructure was constructed as well as part of like a phase to this development. Mr. MacGuire stated that C Squared Systems bought the property from Mesiti Corporation and what they are proposing to do was to expand the warehouse area of the existing building to office and have that building be entirely office space and to build an additional building which may have some additional office support and also their warehouse space. Basically what they are proposing was to work entirely within the existing footprint which he believed was pretty important and was not hard to do. At this time, Mr. MacGuire pointed out that they were looking for

feedback from the Board members and then they would come back before the Board with a formal application. Mr. Poltak asked Mr. MacGuire about the changes to the existing building and if it would all be to the interior of the building by converting warehouse space to office space. Mr. MacGuire said that was correct and would clarify that for the Board. Mr. Poltak asked what the owner's goal was. Mr. MacGuire stated that their main goal is to achieve some additional parking spaces because they have expanded their employee count within the existing building and they need some more spaces because they have company vehicles that are parked there. This would allow them to get through the winter and then they would continue to permit this through the fall under a separate application and then move forward with the full design in the spring. They have already done a survey of the whole property so they have an accurate As-Built survey of what is actually there so what they are proposing is a small parking expansion to get them through this season and will permit in the fall. Mr. Poltak asked about where Building "B" is to be parking and is it intended to be permanent parking. Mr. MacGuire said yes and they would likely have more parking than what they actually need which would be 240 parking spaces on site. At this time, Mr. Poltak turned it over to the other Board members. Mr. Côté indicated that they would have 71 more spaces than the original site plan called for and asked Mr. MacGuire if he saw it as being a problem with more traffic and would they be coming and going at the same time. Mr. MacGuire said that he would look into that. Mr. Côté also asked about LED lighting for the parking that meets the Town of Auburn's regulations and also to look at the drainage calculations as well. Mr. MacGuire believed that everything was already constructed but would check into that as well.

Mr. Côté did not believe this would be a very difficult site plan to review because the Board has already reviewed it once and suggested that Mr. MacGuire proposed coming forward with the whole thing all at once. Mr. Côté again reiterated that he did not believe it was a huge change and pointed out the need for a lighting plan, landscaping plan and to look at drainage to make sure it would work.

Mr. Poltak asked the Board members if they had any further comments. The Board did not have any other comments at this time. Mr. Poltak thanked Mr. MacGuire for his time and moved on to the next applicant.

**Kathleen Heiberg**  
**98 Chester Turnpike, Tax Map 13, Lot 25**  
**Discuss Completion of Site Plan**

Ms. Heiberg began by saying that she would like to complete the remaining items outstanding with regard to the subdivision plan. At this time, Ms. Royce obtained the file for the subdivision that was approved in 2005 by the Planning Board and recorded in 2006. The Board reviewed the plan and the remaining work required to complete the subdivision plan. Discussion ensued with regard to whether it was going to be a common drive or a future road. Mr. Côté reviewed the tax map with Ms. Heiberg and it was determined that the file should be Tax Map 13, Lot 40. Ms. Royce obtained the

subdivision file for Tax Map 13, Lot 40 and the Board reviewed the plan at this time. Mr. Côté asked Ms. Heiberg what she was looking to do. Ms. Heiberg stated that she was looking to finish approximately 50 feet of road. Mrs. Marzloff asked if either of the lots were currently using the access. Ms. Heiberg said no that Mr. Scarpetti owned both lots and that the third lot was already built on. Mr. Poltak did not believe their needed to be a road unless it would serve a purpose. Mr. Côté asked Ms. Heiberg if she was purposing to market the two lots. Ms. Heiberg stated no that they were owned by Mr. Scarpetti but this was part of the agreement that she was to put up a bond to complete the entrance of the right of way. Discussion ensued with regard to what needed to be completed and whether or not the plan was recorded. Ms. Royce found a plan that had been recorded under the name of Heidi Krol back in 2006. Mr. Côté believed that Ms. Heiberg may have to come back before the Board because the plan may be expired. Ms. Heiberg stated that she posted a bond which was still being held by the Town of Auburn. Mrs. Phillips believed the Board needed to review where the money came from because she believed that Mr. Scarpetti posted the bond. Ms. Krol stated that her mother posted the bond for the common drive, two other driveways, the bounds and the rest of the work listed in Stantec's bond estimate letter dated February 21, 2005. Ms. Krol stated that everything was complete except for the common drive and in order to get the bond released she needs to put the apron in. The Board members believed that it would have to be constructed to roadway standards because it was not just a driveway to two homes. Mr. LaBranche of Stantec indicated that he would check their files and see what needed to be done. Mr. Côté asked Mr. LaBranche to get a hold of Ms. Royce and let her know what was required and that Ms. Heiberg can get a hold of Ms. Royce and she could tell her what she needed to do to build it. Ms. Krol indicated that they already know what they need to do to complete what needs to be done. Mr. Côté pointed out to Ms. Heiberg that if she knew what needed to be done then why was she before the Board tonight. Ms. Heiberg indicated that she wanted to get started in order to get it done. Mrs. Marzloff asked Ms. Heiberg who told her she had to go before the Planning Board. Ms. Heiberg stated Mr. Eaton.

At this time, Ms. Heiberg went to her car to get her file and in the meantime, the Board moved on to the next case.

## **PUBLIC HEARING**

**Old Candia Road Properties, LLC  
David and Irene Dulac  
205 Old Candia Road, Tax Map 13, Lot 14-1  
Zoned Commercial Two  
Minor Site Plan Approval**

Mr. Dulac began by saying that they went before the Zoning Board in order to have a mixed use of which they were granted a Special Exception. Mr. Dulac went on to discuss the site plan that was before the Board members and pointed out that they removed some of the parking spaces in the front and designated three (3) parking

spaces for the residence. The Board reviewed the site plan that was not changing anything with regard to the exterior. Mr. Côté wanted to review the parking calculations of which Mr. Dulac pointed out on the plan for Mr. Côté and explained that he had Mr. Duval redo it. Mr. Côté stated that there were 32 spaces where only 20 were required for the employees and then there were three (3) spaces for the residence which shows they have adequate parking. Mr. Côté asked if the lighting would remain the same. Mr. Dulac said yes. Mr. Côté believed the plan looked sufficient to accept jurisdiction.

***Mr. Côté made a motion to accept jurisdiction as the application was complete for Old Candia Road Properties, LLC, Tax Map 13, Lot 14-1; Mrs. Marzloff seconded the motion. All were in favor, the motion passed unanimously.***

Mr. Côté noted that the only other thing would be that Mr. Dulac would have to work with the Building Inspector with regard to fire separation and the like. Mr. Dulac understood and stated that Mrs. Rouleau-Côté informed them to go before the Planning Board first and then they would work on the final step.

Mr. Poltak asked if there were any abutters present. An abutter commented that he did not have any objection to what Mr. Dulac was proposing.

***Mr. Côté made a motion to approve the revised site plan as presented tonight for Old Candia Road Properties, LLC, Tax Map 13, Lot 14-1; Mr. Grillo seconded the motion. A vote was taken; all were in favor and the motion passed.***

**Kathleen Heiberg  
98 Chester Turnpike, Tax Map 13, Lot 25  
Discuss Completion of Site Plan**

At this time, Mr. Poltak reviewed a draft letter that was presented to the Board for review. Mr. Poltak read portions of the letter aloud to the Board members and everyone present. Mr. Côté informed Ms. Heiberg that she would have to complete the improvements that was supposed to be done out there which included site work, paving entrance onto common drive from Chester Turnpike, drainage work, on-site improvements and bounds. Ms. Heiberg stated that she wanted to get the work completed and that they were told to go before the Planning Board. Mr. Côté asked Ms. Heiberg if she has hired a contractor. Ms. Heiberg said yes. Mr. Côté informed Ms. Heiberg to have her contractor contact Ms. Royce to set up a pre-construction meeting to see what would be needed from Stantec to have it inspected. Ms. Heiberg understood what was being asked. Mrs. Marzloff asked what the date of approval was to see if it was still valid. Mr. Côté stated that the plan has been recorded and surety is in place and that it should have been done quicker than now. Mr. Poltak believed it was a serious question. The Board reviewed the recorded plan. Mr. Poltak asked Mr. LaBranche what had changed in the 10 years since this plan was approved and recorded. Mr. LaBranche indicated that the wearing course has increased and did not believe there was a whole lot of drainage on this project.

Mr. Poltak stated that the Board was aware of it. Mrs. Marzloff believed that a letter be placed in the file that says that despite the passage of time that the Board feels that this is an approved subdivision. Mr. Poltak suggested that the Board make a motion that within the context of the review of the Planning Board tonight that it would be appropriate to move forward and it will be in the minutes and would be sufficient.

***Mrs. Marzloff made a motion that within the context of the review of the Planning Board tonight that it would be appropriate for Ms. Heiberg to move forward with completion of the project on Chester Turnpike known as Tax Map 13, Lot 40; Mr. Côté seconded the motion. All were in favor, the motion passed unanimously.***

Ms. Heiberg thanked the Board members for their time. Mr. Poltak asked Ms. Heiberg if she understood what the next step of the process was through the Town Administrator.

**David Scarpetti  
The Shirley O. Stark Rev. Trust  
93 Rockingham Road, Tax Map 30, Lot 5  
Zoned Commercial Two  
Minor Subdivision (create 1 new lot)**

Mr. Wichert presented on behalf of the Shirley Stark Revocable Trust which included her daughter and her husband as well as Mr. Scarpetti who was working with the Stark Family to assist them. Mr. Wichert explained the location of the property which had 5 acres and 451 feet of frontage on Rockingham Road. There is an existing single family residence with three (3) outbuildings with a driveway that services the current home. Mr. Wichert explained that the house has been vacant for approximately 6 months as Mrs. Stark has been in an assisted living and the family is looking to liquidate the estate. The house has been on the market for quite some time and they could not get an offer for it as it exists so one of the ideas that was batted around was to remove the existing house and create two (2) lots and build two (2) residences on it. There is a potential buyer for that and in May they went before the Zoning Board to seek a variance because the property is zoned Commercial Two and they were granted a variance to build two (2) single family residents with the condition that they be approved by the Planning Board. They have gone through and did the survey and the topography and had the wetlands delineated and had test pits done which were witnessed by the Building Inspector. What they are proposing is to build the homes in the front to buffer out the noise from Route 101. The homes would be serviced by wells and septic's and that the existing dug wells would be removed. They need state subdivision approval which is pending and should be received shortly. Mr. Wichert pointed out the concern from an abutter that the development would not interfere with their existing well and they have located their well and they have shown that they have well over 140 to the 4,000 square foot area.

At this time, Mr. Wichert asked the Board if they had any questions. Mr. Poltak asked the Board members if there were any questions. Mr. Côté believed that before they do any kind of technical review that the Board must determine whether or not the application is complete.

Mr. Poltak asked if there were any abutters present. None were noted.

***Mr. Côté made a motion to accept jurisdiction as the application was complete for 93 Rockingham Road, Tax Map 30, Lot 5; Mrs. Marzloff seconded the motion. All were in favor, the motion passed unanimously.***

Mr. Côté moved on to the technical review and asked about the driveway sight distance for both driveways as they are not shown on the plan and if they meet sight distance requirements. Mr. Wichert indicated that their intent was to use the existing driveway for one lot and understood what the Board was asking.

Mr. Poltak asked Mr. Wichert if they were looking at using the existing dug well. Mr. Côté stated that it was to be removed. Mr. Côté also pointed out that they would need to show the well radius for each well on each lot. Mr. Wichert stated that they overlap between the two properties. Mr. Poltak asked if they had any idea where the homes would be located on the property. Mr. Wichert stated that the houses would be placed within the larger part of the building envelope with the septic's in the front and leave the backyard undeveloped. Mr. Poltak asked if there were any further questions from the Board members. At this time, Mr. Scarpetti passed around pictures of what the houses would look like which would be colonials with the garage attached. Mr. Scarpetti further indicated that they would be 1,900 to 2,100 square feet.

Mr. Poltak stated that he did not see any significant problems associated with what was shared with the Planning Board tonight but suggested that they obtain the sight distances for both driveways and come back before the Board and then they can move forward with approval. Mr. Côté agreed with Mr. Poltak and believed it looked good to him. Mr. Wichert asked when the next available meeting would be because he believed that they could complete that relatively quickly. Mr. Côté believed the next meeting would be September 2<sup>nd</sup>. Mr. Wichert informed the Board that there was an agreement that they had to close before that date and asked the Board if they would consider conditional approval subject to the review or does it have to come back before the Planning Board. Mr. Côté thought they could do conditional approval. Mrs. Marzloff pointed out that they could give them conditional approval but they would not have a signed plan and without a signed plan that the plan could not be recorded. Mr. Wichert stated that he would get the sight distance into the Planning Board prior to the meeting so that someone could review it.

***Mr. Côté made a motion to Continue the Public Hearing until September 2, 2015 for 93 Rockingham Road, Tax Map 30, Lot 5; Mrs. Marzloff seconded the motion. A vote was taken; all were in favor and the motion passed.***

Mr. Poltak stated that the Board would see this application back before the Board on September 2, 2015. Mr. Wichert understood and the discussion ended.

Mrs. Phillips commented with regard to the Commercial Two zone and believed there was a stipulation in there that said they would not be putting in any more residential homes. Mr. Côté and Mr. Poltak both commented that the Zoning Board of Adjustment approved the variance to allow the applicant to build Residential in a Commercial Two zone. Discussion ensued with regard to the Zoning Board granting variances and special exceptions. Mr. Côté stated that they cannot overrule the Zoning Board.

**Sterling Homes, LLC/Keith Martel  
Peter Wovkonish & Ruth Cullinane Rev. Trust  
58 Dearborn Road, Tax Map 8, Lot 42  
Zoned Residential Two  
Major Subdivision (19 Lot Subdivision)**

As noted earlier above, Mrs. Marzloff would be recusing herself and Mr. Poltak elevated Mr. Tillery to full voting status for this discussion.

Mr. MacGuire presented on behalf of Sterling Homes and began by saying that they were proposing a 19 lot conventional subdivision which includes one existing home onsite. Mr. MacGuire noted that Mr. Coviello and Mr. Martel had been before the Board a few times to discuss whether conventional or cluster subdivision would better suit the proposed property and that a conventional subdivision was the preferred method and so they have come forward with this standard subdivision. Mr. MacGuire explained that the layout was exactly what they saw before and it has worked out well. Mr. MacGuire further pointed out that the lots are a minimum of two (2) acres with 200 feet of frontage and moved on to talk about the drainage. Mr. MacGuire stated that there is an 8% grade on this site which would have an open drainage with swales to collect the runoff. They have catch basins within 400 feet as required by the town. Mr. MacGuire talked about the detention ponds and where they would be proposed within the subdivision. Mr. MacGuire indicated that they do meet the required intersection sight distance which is in the plan and also accounting for the slope in the roadway.

At this time, Mr. MacGuire wanted to stop and asked if the Board had any questions and has gone through Stantec's comments and have no issues with the comments but wanted to ask the Board if they had any questions. Mr. Poltak asked if there were any abutters present at this time. Ms. Lavigne wanted to see where she was located on the plan and wanted to know if there would be a road near her property. In reviewing the plan, Ms. Lavigne noted that there would not be a road near her property and like the fact that there would not be a road near her or going on behind her house.

Mr. Poltak noted that there were no further questions from abutters and turned the questions over to the Board members. Mr. Côté believed that the applicant already

knew that they would have to change the name of the road because there was already a Liberty Court within the Town of Auburn which would be a minor change. Mr. Côté also pointed out that Lot 42-9 would have one heck of a driveway and asked what the length would be. Mr. MacGuire indicated that it would be more than 800 feet. Mr. Côté wanted to know what the Fire Department had to say about that driveway and if they would want a more upgraded driveway for that lot. Mr. Martel was aware that he would have to speak to the Chief about that. Mr. Côté was happy to see a conventional subdivision as it had a more realistic footprint on it which makes more sense. Mr. Poltak went through Stantec's comments and brought up the question regarding speed limits. Mr. Martel said yes as they were looking for input from the Board to reduce the speed limit and brought up an issue in Wethersfield subdivision. Mr. Côté pointed out that the posted speed limit in Wethersfield is 35 mph. Mrs. Phillips stated that the road was built and designed for 35 mph. Mr. Poltak stated that this was an issue that would need to be brought up with the Selectmen and not the Planning Board and that the community standard has always been 35 mph and believed there would be some reluctance to move from 35 mph.

Mr. Côté asked about the intersection sight distance. Mr. MacGuire talked about a comment made by Stantec regarding a view easement which they have control of where it was two (2) of their proposed lots which they would be clearing some trees. Mr. MacGuire and the Board discussed the sight distance at the entrance in order to see around the bend of the road. Mr. MacGuire turned to the sight distance sheet and explained the location of the vegetation and how they would be making improvements to the drainage offsite as well. Mr. MacGuire believed they met the intent but that Stantec asked them to speak to the Board about it. Mr. LaBranche spoke a little bit about the sight distance and stated that if he did not bring the issue up that Mr. Dross would not be happy and that they could realign the road. Mr. MacGuire believed that they would be looking at stopping sight distance which would be a safety part of it. Mr. Martel talked about offsite improvements that could be made to the lower side that would carry the swale away further and which they would give a right of way to the town instead of an easement. Mr. Côté believed that would help. Mr. Poltak informed the applicant that they would have to look into this a bit more and would be looking to the Road Agent with regard to sight distance. Mrs. Marzloff commented that she believed that Mr. Martel had given some monies to road improvements with regard to Copley Court.

Mr. Poltak asked if there were any other questions from the Board. Mr. Côté stated that if they were going to be talking to the Road Agent anyways and that they were looking at drop inlets and suggested that they look at Type E Cascade grate. Mr. LaBranche stated that Mr. Dross does not like those. A brief discussion ensued with regard to drainage.

Mr. Poltak asked Mr. Martel what his game plan was and if when he was planning to start. Mr. Martel indicated that it was up to the Board and believed his fate was in the Board's hands. Mr. Côté believed that they would have to come back before the Board with a 35 mph design and believed that they could accept jurisdiction on the plan as it

was complete enough to accept jurisdiction.

***Mr. Côté made a motion to accept jurisdiction as the application was complete for Dearborn Road Subdivision, Tax Map 8, Lot 42; Mrs. Phillips seconded the motion. All were in favor, the motion passed unanimously.***

Mr. Martel informed the Board members that they would be going before the Conservation Commission on September 4<sup>th</sup> and that they would be going before ZBA in September as well. Mr. Côté believed that it could be continued until the next Public Hearing. Mr. Martel asked Ms. Royce when the next ZBA meeting would be held. Ms. Royce stated that the next ZBA hearing would be held on September 22<sup>nd</sup>. Mr. Poltak asked if they wanted to go to ZBA first. Mr. MacGuire did not believe that they needed to push this off until September because he wanted to come back before the Board regarding sight distance.

***Mr. Côté made a motion to Continue the Public Hearing until September 16, 2015 for Dearborn Road Subdivision, Tax Map 8, Lot 42; Mr. Tillery seconded the motion. A vote was taken; all were in favor and the motion passed.***

Mr. Poltak informed abutters that this issue is being continued until September 16<sup>th</sup>.

**Tuck Realty Corp.  
Bette Dollard & Heirs  
Dollard Road, Tax Map 9, Lot 2 & Tax Map 30, Lot 8  
Major Cluster Subdivision (8 Lots)  
Lot Line Adjustment  
Final Review**

Mr. Poltak informed everyone that Mrs. Marzloff would be rejoining the Board for this matter.

Mr. Cronin presented on behalf of the applicant and stated that they were before the Board tonight with regard to two (2) applications. The first application was regarding a cluster subdivision and the other application was regarding a Lot Line Adjustment. Mr. Cronin explained the plan by saying that the project itself involves two (2) existing lots of which one of the lots would remain a single family residence. A small triangular piece would be added to the larger tract to create 8 new lots. They have obtained feedback from the Conservation Commission and that they believe it meets the regulations and were before the Board tonight to discuss acceptance and approval.

At this time, Mr. Garriepy stated that they have been before the Board on several occasions with a preliminary and design review and were encouraged to go before the Conservation Commission of which they did last month. Mr. Garriepy pointed out that the plan shows an 8 lot cluster subdivision of which the lots consisted of 20,000 to 30,000 square feet. They have minimized buffer impacts to require any wetland

impacts. The one thing the Conservation Commission did ask was that they not have any wetland buffers within the lots and they have minimized the wetland impacts. They have provided a 100 foot landscape buffer which would be the minimum where there would be no buildings proposed. The vast majority would be open space that they are proposing. Mr. Garriepy went through the open space calculations and indicated that they have used the ordinance to derive density and through the ordinance they would be allowed to achieve 17 single family homes and they are only proposing to do 8 single family homes. With these calculations the required density requires 19.4 acres and they are providing just under 30 acres of open space.

Mr. Garriepy turned to the Board and asked the Board members if they had any questions and stated that their goal this evening is to advance this project to acceptance so they can start a formal review process. Mr. Garriepy stated that, after speaking with Ms. Royce today that after acceptance that the plan would go to the town engineers for review and comments back and that is where they would like to see this project go. Mr. Poltak asked if they have given any thought to any waivers. Mr. Garriepy did not believe that they needed any waivers and that if any came up during the review process that they would definitely take them under consideration. Mr. Garriepy pointed out that there was one possible waiver that was in question which would be the road length waiver that the Board believes they need to seek. Mr. Garriepy stated that they could definitely submit that waiver request. Mr. Poltak asked what they were thinking. Discussion ensued with regard to where the road begins which they believed started at Hooksett Road.

Mr. Côté commented that he did not believe that they met the cluster requirement for a minimum of 20% of steep slopes and wetlands because they were only 13½% of steep slopes and wetlands. Mr. Garriepy was not aware of that. Mr. Côté suggested that they review the Zoning Ordinance for Cluster because the ordinance states that it must have at least 20% of steep slopes and wetlands otherwise they would require a conventional subdivision. Also, Mr. Côté pointed out that it has to be 20% of the average width of the lot. Discussion ensued with regard to the average width of the lot and the calculations. Mr. Côté believed that the Planning Board does have the authority to give a waiver for this. Mr. Côté believed that they would need a waiver for cul de sac length, 20% wetlands and steep slopes and they would need to look at the width of the lots because they need to have 60 feet between structures and still have septic and wells seems like it's far too dense in his opinion.

At this time, Ms. Royce handed Mr. Côté the section in the Zoning Ordinance with regard to the cluster and the required 20% steep slopes and wetlands which Mr. Côté read aloud to the applicant and indicated that it was Article 7, Section 7.02(5). Mr. Garriepy stated that they would look into that section of the ordinance but that while they were there would like the direction that they should go now. Mr. Garriepy was getting the sense that residential open space design is the direction the Board thinks this property is to be developed. Mr. Poltak stated that this proposal was extremely tight and that its density is scary and sight distances and the ability over time regarding lot sizes smaller than they have seen before. Mr. Poltak further indicated that they would

be taking a hard look at this because they have had problems in the past. Mr. Côté suggested that they take a look at a possible connection to the other parcels adjacent to this parcel. Mr. Garriepy stated that they could take a look at doing a conventional subdivision and also pointed out that they have spoken to the Road Agent and the Fire Chief that support the design that they submitted to the Board tonight. Mr. Poltak pointed out that they needed to take a hard look at what the Board has commented. Mr. Garriepy asked the Board how they would like them to proceed because he did not believe that this application would be accepted for jurisdiction tonight. Mr. Poltak said no, but suggested that they take a look at what the perimeters of the Zoning Ordinance are because he did not think there were any features to consider a cluster concept. Mr. Côté recommended that they put together a new plan and come back before the Board when they have something. Mr. Garriepy asked to be continued to a date certain. Discussion ensued with regard to a date to continue the hearing. Mr. Côté did not want to keep continuing the hearing because they have done it at the last one where it was continued for 8 months.

***Mr. Côté made a motion to Continue the Public Hearing until September 16, 2015 for Dollard Road Subdivision and LLA, Tax Map 9, Lot 2 & Tax Map 30, Lot 8; Mr. Grillo seconded the motion. A vote was taken; all were in favor and the motion passed.***

Mr. Dollard asked about the proposed road going in and the location of his road and the drainage for the new development. Mr. Poltak indicated that this would all be addressed in detail through Stantec.

Mr. Poltak asked Mr. Porter if he had anything to add from a Conservation Commission perspective. Mr. Porter indicated that it was all noted that all the concerns and comments were all in the meeting minutes. Mr. Porter further added that they would do further review once they have an accepted plan. Mr. Poltak asked if there was anything to add at this point. Mr. Porter stated that they had asked the applicant to keep the wetlands out of the lots completely which would cause the Planning Board more problems with lot size so there was definitely consideration.

At this time, Mr. Poltak thanked Mr. Garriepy and stated that they would see them on September 16<sup>th</sup>.

## **ANNOUNCEMENTS/CORRESPONDENCE**

➤ None were reviewed at this time.

## **OTHER**

## DISCUSSION OF UPDATING THE MASTER PLAN & CIP

Mr. Poltak wanted to have a brief discussion regarding revamping the Master Plan and the CIP and the process and timetable.

Mr. Côté pointed out that we have a regional planning commission that has probably written many CIP's and would like to know what type of pricing that the Board could get through SNHPC to put this together. Mr. Côté believed that the Board could get a more competitive price and they may be more in line to their expertise, with no offense to Stantec, to prepare a CIP and a Master Plan than an engineering firm. Mr. Tillery believed that we received three (3) quotes last time and that would certainly due diligence on the Board's part. Mr. Poltak asked if it would be all 4 areas that would be put out to bid. Mr. Côté said no. Mr. Poltak asked who would want to chair the committee that would do that. Mr. Côté said that he would do it. Mr. Poltak asked what they would be doing RFP's for. Mr. Côté said that with regard to road standards that Stantec could do that because it was right in line with their expertise but preparing a CIP and updating the subdivision and site plan regulations and review implementation procedures and reviewing our cluster ordinance would all be something that we could do from an RFP. Mr. LaBranche wanted to inform Mr. Côté that they would not be doing everything in house because they were actually teaming with a Planner and understands their limitations. A brief discussion ensued with regard to updates.

In conclusion, the decision was made to let Stantec do the updates listed on the memo from Stantec dated August 18, 2015. Mr. Poltak stated that they would also have to bring in SNHPC because they have a whole load of data that they will need. Mr. Grillo asked if the Conservation Commission would be involved as well. Mr. LaBranche said yes and that it was noted on the list of items.

## ADJOURN

***Mrs. Marzloff moved to adjourn the Hearing. Mr. Côté seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 9:17 p.m.***

*The next Planning Board meeting will take place on Wednesday, September 2<sup>nd</sup>, 2015 and will be held at the Town Hall, 47 Chester Road.*