

**UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
November 2, 2016**

Present: Ron Poltak, Chairman; Paula Marzloff, Michael Rolfe & Steve Grillo, Members. Jeff Porter, Tom LaCroix & Jess Edwards, Alternates. Minutes recorded by Denise Royce.

Absent: Dale Phillips, Selectmen's Representative.

Mr. Poltak called the meeting to order at 7:01 p.m. and asked the Board members to introduce themselves to everyone present tonight.

MINUTES

Mrs. Marzloff moved to approve the minutes of October 5, 2016 as written, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.

ANNOUNCEMENTS/CORRESPONDENCE

➤ None were reviewed at this time.

GENERAL BUSINESS

Mr. Poltak asked the Board if they wanted to take the road acceptances one at a time or all together. Mr. LaBranche of Stantec wanted to explain what had occurred and began by saying that, this past week these two projects were scrambling to get accepted by the town. Mr. LaBranche went on to say that, the process typically is that they finish everything and they go before the Planning Board and say they are finished and then Stantec sends a letter saying they are finished. However, the Selectmen have a policy that it has to be done by November 1st and today is not November 1st but November 2nd so what happened was that they went before the Board of Selectmen as they had everything done except for the usual stuff you can't do this time of year. Mr. LaBranche indicated that they went out and conducted a site walk of the two projects with the different department heads and Ms. Royce was there and looked over everything and identified what needed to be done and redid the bond estimates and made a recommendation to the Board of Selectmen and obviously they would accept it, approve it contingent upon the Planning Board saying that they're okay with it. Mr. LaBranche

reminded the Board members what had occurred approximately 5 years ago where there was a scramble to get Dartmouth Drive accepted by the town so it would be maintained by the town. They kind a came before the Board of Selectmen and they accepted it without any inspections and there was snow on the ground so Stantec couldn't go out and look at it and it created an incident where Mr. Dross was not happy. Mr. Rolfe recalled there were sinkholes and stuff. Mr. LaBranche added that there were cracks and other stuff that was needed to be done that wasn't done. Mr. LaBranche added that they did go back and fix that stuff after the fact however, as a result of that the Selectmen asked Mr. Herman to write a policy and Mr. LaBranche made a copy of a policy that was written which is a Selectmen policy which they took out had to be accepted by November 1st and added the following must be completed number 1 to number 7. At this time, Mr. LaBranche passed out copies for all the Board members to review. Changes that were added were in red.

Mr. Poltak explained that he wanted it written to see what the actual policy would be in the future given the nature of the November 1st deadline due to weather these days and the like. Mr. Poltak stated that they are making a change in the policy and if this Board accepts these roads tonight after the Board of Selectmen and this should never happen again. Mr. LaBranche asked Mr. Poltak if he wanted to take up acceptance of the roads now and then they could talk a little bit more about the policy. Mr. Poltak stated that he would like to make sure that everyone understood about what the policy is going to be and understand what they are doing tonight is very acceptable. With that in mind, Mr. LaBranche moved on to discuss the draft policy for acceptance of roads. Mr. Edwards asked if legal counsel had the authority to approve. Mr. LaBranche stated that they would review and give their approval. Mr. Poltak informed Mr. Edwards that it was not for this Board to approve but was up to the Selectmen. Mr. Poltak indicated that he just wanted the Board members to be aware of this. Mr. LaBranche went through the 7 items listed in red for the Board members. Mr. LaBranche noted that #5 they increased the 2% of the total construction cost estimate to 5% with a minimum of \$10,000.

Mr. Gagnon had an issue as he believed that there was no mention that he had to put an inch and a quarter of pavement to complete the road of which he did at an extra cost to complete the road. Mr. LaBranche explained that 50 degrees and rising for one inch of pavement and 40 degrees and rising you would need an inch and a quarter or more of pavement. Mr. LaBranche asked Mr. Gagnon if American Excavating came up with this idea. Mr. Gagnon said it was Stantec because they could not pave unless they put an inch and a quarter. Mr. LaBranche stated that the story he got was that American Excavating went to Mr. Tatem and stated that they would be putting down an inch and a quarter to make it work and they said okay. A brief discussion ensued with regard to pavement.

Mr. Poltak wanted everyone on the Board to understand what was being put into a policy going forward which is now up to the Board of Selectmen. Mr. Poltak went on to say that tonight we have a few roads that have already gone through the process and are ready for acceptance. As everyone has already been informed, the Selectmen have already embraced that concept conditioned upon the Planning Board approval tonight.

Mr. Poltak stated that he wanted to see something like this prior to our voting tonight and wanted the Board to benefit from what was going up to the Selectmen associated with road acceptance in the future. Mr. LaBranche pointed out that the new policy is just to add details and to do away with the November 1st deadline so there will be a little more flexibility which will not compromise the quality of the roads. Mr. Edwards noted that the Board of Selectmen accepted these two projects and they are looking for a vote from the Planning Board. Mr. Poltak said yes because the process in place now requires them to go first.

Mr. Poltak also informed everyone that the Road Agent and all the Boards have approved it and turned to the Board members for questions.

**John Batchelder
Dane Development
Mountain Road Extension, Tax Map 9, Lot 4
Discuss Road Acceptance Recommendation**

Mr. Grillo made a motion to recommend the Board of Selectmen to accept Mountain Road Extension, Tax Map 9, Lot 4, Mrs. Marzloff seconded the motion. A vote was taken; all were in favor with one opposed, the motion passed.

**Jean Gagnon/Jemco Builders
Ledgewood Drive, Tax Map 8, Lot 2
Saddle Hill Drive
Seavey Drive
Discuss Road Acceptance Recommendation**

Mr. Grillo made a motion to recommend the Board of Selectmen to accept Ledgewood Drive, Tax Map 8, Lot 2, Mr. Rolfe seconded the motion. A vote was taken; all were in favor with one opposed, the motion passed.

Mr. Grillo made a motion to recommend the Board of Selectmen to accept Saddle Hill Drive, Tax Map 8, Lot 2, Mrs. Marzloff seconded the motion. A vote was taken; all were in favor with one opposed, the motion passed.

Mr. Grillo made a motion to recommend the Board of Selectmen to accept Seavey Drive, Tax Map 8, Lot 2, Mrs. Marzloff seconded the motion. A vote was taken; all were in favor with one opposed, the motion passed.

Steven Chartier
Heritage PHCE
28 Commercial Court, Tax Map 1, Lot 16-24
Discuss Potential Changeable Copy Sign

A request was made to move the discussion to the next Planning Board meeting scheduled for Wednesday, November 16, 2016. The request was so noted.

Alan Villeneuve
Auburn School District
Hooksett Road, Tax Map 10, Lot 19
Discuss changing the zoning for the property
From Residential 2 to Commercial 2

Mr. Villeneuve was not present so Mrs. Marzloff and Mr. Poltak did not want to discuss this issue without Mr. Villeneuve present. Mr. Poltak stated that they would wait to hear from Mr. Villeneuve.

Kimberly St. Denis
On behalf of Keith Babb & Lisa Ann Lemay
528 Manchester Road, Tax Map 25, Lot 11
Discuss Septic Replacement – Waiver Requested

Mr. Poltak read the memorandum from Mrs. Rouleau-Coté, Building Inspector/Code Enforcement Officer explaining the location of the septic system and the fact that the new system will be better than what is existing currently. Mrs. Marzloff stated that she was recusing herself from voting on this. Mr. Poltak asked the Board to conditionally approve the septic replacement conditioned upon a letter from the Building Inspector recommending the same after review.

Mr. Grillo made a motion to conditionally approve upon a letter of recommendation from the Building Inspector on the ethnicity and necessity of the proposed plan for the septic replacement for 528 Manchester Road, Tax Map 25, Lot 11, Mr. Rolfe seconded the motion. A vote was taken; all were in favor with one opposed, the motion passed.

OTHER

Mr. Poltak pointed out that he passed out copies of the budget to all the Board members and informed them that he was going before the Board of Selectmen on Monday and the Budget Committee on Thursday and wanted the Board to know that the budget had they are proposing has no changes in it with the exception of an increase providing for

the Board to get to workshops and seminars associated with changes in the law as we have new members on the board.

Mr. Poltak also talked about the master plan and moving forward this year. Mr. Poltak just wants to retain what is in place. Mrs. Marzloff asked if there was a contract in place. Mr. Poltak said yes. Furthermore, Mr. Poltak informed everyone that the discussions will start in December.

Boxwood Drive

Mr. LaBranche informed the Board members that he had a discussion with the developer for Boxwood Drive because he said he received a letter from the town informing him that they were going to pull the bond. Mr. LaBranche said that the developer wants to get back out there working on it and that Stantec will continue to monitor the progress and report back to the Planning Board at their next meeting on November 16th. Mr. Poltak pointed out that Mr. Pichette has been gone for about four months and wanted to work on it in the spring and was told by Stantec that he had to be done prior to snow and frost hitting.

Planning Board Discussion Master Plan & CIP Update Possible Dates

ADJOURN

Mrs. Marzloff moved to adjourn the Hearing. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 7:53p.m.
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The next Planning Board meeting will be held on Wednesday, November 16, 2016 at 7:00pm at the Town Hall, 47 Chester Road unless otherwise noted.