

**UNAPPROVED MINUTES**  
**Town of Auburn**  
**Planning Board**  
**PUBLIC HEARING**  
**August 5, 2020**

**Present:** Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Jeff Porter & Tom Lacroix, Members. Jess Edwards & Paula Marzloff, Alternates. Michael Rolfe, Selectmen's Representative. Minutes prepared by Denise Royce.

**Also Present:** William Herman, Town Administrator

**Absent:** None.

Mr. Poltak called the meeting to order at 7:00pm. And thanked everyone for joining the meeting tonight and began reading the Meeting Preamble During COVID-19 Emergency which is as follows:

**MEETING PREAMBLE DURING COVID-19 EMERGENCY**

Good Evening, as Chairman of the Planning Board, I am declaring that an emergency exists and I am invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that any public gathering of people may pose a substantial risk to our community in its continuing efforts to combat the spread of COVID-19 and is reinforced by Emergency Order #16 issued by the Governor on March 23<sup>rd</sup>. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency.

Governor Sununu issued Emergency Order #12 on March 23<sup>rd</sup> which provides local government boards the ability to conduct business using technology to hold remote meetings and not provide a public place of meeting but provide for the public's ability to listen to the meeting. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

At this time, I also welcome members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be

disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote as required by RSA 91-A:2, III (e).

Let's start the meeting by taking a Roll Call attendance. When each member is called please state your name, and also please state whether you are physically attending the meeting or are remotely attending the meeting. If you are remotely in attendance, is there is anyone in the room with you during this meeting, which is required under the Right-to-Know law (RSA 91-A:2, III (c)).

Mr. Poltak moved on to the roll call of attendees and began with the Board members and asked them to introduce themselves and to state whether they were alone or if anyone was present with them tonight and began as follows:

Mr. Steve Grillo indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mr. Jeff Porter indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mr. Lacroix indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mrs. Paula Marzloff indicated that no one else was in the room with her and that she consented to this meeting being recorded.

Mr. Rolfe indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mr. Jess Edwards indicated that his wife was walking around in the background and that he consented to this meeting being recorded.

Mr. Poltak introduced himself as Chairman of the Planning Board and indicated that no one else was in the room with him and that he consented to this meeting being recorded.

Mr. Poltak moved on to approval of the July 15<sup>th</sup> meeting minutes.

## **MINUTES**

**Mr. Grillo moved to approve the minutes for July 15<sup>th</sup>, 2020 as written. Mr. Porter seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Porter voted to approve, Mr. Rolfe voted to approve, and Mr. Lacroix voted to approve, all were in favor and the motion passed.**

At this time, Mr. Poltak indicated that he would take up the General Business after the Public Hearing part of the meeting.

## **PUBLIC HEARING**

**Jason M. Field  
32 Westford Drive, Tax Map 2, Lot 3-49  
Minor Subdivision Amendment  
Request Reduction in Cluster Buffer**

Mr. Field began by thanking the Board for their time this evening and went on to say that, what they are proposing is an 18 by 36-foot inground pool that would be surrounded by 900 square feet of concrete patio. The reason they are making this request is that, the current buffer line essentially limits placement of the pool patio to within 50 feet of the back of the house. The request in reduction will give them a little more flexibility to locate the pool a little further back in the yard. The reason they want to do this is so they can fence it off separately from the building for better water safety. He prefers to have the pool fenced off separate from the house, so they do not have to worry about any kids slipping out the back and getting into the pool. They would stay within the open space of their current backyard as the buffer line runs through the middle of the yard and they are not looking to encroach into the natural barrier. Mr. Field indicated that, the rear of the yard would not be visible to any abutters.

Mr. Poltak asked the Board members if they had a chance to review the schematics that were sent out in the packet. The Board said yes. Mr. Poltak asked the Board if they had any questions. Mr. Porter asked about water treatment to minimize impact to the wetland buffer. Mr. Field pointed out that, the property slopes up to the tree line so the pool would be within the slope and therefore the water would flow towards the house away from the tree line. Mr. Poltak asked if any other members had any questions. Mr. Grillo asked about the pool plans as he is a little uncomfortable giving relief to the full area of the buffer and would be more apt to give a waiver to a specific section of the buffer then to reduce the buffer across the entire backyard. Mr. Field went through the diagram and location of the pool and talked about the well location and the setback to his neighbors shed. Discussion ensued with regard to the area seeking relief. Mr. Grillo asked Mr. Field if he would be inclined to agree to a buffer reduction to run parallel with the foundation of the house as he did not want to see further structures going up in there. Mr. Field said that, that sounded like a reasonable accommodation that would accommodate what they are

looking to do. Mr. Rolfe liked Mr. Grillo's idea. Mr. Porter wanted it noted to place placards for the demarcation of the buffer zone.

Mr. Poltak wanted to suggest that the Board make a motion where a 50 foot reduction in the cluster buffer be provided for the construction of a pool and amenities as described in the application, he believed it would play within the perimeters of the width of the house and no more. Mr. Poltak asked the Board if this would capture everything. Mr. Rolfe stated that, that was fair. Mr. Poltak asked the applicant if it sounded fair to them. Mr. Field commented that, he believed it was a reasonable compromise. Mr. Poltak asked for a motion. Mr. Poltak asked if anyone wanted to move the motion. Mr. Porter stated that he would move the motion with the amendment that there will be placards denoting the buffer area.

**Mr. Porter moved to approve the request for a waiver reduction of 50 feet (250 feet down to 200 feet) in the cluster buffer to allow for the construction of a pool and amenities (i.e. Pool apron and fence) as described in the application and that placards be placed denoting the buffer area. Mr. Grillo seconded the motion. A roll call vote was taken as follows: Mr. Rolfe voted to approve, Mr. Porter voted to approve, Mr. Grillo voted to approve, and Mr. Lacroix voted to approve, all were in favor and the motion passed.**

Mr. Poltak informed Mr. Field that the request has been granted and to go have fun in his pool before the winter comes. At this time, the discussion ended, and Mr. Poltak moved on to the next Public Hearing request.

**Adam R. Teixeira**  
**134 Haven Drive, Tax Map 5, Lot 29-1**  
**Minor Subdivision Amendment**  
**Request Reduction in Cluster Buffer**

Mr. Teixeira and his wife were present, and Mr. Teixeira began by saying that, his wife and him are looking to reduce the cluster buffer by 50 feet (currently 250 feet down to 200 feet). Mr. Teixeira pointed out that, on the plan, the Board can see that the cluster buffer runs right through their backyard. Mr. Teixeira stated that, they do not have any definite plans to do anything at this time. Mr. Teixeira did say that, one of the things they did look at was possibly putting in a plunge pool which are made by a company here in New Hampshire. The pool is basically made for year-round and is 7 feet by 14 feet. Mr. Teixeira explained that they have put in an extensive buffer of landscaping last year which includes 13 trees. Mr. Poltak asked Mr. Teixeira if he had anything else to add. Mr. Teixeira stated no, but wanted to say that, they would like to open their backyard up and use the backyard space and also pointed out that, the cluster buffer currently comes right up to the corner of their deck space. Mr. Poltak stated that, it is a tight lot and they knew it when they went through the subdivision process that, that was one of the toughest lots there. A brief discussion ensued with regard to the lot and the development. Mrs. Teixeira added that, they wanted to go through the process the right way and to do what they want

to do correctly. Mr. Porter believed they placed their plantings in the drainage easement. Mr. Teixeira stated that there were the trees and then the access road for the drainage easement. Mr. Poltak did not believe the plantings were in the drainage swale. Mrs. Marzloff stated that, usually the Board does not respond unless there is a specific proposal with measurements and details and believed this was open ended. Mrs. Marzloff believed that they should do a site walk as she was not inclined to reduce the buffer without a plan in place. Mr. Poltak agreed. Mr. Grillo did not believe they needed a site walk and pointed out that this was discussed in detail with the developer that it would be forwarded to the new owners that there was a buffer there and that they could not do place anything in that buffer. Mr. Grillo further pointed out that, they all knew this lot was going to be an issue during the subdivision process. Mr. Teixeira asked if they would make a concession like they did for the Fields earlier. Mr. Poltak commented that, he has been by the home several times and stated that, the home was lovely and the landscaping they did was very professionally done along with the shed they placed out back was done first class. Mr. Poltak stated that, it was hard to say yay or nay without knowing what they want to specifically do. Mr. Poltak wanted to suggest to the Board that, knowing there were limitations of what they could do on the lot and asked the applicant to have someone design what they want to do with the plunge pool and then come back to them with something specific that the Board would make an attempt to accommodate what they want to do but that there was no guarantee. Mr. Poltak went on to talk about the applicant being very specific with what they want to do and to then come back before the Board relative to where they want to place the plunge pool rather than giving a blanket approval. Mr. and Mrs. Teixeira understood what the Board was asking.

Mr. Grillo asked Mr. Poltak if he wanted to have a continuance on this. A brief discussion ensued regarding a continuance to a date certain. Mr. Porter suggested September 9<sup>th</sup> and then asked if we were meeting on September 2<sup>nd</sup>. Ms. Royce commented that, it was up to the Board to decide when to continue this hearing. A brief discussion ensued regarding the Planning Board meetings and Mr. Poltak did not want to schedule the upcoming meetings as it was all uncertain. The continuance date was agreed to be held on Wednesday, September 16<sup>th</sup>.

**Mr. Grillo moved to make a motion to continue the Public Hearing until Wednesday, September 16<sup>th</sup>, 2020 regarding the request to reduce the cluster buffer for 134 Haven Drive, Tax Map 5, Lot 29-1. Mr. Porter seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Porter voted to approve, Mr. Rolfe voted to approve, and Mr. Lacroix voted to approve, all were in favor and the motion passed. This Public Hearing is continued until September 16<sup>th</sup>, 2020.**

This matter has been continued to September 16<sup>th</sup> and no further notices will be sent out. At this time, Mr. Poltak moved on to the General Business discussion part of the meeting.

## **GENERAL BUSINESS**

Mr. Poltak moved on to talk about the informal meeting with Mr. Falzone with regard the 55 and older potential subdivision proposal. Mr. Poltak informed the Board members what had transpired during that discussion. Mr. Poltak stated that, they have retained Severino for this project. Also, they have secured the former proposed school property located off Hooksett Road and Dollard Road. Mr. Poltak talked about the property and proposed property entrance off Dollard Road. Mr. Poltak believed that they would be prepared to meet with the Planning Board on an informal basis in early September or mid-September and then once that takes place that the formal application would be forthcoming. Mr. Poltak further informed the Board Members that, they are proposing to have 84 lots and that, Mrs. Rouleau-Cote, Ms. Royce, himself, and Mr. Tatem had comments that related to the necessity for accommodations for off street parking, storage and a number of relatively minor issues. Mr. Poltak asked the Board if they had any questions. Mrs. Marzloff asked about the need to do any off-site improvements on Dollard Road as she believed that that road was a little inadequate to handle that amount of traffic. Mr. Poltak believed that they would look at that at the informal. Mr. Porter asked about 84 taps into the ground and possibly looking at bringing in water. Mr. Poltak talked about the testing that they have done and that would be discussed at the informal as well. A brief discussion ensued regarding water being brought to the site or wells put in. Mr. Grillo suggested that, if any of the Board members had questions either regarding the water or anything else to please write them down so that when they come before the Board for an informal discussion, the Board could then ask these questions to the developer. A brief discussion ensued about doing a water study. It was mentioned that, a while back that there was some talk about the Manchester Water Works pulling from the Merrimack River.

On another note, Mr. Poltak stated that, he wanted the Lighting Ordinance to be done and out about a month ago and was still awaiting to receive it from Mr. Tatem of Stantec and would expect it within the next two (2) weeks. When we get it, he would like the Board to review it and really go through it as he would like this put in place by October.

Mr. Poltak also stated that, he would like the revisions to the Subdivision Regulations and would likely have that sometime in November and possibly holding a Public Hearing to make those changes and then they can move forward. Mr. Poltak pointed out that, this would be regarding staging areas within developments, sand and gravel storage and removal and a few other issues that the Board can take up.

Mr. Poltak also mentioned that, Mr. Herman and Mr. Tatem were working on updating the Capital Improvement Plan which will be then coming before this Board whereby it will be up to the Board to prioritize the items. Mr. Poltak noted that, he would then have to have a budget to be in line with making these changes.

## SNHPC

Mr. Poltak moved on to a letter received by the Southern NH Planning Commission regarding Auburn's Representatives to the Commission had expired on June 30, 2020. Mr. Poltak pointed out that, currently, Mrs. Marzloff and Mr. Herman are full members and that he was an alternate member of the SNHPC. Mr. Poltak asked both members if they were interested in full filling another appointment. Both Mr. Herman and Mrs. Marzloff said yes. With that said, Mr. Poltak indicated that he would need a motion that we will continue with the representation currently in place to the SNHPC for Mr. Herman and Mrs. Marzloff as full members and, himself as an alternate member to the SNPC.

**Mr. Grillo made a motion to continue with the representation currently in place to the SNHPC for Mr. Herman and Mrs. Marzloff as full members and, himself as an alternate member to the SNHPC.**

Mr. Porter wanted to inform Mr. Poltak that if he wanted a back up as an alternate for him that he could put his name down. Mr. Poltak thanked Mr. Porter and stated that, Mr. Porter could take his place as an alternate instead of him. Mr. Porter stated that, he was happy to do that. With that said, the motion was amended as follows:

**Mr. Grillo made a motion to continue with the representation currently in place to the SNHPC for Mr. Herman and Mrs. Marzloff as full members and, Mr. Jeff Porter as an alternate member to the SNHPC. Mr. Rolfe seconded the motion. A roll call vote was taken as follows: Mr. Porter voted to approve, Mr. Grillo voted to approve, Mr. Rolfe voted to approve, and Mr. Lacroix voted to approve, all were in favor and the motion passed.**

Mr. Poltak asked the Board members if anyone had anything else to add tonight. Ms. Royce informed the Board Members that, the new Zoning Ordinance books have been printed and that they could come and pick up their new books anytime. Ms. Royce also stated that, if someone did not want to come into town hall that they could call her and that she would bring out a copy to them in the parking lot.

Mr. Poltak asked for a motion to adjourn.

**Mr. Porter made a motion to adjourn. Mr. Grillo seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Porter voted to approve, Mr. Rolfe voted to approve, and Mr. Lacroix voted to approve, all were in favor and the meeting stood adjourned at 8:06pm.**

**The Planning Board's next scheduled meeting would be for September 16<sup>th</sup>, 2020 at 7:00 pm. Due to Governor Sununu's Emergency Order #12 on March 23<sup>rd</sup>, all meetings will be held via teleconference until further notice.**