

**UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
October 7, 2020**

Present: Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Jeff Porter (8:30pm) & Tom Lacroix, Members. Paula Marzloff, Alternate. Michael Rolfe, Selectmen's Representative. Minutes prepared by Denise Royce.

Also Present: William Herman, Town Administrator, Dan Tatem, Stantec. Eric Mitchell, Bill Wood, Harry Handy and Bill Calder, Longmeadow Church Trustees. Andrea Robbins.

Absent: Jess Edwards, Alternate.

Mr. Poltak called the meeting to order at 7:04pm. Mr. Poltak explained the procedures for tonight's hearing. Mr. Poltak began by 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 23rd. 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 23rd 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 called on each of them individually and to state whether they were alone or if anyone was present with them tonight and began as follows:

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

Mr. Poltak moved on to other interested parties and asked Mr. Tatem, Ms. Royce, and Mr. Mitchell to announce themselves or any abutters.

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

Ms. Royce indicated that she was alone and that she consented to this meeting being recorded.

Mr. Eric Mitchell indicated that he was alone and that he consented to this meeting being recorded.

Mrs. Andrea Robbins indicated that she was alone.

Mr. Bill Calder, Longmeadow Church Trustee stated that he was alone.

Mr. Bill Wood, Longmeadow Church Trustee stated that he was alone.

Mr. Harry Handy, Longmeadow Church Trustee indicated that he was alone.

Mr. Poltak commented that the Board had a lengthy agenda tonight and began with elevating Mrs. Marzloff to a full voting member tonight in the absence of Mr. Porter. Mr. Poltak moved on to the approval of the minutes for September 23, 2020 and stated that a motion to approve would be in order.

MINUTES

Mr. Grillo moved to approve the minutes for September 23rd, 2020 as written. Mr. Lacroix seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, and, Mr. Poltak voted to approve, all were in favor and the motion passed with Mrs. Marzloff recusing herself.

At this time, Mr. Poltak moved into tonight's agenda.

GENERAL BUSINESS

**Rob Starace/Strategic Contracting, LLC
Anderson Way, Tax Map 5, Lot 19
Request Release of Road Surety held
By the Town of Auburn**

Mr. Poltak believed everyone has seen the letter from Stantec recommending that the maintenance surety be released. The amount to be release is in the amount of \$11,497.10 which was the 2-year maintenance surety, of which the 2-year term was completed on October 23, 2019. With that said, Mr. Poltak asked for a motion to release the surety.

Mrs. Marzloff moved to approve the release of the Maintenance Surety held by the Town of Auburn for Anderson Way, Tax Map 5, Lot 19 in the amount of \$11,497.10. Mr. Grillo seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mrs. Marzloff voted to approve, Mr. Lacroix voted to approve, and, Mr. Poltak voted to approve, all were in favor and the motion passed.

Mr. Poltak informed the Board members that, regarding C-Squared that the lighting issue will be coming into compliance and that this matter will be over with.

Mr. Poltak also mentioned that, the Lover's Lane treatment swale is also completed.

Mr. Poltak further informed the Board members that, Mr. Kenney has been asked to meet with the Board members to discuss outstanding issues with 11 Rockingham Road. Mr.

Poltak explained that, Mr. Kenney has been asked to discuss these issues at the next Planning Board meeting scheduled for Wednesday, October 21, 2020.

At this time, Mr. Poltak asked if anyone was present for the informal for Fox Lane. Mrs. Andrea Robbins stated that she was present. Mr. Poltak wanted to give a little bit of background on the next discussion and began by saying that, Mrs. Robbins and family have applied for a Variance from the Zoning Board of Adjustment.

**Informal – Andrew Fox, LLC
c/o Persis Robbins, Manager (Andrea Robbins)
36 Fox Lane, Tax Map 3, Lot 6
Discuss Potential Site Plan Amendment**

Mr. Poltak moved on to the informal discussion for Fox Lane and turned the meeting over to Mrs. Andrea Robbins. Mrs. Robbins thanked Mr. Poltak and began by saying that, what she would like to do is turn the old schoolhouse #8 which is located off Londonderry Turnpike. The building is basically a shell right now, but she would like to turn it into a small office establishment as she is an independent licensed therapist. Mrs. Robbins stated that, currently, everything is being done via telehealth and believes that a huge portion of that will continue to be telehealth, however, eventually when COVIDD is not a concern as it is today that she hopes to utilize this space to meet clients. Mrs. Robbins asked if there were any questions. Mr. Poltak asked the Board members if they had time to review the package of materials that Ms. Royce sent out regarding this property located off Londonderry Turnpike and Fox Lane. The Board members said yes.

Mr. Poltak explained to Mrs. Robbins that the property was unusual and did not have any experience in his long tenure working on the Planning Board with anything similar. Mr. Poltak went on to say that, the property contained approximately 30 acres which was non-conforming because it had about 19 homes on one piece of property. The property is in the Residential Two zone and the 19 homes that are on this piece of property are on leased land owned by the Peabody family. They are now looking to change the use of that one building to a commercial use. This would be a requirement in our site plan regulations. Mr. Poltak went on to say that, this building is not on a town road and would lead to a whole host of other activities of the probability of on-site improvements would have to be addressed such as, off street parking, paved parking, septic system, construction or reconstruction of the building in accordance of a commercial building. Mr. Poltak indicated that, it would be a major expense. Mrs. Robbins wanted to ask a question and wanted to address Mr. Poltak's comment of the land being unusual and wanted to point out that, everything on the property was built before so therefore it is grandfathered in correct. Mr. Poltak said yes. Mrs. Robbins stated that, it was on their private road and asked what was necessary since it was on their private road. Mrs. Robbins also pointed out that, they have had a structural engineer come out and do his work and they have had a septic designer come out as well. Mr. Poltak talked about the regulations and whereby the regulations require that a commercial building be acceptable on an acceptable public way and a public way is a road constructed to town road standards.

Here, we would have a private way and went on to talk about public health and safety where Mrs. Robbins would be having clients utilizing and having to access this building where they would have to be able to guarantee that the public way is safe and built to standards to usage that it would be subjected too. A brief discussion ensued with regard to liability. Mr. Poltak mentioned that, in order to pull a permit that they would have to upgrade the road. Mrs. Robbins wanted to make it as simple as possible as she did not believe that she should have to go out and rent space when they already have space to utilize. Mr. Poltak was unsure how to answer that question and was not part of the conversation with Mrs. Rouleau-Cote and Ms. Royce, mentioned parking off the road. Mrs. Robbins talked about gravel parking as they would not have more than two cars at one time. A brief discussion ensued with regard to parking. Mrs. Robbins commented that, Mrs. Rouleau-Cote found somewhere that it did not have to be paved if it was under so many parking spaces. Mr. Poltak pointed out that, the Planning Board has the authority to waive certain things and also talked about upgrading a portion of the private road and mentioned again the non-conforming lot and access for emergency vehicles to the new building. Mrs. Robbins stated that, the emergency vehicles were able to get down Fox Road. Mr. Poltak added that, there are a number of other issues. Mrs. Robbins commented that, she would like to know what they need to do in order to make this work. Mr. Poltak began by saying that, there would be a Public Hearing that would be required whereby all abutters would be notified. Mrs. Robbins indicated that, they are the abutters. Mr. Poltak went on to say that, she is asking for a Variance on a piece of property that is non-conforming to begin with. As a result of it being non-conforming, the regulations still recognize it to be that anyone who lives within the context of that 32-acre piece is a defined abutter. Mr. Poltak asked Mrs. Robbins if she had legal counsel. Mrs. Robbins said yes. Mr. Poltak believed that, this would have to be discussed with legal counsel for the town in order to be able to move forward with this. A brief discussion ensued with regard to subdividing off the schoolhouse piece. Mrs. Robbins stated that, they were not going to subdivide and asked, what if she were to just use this as a home office, what would that look like. Would she have to live in it? Mr. Poltak believed that, had a little more attractiveness to it than what she was proposing before but that would require them to live in the home. Mr. Poltak added that, a home office is allowed in that zone and asked Mrs. Robbins if she lived on that 32-acre piece of property. Mrs. Robbins said yes and commented that, that would make sense. Mrs. Robbins asked what the steps would be to move forward with that and would she speak with Ms. Royce or Mrs. Rouleau-Cote about that. Mr. Poltak pointed out to Mrs. Robbins that she should speak with Mrs. Rouleau-Cote about that. Mrs. Robbins said that she would do that.

Mr. Grillo added that, she can make changes to the inside of the property but once you change the use such as making it a home office or a livable space that, she would need to follow the ordinance which are in place for that particular change of use. Mr. Grillo explained that, she is grandfathered for exactly the way it is but the second she changes what she does with it for example, living in it or making it into a home office, you have to have that conversation and then you have to put together a plan and the new use has to comply with all of our current standards. For example, any utilities need to be underground and there is still a plan that needs to come forth.

Mr. Poltak wanted to point out that, the legal side of this associated with the change of use of one building in question from residential to commercial will linger absent having a legal interpretation as to whether or not it can be done or not. That is what makes the in-home office possibility somewhat more attractive. Mr. Poltak again reiterated to Mrs. Robbins to meet with Mrs. Rouleau-Cote and then she can make the choice associated with how she would want to proceed. Mrs. Robbins said thank you and so she just needs to make a time to meet with Mrs. Rouleau-Cote. Mrs. Robbins stated that, they were in no rush due to COVIDD.

Mr. Grillo added that when she meets with Mrs. Rouleau-Cote to be very specific that you are looking to entertain possibly the home office versus the commercial because the zoning determination that was sent to the Board members seems to be based on the commercial side and that the commercial side is a lot more involved. Mr. Grillo also pointed out that, they were right on the water or close to it and if they go with the commercial route that they would possibly have to meet with the Conservation Commission. Mr. Grillo reiterated to Mrs. Robbins to be very clear that she was looking to get into this as a home office. Mrs. Robbins understood what Mr. Grillo was saying. Mr. Poltak added that, New Hampshire has a Shoreland Protection Act and that would come into play. Mrs. Robbins stated that, they have had a conversation with Mr. O'Neill and stated that, this is definitely a unique situation and that, her and her husband are looking to do things in a good and positive way.

In conclusion, Mr. Poltak asked how many homes there were on the property. Mrs. Robbins commented that there were 12 in total on Fox Lane and 9 on Deerneck and the schoolhouse #8. A brief discussion ensued with regard to the number of homes. Mr. Poltak ended by saying that, let's leave it that, we may have an alternative to this discussion and that she will pursue a conversation with Mrs. Rouleau-Cote and then they will go from there. Mrs. Robbins thanked the Board members for their time and the discussion ended. Mr. Poltak also thanked Mrs. Robbins for her patience and understanding and moved on to the Public Hearing.

PUBLIC HEARING

Eric Mitchell

On Behalf of Longmeadow Congregational Church

Wilson's Crossing Road/Chester Road, Tax Map 20, Lot 11A

Minor Site Plan Review (Parking Lot)

Mr. Poltak first wanted to get a feel of who was on the phone that may be an abutter or interested in the discussion associated with Longmeadow Congregational Church. Mr. Eric Mitchell spoke and stated that he was present on behalf of the applicant. Mr. William Calder, Longmeadow Trustee. Mr. Bill Wood, Longmeadow Trustee. Mr. Harry Handy, Longmeadow Trustee and Jillian and Dustin Dulac abutters on Chester Road. Mr. Poltak thanked everyone and pointed out that, the Board has received the background information. This is not a new matter that is coming before the Board tonight with regard

to paving the parking lot at the Longmeadow Church. Mr. Poltak stated that, Mr. Tatem has conducted a review of the proposal which has been shared with Mr. Mitchell and the applicant. With that said, Mr. Poltak turned the discussion over to him by opening the Public Hearing and go from there.

Mr. Mitchell began by saying that, he was presenting on behalf of the Longmeadow Congregational Church located off of Wilson's Crossing Road and Chester Road. The plan that they presented to the Board tonight is to pave the existing gravel parking lot. Mr. Mitchell explained the entrance and exit locations within the parking lot and that they added an additional 10 parking spaces to the site. They have been before the Board for a couple of discussions and in one of the discussions was that they wanted to make sure that there was sufficient parking and to see if they could get more parking to alleviate people from parking on the road. With that in mind, they are showing a plan with an additional 10 parking spaces to be paved and the existing parking lot would be paved. The access coming into the site nearest to Route 121 would be a one way to enter and to get to the upper parking lot would be a one-way up to there and to exit would be a one-way to exit out onto Wilson's Crossing Road.

Mr. Mitchell went on to mention the review letter from Stantec which was received this afternoon and they have read down through that and have actually submitted a waiver letter because there was some suggestions in there that Stantec has suggested that they do some additional waivers from what they had. Mr. Mitchell commented that, he would be glad to discuss them with the Board one by one when they are ready. Mr. Poltak thanked Mr. Mitchell and commented that, a determination needs to be made that this is a minor site plan request. Mr. Poltak also mentioned that, at the end of their discussion, hopefully would lead to a conditional approval of this minor site plan. Mr. Poltak informed the Board that, they had Stantec and Mr. Mitchell on the phone to discuss any issues tonight and could hopefully come to closure with this project. At this time, Mr. Poltak turned the discussion over to the Board members. Mrs. Marzloff asked if all the conditions had been met from Stantec's letter dated October 7th. Mr. Poltak stated no because the letter was only received today so any approval that would be moved as he suggested earlier in his comment would be conditioned upon accommodating all of the concerns of Stantec as well as this Board would have tonight. Mrs. Marzloff understood.

Mr. Grillo asked Mr. Mitchell that, it looks like he's looking at a letter asking for five (5) specific waivers and asked Mr. Mitchell to walk through those for the Board. Mr. Mitchell began by waiver request #1 which was submitted with the application which was to have this treated as a minor site plan. Items #2, #3, #4 & #5 were added to the list after Stantec's letter that some of the specific requirements in the Town of Auburn's Regulations which were not met and therefore a waiver was suggested and that's what items #2, #3, #4 & #5 were all about. Mr. Mitchell went on to say that, item #2 has to do with the grade of the proposed entrance into the parking lot. The request is to allow the grade of the proposed driveway to slope away from the road at a grade of 2% for 20-feet. Item #3, the regulations shows that, all driveways need to be at least 20 feet wide for commercial driveways and what they are proposing is the 15-foot one-way driveway going out to the exit. They originally had a 15-foot driveway between the two parking lots and

after talking with Mr. Tatem, they are proposing to add an 18-foot wide driveway between the two (2) parking lots to have added room for people to walk from the upper parking lot down to the lower parking lot and to get into the church. Mr. Mitchell moved on to item #4, which shows in your site plan regulations and refers to the subdivision regulations that a culvert pipe of a road needs to have 3-feet of cover even though this is an access drive going into it, they did not have 3-feet of cover but they can propose to have 2-feet of cover. Lastly, item #5 was to allow the areas around the entrance and proposed parking lot to be landscaped and reviewed by Stantec. Mr. Mitchell believed that they could address all the comments in Stantec's letter dated October 7th while working with Stantec aside of the items that they have requested waivers on. Mr. Mitchell stated that, he would certainly request a conditional approval tonight subject to working with Stantec on all of the outstanding items.

Mr. Grillo asked if it was possible for Mr. Tatem to comment as the town engineer. Mr. Poltak commented that, all of the five (5) items popped up in his thinking as well as Mr. Tatem and informed Mr. Tatem to contact Mr. Mitchell to tell him that these waivers would be required. Mr. Poltak asked Mr. Tatem to comment. Mr. Tatem pointed out that, they were a little behind and that they did not submit the review letter until today. Mr. Tatem stated that, he contacts Mr. Poltak and discussed the items with him and then contacted Mr. Mitchell's office. After speaking with Mr. Mitchell, he was confident that Mr. Mitchell's office can address all of the comments that are in the letter. However, there were a couple of questions regarding lighting and landscaping. They had a question regarding pedestrian access between the two (2) parking lots. They are going to provide a lighting plan for the parking areas. The landscaping plan would require a waiver as they would like to provide a landscaping plan but with budgets being a concern from a small congregation they would like to waive the requirement to have that landscaping plan generated by a licensed landscape architect which they thought would be an appropriate waiver request. After discussion with the Road Agent, the 36-inch culvert be reduced to a 24-inch culvert to match the existing culvert under the roadway. They have no issue with granting the waiver to having 2-feet of cover as opposed to 3-feet of cover. Mr. Tatem believed that, this summarizes the five (5) requests. Mr. Grillo indicated that, he would need more information and to hear from the town engineer on whether or not they support the waivers. Mr. Tatem said they would support the waivers and not take any exception to the waivers as requested. Mr. Grillo thanked Mr. Tatem for his explanation. Mr. Poltak asked if there were any other questions or comments from the Board. None were noted. Mr. Poltak wanted to add that, he is sort of a stickler when it comes to landscaping and explained that, none of the trees will be removed and that he was fine, in this case, to forego the landscape plan and reviewed by Stantec as the project proceeds. Mr. Poltak also mentioned that, lighting will be addressed as the project moves forward and will be done in compliance of our lighting regulations.

Mr. Poltak asked if anyone else had any comments or questions. Mr. Mitchell just wanted to make a clarification that they are going to be doing some landscaping and that there are some trees along Wilson's Crossing Road where the exit from the upper parking lot will be coming out that, there are some trees that will be removed and that the culvert pipe that they have, does not have the required coverage to put into the ditch line where

it is and that will have some additional trees but some will be cut down. Mr. Poltak thanked Mr. Mitchell for that clarification and stated that there would be no unnecessary cutting of trees.

Mr. Poltak asked if there were any other questions or comments from abutters or interested parties? None were noted. Mr. Poltak believed that, they should take up any waiver requests prior to any motion that might be forthcoming regarding conditional approval. Mr. Poltak looked to Mr. Grillo to offer motions respectful of the five (5) items and then they would take up conditional approval. At this time, Mr. Grillo began making the following motions.

Mr. Grillo made a motion to accept the application for minor site plan approval for Longmeadow Congregational Church, Tax Map 20, Lot 11A. Mrs. Marzloff seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and, Mr. Rolfe voted to approve, all were in favor and the motion passed.

Mr. Grillo made a motion to accept the application as a minor site plan approval for Longmeadow Congregational Church, Tax Map 20, Lot 11A. Mrs. Marzloff seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and, Mr. Rolfe voted to approve, all were in favor and the motion passed.

Mr. Grillo made a motion to grant a waiver to Section 10.08(3) to allow the grade of the proposed driveway to slope away from the road at a grade of 2% for 20-feet for Longmeadow Congregational Church, Tax Map 20, Lot 11A. Mrs. Marzloff seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and, Mr. Rolfe voted to approve, all were in favor and the motion passed.

Mr. Grillo made a motion to grant a waiver to Section 10.08(6) to allow the proposed one-way driveway to be 15-feet in width on the exit to the parking lot and to be 18-feet between the parking lots to provide for pedestrian access for Longmeadow Congregational Church, Tax Map 20, Lot 11A. Mr. Rolfe seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and, Mr. Rolfe voted to approve, all were in favor and the motion passed.

Mr. Grillo made a motion to grant a waiver to Section 10.11 to allow the cover over the culvert at the parking lot exit to have 2-feet of cover for Longmeadow Congregational Church, Tax Map 20, Lot 11A. Mr. Rolfe seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and, Mr. Rolfe voted to approve, all were in favor and the motion passed.

Mr. Grillo made a motion to grant a waiver to Section 10.20(3) to allow the areas around the entrance and proposed parking lot to be landscaped and reviewed by Stantec for Longmeadow Congregational Church, Tax Map 20, Lot 11A. Mr. Rolfe seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and, Mr. Rolfe voted to approve, all were in favor and the motion passed.

Mr. Grillo made a motion to conditionally approve the minor site plan conditioned on the applicant working with Stantec regarding the outstanding items in Stantec's letter dated October 7, 2020, for Longmeadow Congregational Church, Tax Map 20, Lot 11A. Mr. Rolfe seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and, Mr. Rolfe voted to approve, all were in favor and the motion passed.

Mr. Poltak commented to the applicant that he believed they were all set and asked Mr. Tatem if he was satisfied with everything tonight. Mr. Tatem stated that, they were in good shape. Mr. Poltak asked if everyone was satisfied. Mr. Mitchell said yes and thanked the Board for their time. The discussion ended.

Adopt Revised Section 10.00 – General Standards (10:13 Lighting)

Mr. Poltak moved on to the Public Hearing on the new Lighting Ordinance. At this time, Mr. Poltak asked if there was anyone that wished to comment on the new Lighting Ordinance. None were noted. On that note, Mr. Poltak believed that since there were not questions or comments that he indicated that he would need a motion to adopt the new Lighting Ordinance as written and proposed.

Mr. Grillo made a motion to approve the Lighting Ordinance which has been reviewed during the Public Hearing held on October 7, 2020. Mrs. Marzloff seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and, Mr. Rolfe voted to approve, all were in favor and the motion passed.

Mr. Poltak thanked Mr. Tatem for all the work done on rewriting this Lighting Ordinance.

Capital Improvement Plan 2020

Mr. Poltak moved on to the Capital Improvement Plan of 2020. Mr. Poltak explained that Mr. Tatem has been working with Mr. Herman, Town Administrator on completing the Capital Improvement Plan dated 2020. With that said, Mr. Poltak turned the meeting over to Mr. Tatem.

Mr. Tatem began going through the changes made to the CIP with the Board members. Mr. Tatem indicated that, Mr. Herman updated Table "3". At this time, Mr. Tatem went through Table "3" with the Board members. Mr. Poltak asked the Board members if there were any questions or comments. None were noted and therefore they moved on to the next section of the CIP which was Appendix "C". Mr. Tatem indicated that, they should do any corrections on Table "3" which would mimic Appendix "C". Mr. Lacroix asked about the school addition/renovation bond. A brief discussion ensued with regard to the school bond. The Board and Mr. Tatem continued through the rest of the CIP and prioritizing Table "3". Mr. Tatem asked the Board members if there was anything else that they saw that needed changing. No changes were noted. Mr. Tatem asked Mr. Herman that, since there were no significant changes would he just update the two (2) charts and send it to you and Ms. Royce or would it need to go to another hearing. Mr. Herman said no that if the Board votes to approve it tonight that Mr. Tatem was good to go to make those adjustments. Mr. Tatem stated to Mr. Poltak that he could have the changes made and sent to the Board by the end of the week.

In conclusion, Mr. Poltak asked the Planning Board members if anyone had any problems with what is being suggested. None were noted. Mr. Poltak commented that, what he would like the motion to say is that the Planning Board approves the update of October 7, 2020 and will forward the updated Capital Improvement Plan once completed by Mr. Tatem. Mr. Herman stated that, they will provide it to the Board of Selectmen and the Budget Committee as a guide when they're dealing with the 2021 budget. Mr. Poltak asked Mr. Grillo if he wanted to make the motion.

Mr. Grillo made a motion to approve the changes to the 2021-2026 Capital Improvement Plan completed by Stantec and to forward on to the appropriate parties. Mrs. Marzloff seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, Mr. Rolfe voted to approve, and Mr. Porter also voted to approve, all were in favor and the motion passed.

Mr. Poltak thanked both Mr. Herman and Mr. Tatem for all their hard work. Mr. Tatem thanked the town and the department heads for all their input. Mr. Poltak thanked everyone and asked if anyone had anything to add.

OTHER BUSINESS

Ms. Royce wanted to give the Board a heads up that the acceptance of the following roads would be coming before the Board in an upcoming meeting. The roads would include the new section of Haven Drive and Juniper Circle. Mr. Poltak understood that these requests would be coming up shortly and would be awaiting the formal request and the Board would go from there.

Mr. Poltak asked Ms. Royce how heavy our end of the month meeting agenda looked like. Ms. Royce stated that they had a few applications and named off 269 Rockingham Road LLC with a Lot Line Adjustment and Robert Sanborn with a one lot subdivision.

Mr. Poltak did not know when Mr. Falzone would be coming before the Board with a formal application. Ms. Royce commented that, at the informal meeting, Mr. Falzone mentioned that he would have a formal application by the end of November.

ADJOURN

At this time, Mr. Poltak thanked everyone for their participation tonight and asked for a motion to adjourn.

Mr. Grillo made a motion to adjourn. Mr. Rolfe seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mr. Rolfe voted to approve, Mr. Lacroix voted to approve, Mrs. Marzloff voted to approve, and Mr. Porter voted to approve, all were in favor and the meeting stood adjourned at 9:07pm.

The Planning Board's next scheduled meeting would be for October 21st, 2020 at 7:00 pm. Due to Governor Sununu's Emergency Order #12 on March 23rd, all meetings will be held via teleconference until further notice.