

**UNAPPROVED MINUTES**  
**Town of Auburn**  
**Planning Board**  
**PUBLIC HEARING**  
**February 15, 2023**

**Present:** Ron Poltak, Chairman. Jeff Porter, Vice-Chairman., Michael O'Callaghan (7:05pm), Members. Paula Marzloff & Jess Edwards (7:15pm), Alternate Members. Minutes prepared by Denise Royce.

**Also Present:**

**Absent:** Jill Dross, Member. Michael Rolfe, Selectmen's Representative.

The meeting was held at the Auburn Town Hall. Mr. Poltak called the meeting to order at 7:00pm. Mr. Poltak informed everyone present that there were a few members absent tonight. Mr. Poltak moved on to inform the Board that tonight's meeting pertained to surety reductions and surety releases as well as to discuss the Landscaping Plan for the 55+ development off of Hooksett Road.

Mr. Poltak elevated Mrs. Marzloff to a full voting member in the absence of Ms. Dross. Mr. Poltak moved on by asking the Board for an approval of the meeting minutes for January 11, 2023 and stated that a motion to approve would be in order.

**MINUTES**

**Mrs. Marzloff moved to approve the minutes for January 11<sup>th</sup>, 2023, as written. Mr. Porter seconded the motion. A vote was taken, and all were in favor and the motion passed.**

Mr. Poltak moved on to the items on the agenda and began with 269 Rockingham Road with a request to release the remaining surety held by the Town of Auburn.

**GENERAL BUSINESS**

**Alan Villeneuve**  
**269 Rockingham Road, Tax Map 25, Lot 44**  
**Discuss Release of Surety**

Mr. Poltak explained what had transpired with regard to 269 Rockingham Road whereby the Board provided a waiver at the last meeting regarding the completion of this project. Ms. Royce went through the file and noted that the amount was \$10,395.00. With that said, Mr. Poltak believed that a motion was in order.

**Mr. Porter made a motion to release the surety for 269 Rockingham Road, Tax Map 25, Lot 44 as recommended by Stantec in a letter dated January 30, 2023 in the amount of \$10,395.00. Mrs. Marzloff seconded the motion. A vote was taken, and all were in favor and the motion passed.**

**Jean Gagnon  
Lovers Lane Subdivision (Long Pond Woods)  
Juniper Circle, Tax Map 8, Lot 25  
Discuss Release of Surety**

Mr. Poltak moved on to the request for release of surety regarding Juniper Circle and noted that this project was complete.

**Mr. Porter made a motion to release the surety for Jean Gagnon, Lovers Lane Subdivision (Long Pond Woods) Juniper Circle, Tax Map 8, Lot 25 as recommended by Stantec in a letter dated January 30, 2023 in the amount of \$23,014.50. Mrs. Marzloff seconded the motion. A vote was taken, and all were in favor and the motion passed.**

**Steve Febonio – Maverick Development  
Haven Drive Subdivision  
Haven Drive, Tax Map 5, Lot 29  
Discuss Release of Surety**

Mr. Poltak moved on to the request for release of surety regarding Haven Drive and noted that this project was complete.

**Mr. Porter made a motion to release the surety for Steve Febonio, Maverick Development, Haven Drive Subdivision, Tax Map 5, Lot 29 as recommended by Stantec in a letter dated January 30, 2023 in the amount of \$30,984.37, 2-year maintenance surety provided in a Letter of Credit. Mrs. Marzloff seconded the motion. A vote was taken, and all were in favor and the motion passed.**

**Chinburg Development, LLC  
Hooksett Road, Tax Map 10, Lot 19  
Discuss Landscape Plan for 55+ Development &  
Discuss Surety Reduction**

Mr. Poltak began by asking Mr. Tatem if he wanted to discuss the surety reduction first and then the Landscape Plan second. Mr. Tatem began with the surety reduction and explained that, Chinburg Builders had sent them a request to reduce the surety. Mr. Tatem went on to discuss the Stantec letter dated February 15, 2023 (a copy of which

can be found in the file) how he came up with the amount to be reduced and believed it was close to the estimate that they gave them. Mr. Tatem further added that, the Town is currently holding Surety in the amount of \$1,882,349.20 and the recommended amount of surety to be reduced by \$529,138.57 with a remaining surety amount to be held is \$1,353,210.63. This surety is for Site Plan Improvements for Phase I and the off-site improvements. Mr. Tatem stated that, this was all up to date.

Mr. Poltak had a few questions with regard to the Landscaping Plan but would hold off until that discussion. At this time, Mr. Tatem discussed previous surety held by the Town and what has transpired in the past. Mr. Poltak did not believe we would run into any problems moving forward. A brief discussion between the Board Members and Mr. Tatem ensued with regard to surety held by the Town of Auburn for public and private projects.

In conclusion, Mr. Poltak informed the Board that, Mrs. Rouleau-Cote, Mr. Tatem and he would be meeting to go over how the surety is written in the regulations sometime next week.

**Mr. Porter made a motion to reduce the surety from \$1,882,349.20 down to \$1,353,210.63 for a reduction amount of \$529,138.57 as recommended by Stantec in a letter dated February 15, 2023 for Auburn Heights (Cliffs at Evergreen), 55+ Development off Hooksett Road, Tax Map 10, Lot 19. Mr. O'Callaghan seconded the motion. A vote was taken, and all were in favor and the motion passed.**

Mr. Poltak moved on to discuss the Landscape Plan and turned the meeting over to Ms. Pyburn of Chinburg Builders. Ms. Pyburn began by saying that, they redesigned the entrance so it's different than what was approved. Ms. Pyburn moved on to talk about the chamber system area near Unit #1 (Lot #1). Mr. Poltak commented that, his initial reaction to the Landscape Plan was that it was minimal at best because he was unsatisfied with what was presented. Mr. Poltak stated that he did not see any landscaping to the left side as you go up the hill. Ms. Pyburn commented that there would be ground cover plantings which would include 81 creeping junipers. Discussion ensued with the plantings proposed on the left side of the entrance where the slope and rock wall would be. Mr. Poltak asked why they couldn't put anything on top of the chamber system area. Ms. Pyburn stated that, they purposely did not want to put anything on top of that so they would be able to access it if they needed to. Discussion ensued and it was noted that they could put something in front of it. Mr. Porter pointed out that the Board has received numerous calls about the development and the fact that the homes can be seen from the road. Mr. Porter further explained that, through the Planning Board process it was stated several times that the homes would not be seen from the road and that is not what has occurred. Therefore, the Planning Board is asking that more screening be added to offset this issue. Mr. Tatem suggested that the Board request the landscaper to put in some more mature trees because he recalled at several Planning Board meetings that it was stated that "you would not see the houses from the road" and that has not happened. Discussion ensued with regard to further screening and that Ms. Pyburn indicated that they could work something out.

In conclusion, Mr. Poltak commented that he was not concerned with the aesthetics of what they are presenting which is anything that does not mature over four (4) feet. He was not worried about the grassy areas in the front or the ornamental plantings but did not see enough screening to the visual that is up on the hill now. Mr. Poltak wanted a rendering of what they would be putting in for trees to be more specific. A brief discussion ensued on what the Board was looking for within this development.

Mr. Poltak asked about the sign and could not recall a discussion and asked if they could let the Board know what kind of sign would be put in place. Mr. Tatem recalled that it would be at the entrance. Ms. Pyburn stated that it would have a logo and asked the Board if she wanted to flip it to the other side of the road on the rock wall would the Board be opposed to that. Ms. Pyburn explained that she would like to utilize the rock wall and believed it would look great. Again, the landscaper and Ms. Pyburn pointed out to the Board that 81 junipers would be placed on the slope above the rock wall. Mr. Poltak stated that he was not adverse to having the sign in the wall. Mr. Tatem believed it would be seen more on the side of the rock wall as opposed to the other side. Ms. Pyburn agreed and stated that was why they would like to move it to the side with the rock wall.

Mr. Poltak asked Ms. Pyburn and the landscaper if they had any further questions or comments. None were noted and the discussion ended.

**David Haddad**  
**Auburn Woods Townhomes**  
**945 Londonderry Turnpike, Tax Map 1, Lot 27**  
**Discuss Surety Reduction**

Mr. Poltak explained what has occurred with this project and that there were several outstanding items that needed to be addressed prior to reducing the surety further and asked the Board members what they would like to do. Mr. Poltak also stated that he received a message from Mr. Haddad that he would not be able to attend the meeting tonight due to an emergency. With that in mind, Mr. Poltak suggested that they move forward with a motion to reduce the surety per Stantec's recommendation. A brief discussion ensued with regard to the request. Mr. Tatem suggested that they act upon their recommendation and if Mr. Haddad wanted to question that then he could request to come before the Board to discuss the issue further.

Mr. Poltak stated, what he would like to see the Board do is to recognize the progress that has been made and they still have enough surety in place that remains to address remaining incomplete work items on the project. The Board agreed that surety reductions must be preceded by a letter of recommendation from Stantec following their inspection and approval of project work being in compliance with town construction standards.

Mr. Poltak wanted it noted that, Mr. Haddad had requested further reduction for the following items that have not been completed to the Town of Auburn's regulations:

Saw cut on road	\$2,500
Lifting pockets	1,000
Remove sediment	1,000
Stabilize site	<u>2,000</u>
Total	<u>\$6,500</u>

**Mr. Porter made a motion to reduce the surety from \$97,845.00 down to \$50,435.00 for a reduction amount of \$47,410.00 as recommended by Stantec in a letter dated January 26, 2023 for Auburn Woods (Route 28 By-Pass Townhomes), Tax Map 1, Lot 27. Mr. O'Callaghan seconded the motion. A vote was taken, and all were in favor and the motion passed.**

Lastly, Mr. Poltak commented that, if Mr. Haddad wanted to discuss the request for further reductions that he would have to come before the Planning Board to discuss it in person. address any outstanding issues.

Mr. Tatem added that the lighting is a safety issue and a Certificate of Occupancy cannot be issued until the lighting is confirmed that it meets all the safety requirements. Discussion ensued with regard to the lighting.

### **OTHER BUSINESS**

Mr. Poltak asked if there was any new business. None were noted.

At this time, Mr. Poltak informed the Board that they put off discussion of the Ground Water Regulation until the next meeting because he knew that everyone was not going to be present tonight so they would be discussing this at the next Planning Board meeting which is scheduled for March.

Mr. Poltak thanked everyone for their participation tonight and indicated that a motion to adjourn would be in order unless someone had something they would like to discuss.

**Mr. O'Callaghan made a motion to adjourn. Mrs. Marzloff seconded the motion. A vote was taken, all were in favor and the meeting stood adjourned at 8:45pm.**

**The next Planning Board meeting is scheduled for Wednesday, March 15<sup>th</sup>, 2023 at 7:00 pm. This meeting will be held at the Auburn Town Hall, 47 Chester Road. This date is subject to change.**