

UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
January 20, 2021

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

Also Present: Carrie Rouleau-Cote, Building Inspector. Chief Michael Williams, AFD

Absent: Jess Edwards, Alternate.

Mr. Poltak called the meeting to order at 7:00pm. Mr. Poltak explained the procedures for tonight's hearing and 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 began as follows:

Mr. Poltak introduced himself as Chairman of the Planning Board. Mr. Poltak called on Mr. Grillo. Mr. Grillo was present. Mrs. Marzloff was present. Mr. Lacroix was present. Mr. Rolfe was also present.

Mr. Poltak moved on to Chief Williams of the Auburn Fire Department who was present. Mrs. Rouleau-Cote, Building Inspector/Code Enforcement Officer was also present.

Mr. Poltak commented that he would be elevating Mrs. Marzloff to a full voting member tonight until Mr. Porter phoned in.

Mr. Poltak moved on to the approval of the last meeting minutes which was November 18, 2020 and stated that a motion to approve would be in order.

MINUTES

Mrs. Marzloff moved to approve the minutes for November 18th, 2021 as written. Mr. Porter seconded the motion. A roll call vote was taken as follows: Mr. Porter voted to approve, Mrs. Marzloff voted to approve, Mr. Rolfe voted to approve, and, Mr. Lacroix voted to approve, all were in favor with Mr. Grillo abstaining and the motion passed.

GENERAL BUSINESS

At this time, Mr. Poltak moved into tonight's agenda and asked everyone to please mute their phones unless they were speaking. Mr. Poltak wanted to first address the Board with regard to a removed item from the agenda which was Liberty Woods Freedom Lane. Mr. Poltak went on to say that, he would like to take it up at the next meeting because he would like the opportunity to talk to Keith as well as town counsel and the Board of Selectmen in respect to this item so they will definitely be scheduling that for the next meeting.

PUBLIC HEARING

Amend Appendix "F" – Fire Department Regulations Auburn Fire Department (Full Text Available at Town Hall)

Mr. Poltak moved on to the next discussion which is an amendment through an update to the Fire Department Regulations which can be found in Appendix "F". Mr. Poltak wanted to ask if anyone that was on the phone that had any input or would like to have a discussion with regard to the Fire Department updates. None were noted at this time. With that said, Mr. Poltak asked Chief Williams to share with the Board regarding the contents of what he is proposing with an update. Chief Williams began by explaining that, Appendix "F" has been in place for years in Auburn and basically, it's an update to the regulations and deals with three (3) things. One, is that it was outdated and referencing many outdated fire codes, secondly, there was no definition page and he just wanted to clarify the applicability. Chief Williams went through the changes that were made and commented on the definition section that was added. Chief Williams talked about the applicability section as well. Chief Williams talked about residential sprinklers and it referenced NFPA 13, 13D and 13R sections. They updated the New Hampshire State Fire Code. Mr. Poltak believed it was pretty-straight forward and asked if there was any member of the Board that had any questions for Chief Williams. Mr. Grillo had a few questions and began with Section C – System Maintenance and asked if it pertained to residential. Chief Williams stated that, it references Commercial property and that they could reference it as such and is required annually. Mr. Grillo's second question was regarding the Knox Box and if they could allow others. Chief Williams commented that, the Fire Department carries the master key for that and if they did go to different vendors then they would end up carrying numerous keys and then have to figure out which access box it was which would make it harder for the Fire Department members. Mr. Grillo understood and stated that it made sense and in closing wanted to thank Chief Williams for everything he does for the town.

Mr. Poltak asked if anyone else on the Board had any questions. Mrs. Marzloff had a question and pointed out page #2, Technical Assistance, item #3 refers to Registered Design Professional and does not appear under the definitions and asked who this person was and what was their review responsibility. Chief Williams indicated that, they could certainly make that a definition but what they are referring to is, when they have a stamped engineered drawing like a fire protection engineer but if they put it under the definitions that, they could certainly clarify that. Mrs. Marzloff's second question was regarding Page #2, Item #15 references disconnect switches and suggested that they revise it to say municipal because obviously we are not a city. Chief Williams stated that, they can make that change and just say "Master disconnect switches". Mrs. Marzloff thanked Chief Williams.

Mr. Poltak asked Mrs. Rouleau-Cote if she had anything to add. Mrs. Rouleau-Cote commented that, in listening to the discussion with regard to the comment pertaining to the Design Professional that, she was pretty sure that language came directly from the NFPA 1 and that language was added a few years ago when they last tweaked these regulations because they wanted to make sure that the information being submitted to them was coming from somebody who had knowledge in the fire alarm system itself. A brief discussion ensued with regard to the third-party qualifications that they are reviewing for this. Mrs. Rouleau-Cote also wanted to comment regarding to the Certificate of Fitness Holder which is why this language was added because there was a business in town that wanted to certify their own fire extinguishers. Mrs. Rouleau-Cote also talked a little bit about residential sprinklers. Mr. Poltak thanked Mrs. Rouleau-Cote for her input and asked if anyone from the public had any comments. Again, none were noted.

In conclusion, Mr. Poltak asked Chief Williams and Mrs. Rouleau-Cote if the change suggested could be made. Chief Williams commented, yes, they can make the changes as suggested to add the definition for "Registered Design Professional" and change the other section to say, "Master Disconnect Switches". With that said, Mr. Poltak read a section of the statute whereby it says, "After the Planning Board Hearing, the Planning Board "Shall" by vote determine the final form of the ordinance or amendments to be presented to the town or village district, which ordinance or amendment may include editorial revisions, textual modifications and the like resulting in the proceedings of that hearing." An additional Public Hearing is only required and shall be held if the proposal is substantially altered by the Planning Board after the Public Hearing and that would require a second Public Hearing. Mr. Poltak believed that, the two (2) corrections suggested were minor in scope and would suggest that, we entertain a motion to recommend with the minor changes suggested the ordinance for consideration at town meeting in March. Mr. Poltak did not believe the changes were substantial enough to require a second hearing especially given the lack of interest by the public. With that said, Mr. Poltak asked for a motion to be made by a member of the Planning Board. The motion will be that "the Board will recommend consideration of the proposed amendments to the ordinance and bringing it forward at town meeting in March of 2021.

Mr. Grillo made a motion that the Board recommends consideration of the proposed amendments to Appendix “F” of the Fire Department ordinance and bringing it forward at town meeting in March of 2021. Mrs. Marzloff seconded the motion. A roll call vote was taken as follows: Mr. Grillo voted to approve, Mrs. Marzloff voted to approve, Mr. Rolfe voted to approve, Mr. Porter voted to approve, and, Mr. Lacroix voted to approve, all were in favor and the motion passed.

Mr. Poltak thanked both Chief Williams and Mrs. Rouleau-Cote for their time and the discussion ended.

OTHER BUSINESS

Mr. Poltak stated that, that takes care of their agenda tonight and asked the Board members if they had anything else that they wanted to bring up tonight and began by sharing a few things with the Board. Mr. Poltak mentioned that, there were a few applications that would be coming before the Board and one being Joe Falzone with the 55 and older for the senior housing proposal.

Mr. Poltak went on to mention another application which would be for the King Street proposal with regard to improving the property. Mr. Poltak added that, the property has received ZBA approval and would probably be before us in March. Mr. Grillo was surprised to hear that the ZBA approved their request.

Mrs. Marzloff asked if we would be meeting in a live meeting possibly at the school and if we could schedule both of these applications at that time as it is a little hard to work with this type of application online and over the phone. Mr. Poltak responded that, his intent is to utilize the school either in March or April and talked about the vaccination program. Mr. Poltak also pointed out that, Mr. Rolfe mentioned that previously and Mr. Poltak did not think it was feasible to conduct a public hearing that would have the potential public members to participate in the meeting to be done by teleconference. They will have to move forward with a public meeting. Mrs. Marzloff agreed.

Lastly, Mr. Poltak wanted to thank both Mr. Grillo and Mr. Lacroix as they will not be pursuing re-election to the Board for a very valid reason and wanted to thank them for their dedication to the Planning Board and wanted to wish them both the best. Mr. Poltak also wanted to suggest that the Board seek candidates in the near future. Mr. Rolfe reiterated what Mr. Poltak has stated and wanted to wish them both good luck and hated to see them go and asked them if they ever wanted to come back to please come back to the Board. Mr. Grillo stated that, that was his intention as soon as he has completed his doctoral program. The Board all commented that, that would be awesome and were glad to hear that. Mr. Lacroix stated the same thing, that he will be back and maybe not as a member but as an alternate but that he would definitely be back. The Board members all thanked them for their time.

ADJOURN

At this time, Mr. Poltak thanked everyone for their participation tonight and asked for a motion to adjourn but before he did, he wanted to ask Ms. Royce when the next meeting was scheduled for. Ms. Royce commented that, the next meeting is scheduled for February 3rd and then the following meeting would be held on Wednesday, February 17th.

Mr. Grillo made a motion to adjourn. Mr. Porter seconded the motion. A roll call vote was taken as follows: Mr. Rolfe voted to adjourn, Mr. Porter voted to adjourn, Mr. Lacroix voted to adjourn, Mr. Grillo voted to adjourn, and, Mrs. Marzloff voted to adjourn, all were in favor and the meeting stood adjourned at 7:32pm.

The Planning Board's next scheduled meeting would be set for February 3rd, 2021 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.