

UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
September 20, 2017

Present: Ron Poltak, Chairman. Steve Grillo, Vice-Chairman. Michael Rolfe & Jeff Porter, Members. Paula Marzloff & Tom LaCroix, Alternates. Dale Phillips, Selectmen's Representative. Minutes recorded by Denise Royce.

Absent: Jess Edwards, Alternate.

Mr. Poltak called the meeting to order at 7:03 p.m. and asked the Board members to introduce themselves to everyone present.

MINUTES

Mr. Porter moved to approve the minutes for September 6th, 2017 as written, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.

GENERAL BUSINESS

Informal – Jemco Builders
Juniper Circle, Tax Map 8, Lot 25
Request 7 additional Building Permits

Mr. Poltak explained that he was in receipt of a request from Jemco Builders for an additional 7 building permits. Mr. Poltak also indicated that the Board received a memorandum from the Building Inspector stating that 62 new home permits were available as of town meeting 2017 and that 22 new home permits have been issued since town meeting. Mr. Poltak went through the 22 permits issued which were as follows:

- Jemco has secured 7 permits
- Villages at Mt. Miner has been issued 4 permits
- Maverick Homes has secured 4 permits

Mr. Poltak went on to mention the Town of Auburn's Growth Ordinance and turned the discussion over to the Board members and if there was no discussion then he would entertain a motion to approve the request for 7 additional building permits.

Mr. Grillo made a motion to approve the request for 7 additional building permits for Jemco Builders, for Tax Map 8, Lot 25, Juniper Circle Subdivision. Mrs. Phillips seconded the motion. A vote was taken; all were in favor, the motion passed.

**Informal – Tye & Cher Griffin
112 Hooksett Road, Tax Map 10, Lot 5
Discuss reclassification of wetland (Level 3)**

Mrs. Griffin began by showing the Board members the location of the depression on the property that catches the runoff from the road. Mrs. Griffin pointed out that they drew on the plan where the house should go and showed the Board members where the corner of the house sits in the wetland buffer. Mrs. Griffin stated that she went before the Conservation Commission to see if it was really considered a wetland and they did make a determination. Mrs. Griffin asked the Board what should they do if the corner of the house ends up within the buffer. Mr. Poltak wanted Mr. Porter to comment on that as he was the Conservation Commission Chairman. Mr. Porter explained the conversation they had was that it was classified as a Level 3 because it did have stormwater runoff. They did not have a problem with the Level 3 because it did have stormwater runoff. Mr. Porter further explained that it's currently mowed and has been devegetated for years. Mr. Porter added that the Board wanted to ensure that any of the buffer within the 125-foot setback would be allowed to regrow so all mowing in that area would cease. The Board members all agreed with that and that was where it was left off. Mrs. Griffin asked the Board members again what the process would be if the corner of the house ended up within the wetland buffer. Mr. Poltak commented that they would have to come back before the Board and obtain approval from the Planning Board and understood where the Conservation Commission was coming from. Mr. Poltak said that their position is to take advice and assistance from the Conservation Commission and believed that the Planning Board would move in the same direction as the Conservation Commission. Mrs. Griffin stated that, that was basically what she was looking for and thanked the Board members for their time and exited the meeting.

In conclusion, Mr. Wichert turned it over to the Board members for comment. At this time, Mr. Poltak asked the Board members if they had any comments or questions. None were noted. Mr. Poltak stated that if there were no further questions or comments then he would entertain a motion for approval because as he understands it there are no waivers regarding this request.

PUBLIC HEARING

**David & Ann Marie Rioux
40 Spofford Road, Tax Map 16, Lot 16
Zoned Residential One
Minor Subdivision (One Lot)**

Mr. Poltak asked if there were any abutters present for any of the applications before the Board tonight. There was one abutter present for the Rioux matter. With that in mind, Mr. Poltak informed the abutter that the Board was in receipt of a letter from the applicant requesting a continuance until October 18th as they are not ready to move forward with their request and asked the Board to grant the request for a continuance until the October 18th meeting.

Mr. Porter moved to continue the Public Hearing until Wednesday, October 18th. Mr. Grillo seconded the motion. A vote was taken; all were in favor, the motion passed.

Mr. Poltak informed the abutter that this would be the only notice and if he wished to attend the Public Hearing on October 18th that he was more than welcome to attend.

**Douglas & Helen Daigle
21 Drouin Circle, Tax Map 12, Lot 18-3-1
Convert Existing Duplex to 2-unit Condominium
*Continued from August 16, 2017***

Mr. Wichert introduced himself and indicated that they were before the Board last month and again back in June. Mr. Wichert explained when they were before the Board last month that they made their presentation and took a lot of questions and that Town Counsel has since reviewed the Condo documents. Mr. Wichert commented that Ms. Royce had sent the Condo docs changes to them and that Attorney Sullivan, who was present at tonight's hearing has made the changes requested which were housekeeping changes. Mr. Wichert was hoping to hear from the Board members because the Board members wanted a chance to review the Condo docs as well. With that said, Mr. Wichert wanted comments from the Board members so that they could incorporate those changes into the Condo documents at the same time and then pass it by Town Counsel for final acceptance.

Mr. Grillo made a motion to approve the conversion of existing Duplex to a 2-unit Condominium for 21 Drouin Circle, Tax Map 12, Lot 18-3-1. Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.

Mr. Wichert thanked the Board and moved on to the next item on the agenda.

**Wayne E. Kenney Builders, LLC
On Behalf of The Estate of Everett J. Harriman
& Diane J. Thibeault
11 Rockingham Road, Tax Map 31, Lot 19
Major Site Plan Review
(Multi-Unit Townhouses/Condos)
*Continued from August 16, 2017***

Ms. McCourt of McCourt Engineering began the presentation tonight. Ms. McCourt started by saying that at the last meeting the Board gave her a long list of items to be added to plans plus updating the Condo documents. Ms. McCourt pointed out that Attorney Sullivan was present tonight to answer any questions that the Board may have regarding the Condo documents. Ms. McCourt moved on to talk about what the Board had requested at the last meeting which was to go back and look at the landscaping and adding more shrubs at the entrance. Also, they are planning on putting in a landscape berm in there to put the trees on top to try to help the initial shock of opening the front area. Ms. McCourt also talked about screening the area where the utilities will be going and where the trash storage area would be in the future. Ms. McCourt indicated that she updated the driveway typical section to add the additional gravel depth. They did put a note on the site plan to have down lighting at the mailbox at the entrance on the right side. They also added the septic tanks to the grading plan and indicated that was all she had and talked about Stantec's review and a comment that came back of what exactly they wanted to have on the plan regarding lighting.

Mr. Poltak asked Ms. McCourt if what she was sharing with the Board related to the memorandum received today from Stantec. Ms. McCourt said yes. Mr. Poltak also pointed out that he had a conversation with Mr. Tatem extensively with regard to lighting and understood that there was a waiver request pertaining to lighting which the Board would be taking up tonight. Mr. Poltak noted that from his perspective recognizes that this is a residential development and not a commercial site and from his perspective what they are proposing is adequate but it was up to the Board with regard to the vote. Mr. Poltak believed it was adequate and would not be looking for more lighting. Mr. Poltak also believed that the Board members had several questions with regard to the Condo documents and with that in mind would like to turn it over to the Board members.

Mr. Porter began by asking Ms. McCourt for greater detail of what she has done in the past and the number of units and where they are located and what type of water systems. Ms. McCourt answered that she has engineered plans all over the State of New Hampshire and that the biggest water system that she did was up in New Hampton with 54 units of manufactured housing with a community water system. Ms. McCourt went on to say that she has done numerous septic systems as well. A brief discussion ensued regarding water systems. Mr. Porter was concerned with the 8 unit condominiums on almost 3 acres that his greatest concern was the potential impact to the abutters and believed that the aquifer would be challenged. Mr. Porter believed they would be pulling too much water out of that limited area and there would be impact

to the abutters. Ms. McCourt turned this question over to Mr. Wichert as he could answer that question and that it did meet the State of New Hampshire.

Mr. Wichert began by saying that the septic under DES's formula with 3.7 acres and when you subtract out the area of wetlands and the well radius what ends up happening is the total lot can sustain a hair under 2,900 gallons a day. Mr. Wichert further added that, the way they have it designed is that they have two 1,200 gallons per day systems. The biggest challenge since the last meeting is what they have tried to do is that they took the comments from the Board members and there were concerns with how the breakdown of areas, where the limited common area was so they added a separate sheet to the site plan showing where each unit will own in fee and they will have rights to a 20 by 20 limited common area to the back and a small 10-foot-wide area in the front. Mr. Wichert went on to talk about the common areas for the Board's information. In conclusion, Mr. Wichert stated that, based on the DES formulas it's about 2,850/2,860 and they are only taking 2,400 gallons. Mr. Wichert further explained that, the 2,400 gallons per day is based off of 150 gallons per day per bedroom. They have 8 units and they are all two bedrooms and that's where they get to the 2,400 gallons per day. Mr. Wichert gave the Board other examples of what the draw on the aquifer could be. A brief discussion ensued with regard to the impact to abutters. Mr. Wichert also mentioned that there was a sewerage loading capacity that they must comply with and that they are only at about 80% to 85% capacity which is nowhere near maxing it out. Mr. Wichert did not really know how to answer this as they are below what is allowed and also pointed out that there was Manchester Water Works land that abuts this property.

Mr. Grillo asked if each unit would be 2 or 3 bedrooms because if you take the words off each of the rooms it looks like there is a master bedroom and two bedrooms but one of them is called a den/study. Mr. Grillo wanted to know what the definition was that drives the calculations. Attorney Sullivan answered by saying that if you have a closet then you have a bedroom. No closet then there's no bedroom. Mr. Wichert talked about the fact that you can't do a one bedroom septic because the minimum design flow is 300 gallons per day which is two bedrooms. A brief discussion ensued with regard to DES calculations with regard to the draw of gallons per day and the definition of bedroom.

Mr. Rolfe asked about S & D on the plans and that when he went for his license that there was no more S & D. Mr. Wichert explained that they had this one approved but that they were too far away so they are going to be doing a test pit in another area and their intent was to get the septic approvals first and then come before the Planning Board to get conditionally approved pending state approvals and then Mr. Kenney could go forward to consummate State Subdivision Approval. Mr. Wichert pointed out that, DES would rather them get State Subdivision Approval first and then they will approve the septic.

Mr. Rolfe also had a question regarding the Town of Auburn's Zoning Ordinance in Article 12, Section 12.03 (3) it says that "One Building Permit shall be required for the construction of each dwelling unit, with a duplex requiring two permits, etc." Mr. Rolfe

believed they would need eight (8) permits for these units and that the Town of Auburn only issues seven (7) per development and asked if they were going to phase it. Mr. Rolfe also noted that it further says, "any room that could reasonably be used as a bedroom shall be counted as such whether or not it is so designated under current plans" and therefore believed these would be considered three (3) bedrooms. Mr. Wichert pointed out that it was approved as two (2) bedrooms. Mr. Rolfe further pointed out that, that was not how it was counted in these regulations and it would affect the permitting. A brief discussion ensued and Mr. Wichert would review the ordinance. Mr. Wichert commented that, for assessing purposes they are a two (2) bedroom house.

Mr. Grillo moved on to comment on the Condo documents and wanted to thank them for Section 3.8 where it says that "the units are two (2) bedroom units and are restricted to remain no more than two (2) bedrooms." Mr. Grillo moved on to Article 5, Appendix b, Section 7.e, it lists things exterior to the unit not allowed and asked if satellite dishes should be included in that. Attorney Sullivan believed Mr. Grillo was talking about the By-Laws. A brief discussion ensued about what could be placed outside the units and Mr. Grillo asked if they could put satellite dishes outside. Attorney Sullivan said yes as they cannot be prohibited under federal law. Mr. Grillo brought up the fact that there was nothing in the documents about parking and was hoping to get something in there because his biggest concern was parking in areas blocking traffic and was also concerned about the garages becoming storage and people parking their vehicles outside. Mr. Grillo believed it was a very tight area and parking was a concern and wanted it noted that each unit only had the two (2) spots in front of their garage and that was it. Mr. Wichert pointed out that they have signs indicating "No Parking" in areas to prevent people from parking in that area. Mr. Grillo wanted something in writing in the Condo documents and did not want more signage. Attorney Sullivan did not believe it would be a problem and would put something in.

Mr. Poltak asked about compliance after the units are totally sold relative to meetings of the Board to form a Condo Association. Attorney Sullivan answered by saying that, there was a limit as far as what the Declarant could control and in this case, it's two (2) years and during those two (2) years he calls the shots. A brief explanation ensued by Attorney Sullivan and further explained that after that, it will be the Association and they will have an annual meeting that is run by a Board and sometimes they have committees. Attorney Sullivan did point out that this was a small Condominium development.

Mr. Poltak wanted to address parking and believed that the Town of Auburn would not allow parking on Rockingham Road and if one of the units was having a blowout graduation party and inform all the other units that I was going to have a party, where would visitors park. Attorney Sullivan stated that it was up to the Town of Auburn to enforce its ordinances on the public road and if the town wanted to tow everyone then they would tow everyone. Mr. Poltak asked if the Board could put it as a condition of approval, buyer beware, no parties because there's no parking. Attorney Sullivan did not believe that the Board had the authority to ban social gatherings but the Board

certainly has authority over the town roads. It would basically be up to each individual unit to figure it out and understand that there is only the parking in front of each unit.

Mr. Grillo moved on to Section 3.4.4 goes through the boundaries of the units and talked about air conditioning units. Mr. Scarpetti commented that each unit is forced hot air and would have central air conditioning. Attorney Sullivan commented that mini split systems would not be allowed because it would be going through the building itself.

Mr. Grillo commented on Section 3.8.5 talks about a specific brand name called a Knox Box which he believed was a specific brand for storage of a key. With this in mind, Mr. Grillo commented that this was all he had.

Mrs. Marzloff wanted to point out that the plan will need a tax map locus on the plan. Mr. Wichert said they could put one on. Mrs. Marzloff wanted the name of the Condominium development on all the pages. Mrs. Marzloff wanted to direct Mr. Wichert to Appendix E, and mentioned that it says 2011 budget which obviously needs to be fixed. Mrs. Marzloff would like to see proposed under expenses trash removal is part of the maintenance of this project and comes under the management of this company and should have a designated area on the plan. Ms. McCourt commented that she does have a designated area on the plan for future trash site. A discussion ensued with regard to trash pick-up and it was determined that trash would be the responsibility of each individual unit. Attorney Sullivan stated that it would fall under the Homeowner's Association responsibility. Mr. Grillo commented that he would rather see something in the Condo documents stating that garbage is to be kept within the garage until taken away. Attorney Sullivan agreed and stated that they could put something in the documents.

Mr. Poltak asked if there were any further questions from the Board. None were noted. Mr. Poltak indicated that if there were no further questions and asked the applicant that if approval is granted tonight, when would they be looking at beginning construction. Mr. Kenney stated that he would like to begin as soon as he is allowed but still needed to have a pre-con meeting. Mr. Poltak asked about the duration time for construction before a unit is occupied. Mr. Kenney believed sometime this winter. Mr. Poltak asked what the pricing of each unit would be. Mr. Kenney answered by saying somewhere around \$299,000 to \$329,000 per unit.

Mr. Porter wanted to revisit the idea with regard to water because he believed they needed to address the initial impact to abutters. Mr. Poltak did not believe the Board had the authority as it is not in our regulations. Mr. Porter talked about the units being three (3) bedrooms. Mr. Poltak corrected Mr. Porter by saying that they were not three (3) bedroom units but were in fact two (2) bedroom units. A brief discussion ensued regarding water consumption and the impact on abutters. Mr. Poltak reiterated that there was nothing in the Town of Auburn's zoning ordinance currently but that the Board could place something in the ordinance for future development. Mr. Villeneuve reiterated what Mr. Porter talked about previously regarding whether it was going to be two (2) or three (3) bedroom units. Mr. Villeneuve also brought up the fact that there

was not enough parking for visitors. Mr. Wichert pointed out that there was more than enough parking than what was required in the zoning ordinance. Attorney Sullivan also added that the condominium documents specifically states that it is to remain a two (2) bedroom unit and that the Town of Auburn has the authority to enforce that and issue a cease and desist with fines per day. Mr. Rolfe thought that the Town of Auburn's Zoning Ordinance had a minimum of three (3) bedrooms on single family homes.

Mrs. Marzloff also suggested to Attorney Sullivan that he add a table of contents to the Condominium documents as it was more orderly. Mrs. Marzloff also asked Attorney Sullivan if the final version would have the pages numbered. Attorney Sullivan said yes.

Discussion ensued regarding waivers between Mr. Poltak and Ms. McCourt and Ms. McCourt believed there were two (2) waiver requests, one being the driveway and the other one being the lighting. Mr. Poltak believed that the driveway waiver was granted at the last meeting. Ms. Royce confirmed that the driveway waiver was granted at the Public Hearing held on August 16th.

Mr. Poltak talked about the memo from Stantec talks about state approvals pending and the lighting issue which would be taken up in a waiver. Mr. Wichert commented that, they were going to get the septic approval first so that they could prove to the Board that the septic was viable and then once they received conditional approval that they would go back to DES and get State Subdivision Approval. DES would prefer them to do it the other way so that is probably how they will do it plus they need another test pit.

Mr. Wichert talked about Dunkin Donuts and believed that they draw a lot of water per day but did not have the calculations and that lot is like five (5) acres. They are doing 2,400 gallons on their 3.7 acres and moved on to talk about someone building a large home on the 3.7-acre lot and was unsure what Mr. Porter was getting at with his question previously asked. Mr. Porter reiterated that they would be drawing a substantial amount of water in that area and that the abutters could be impacted. Mr. Wichert believed that Dunkin Donuts would be drawing a greater amount and asked the Board if they were required to state the amount of water they would be drawing from the well in that area. Mr. Porter did not believe the Board understood the impact at that time or what the draw would be. Mr. Poltak understood Mr. Porter's concern but pointed out that there was nothing in the regulations at this time and moved on to request a motion for the waiver to lighting first.

Mr. Grillo made a motion to approve the waiver request for the Lighting Plan, Section 10.13 as presented as this proposal is for residential use for Tax Map 31, Lot 19, 11 Rockingham Road. Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.

Mr. Poltak discussed what would be included in the conditional approval motion which would be all state approvals being obtained (septic, water and subdivision). Mr. Poltak went through the list with the Board members as follows:

Trash being contained within the garage units. Attorney Sullivan added pagination of the condo docs. Mrs. Marzloff asked that the condo name be added to all the sheets of the plan. Ms. McCourt pointed out that Mrs. Marzloff asked for the Locus Map and Mrs. Marzloff indicated that Mr. Wichert had informed everyone that he would add it to the plan.

Mr. Grillo made a motion to grant conditional approval with the following conditions:

- 1. Conditioned upon state approvals being obtained;**
- 2. Addition to the Condominium documents that trash is to be contained within each garage for each unit; and,**
- 3. Condominium name to be placed on all pages of the plan including the mylar, for Tax Map 31, Lot 19, 11 Rockingham Road. Mrs. Phillips seconded the motion. A vote was taken; four (4) members were in favor, the motion passed.**

Mr. Poltak thanked the applicant and his engineers and the discussion ended.

**Auburn Historical Society
102 Hooksett Road, Tax Map 10, Lot 5-1
Zoned Residential Two
Minor Site Plan Review
(Building to be added – Shed (Small Barn))**

Mr. Carpenter presented on behalf of the Auburn Historical Society and passed out copies of the proposed plan to the Board members for their review. Mr. Carpenter pointed out the location to the Board members that the area was located on Hooksett Road. Mr. Carpenter stated that they would like to put up a small barn/storage shed type facility in a particular area on the property and pointed out the area on the plan for the Board members. Mr. Porter asked how big the proposed barn/storage shed would be. Mr. Carpenter stated that it would be a 20 foot by 24-foot building located at the corner of the parking lot. Mr. Carpenter explained that Mr. Rolfe gave them a sleigh and that it must be kept inside. A brief discussion ensued regarding the proposed building. Mr. Carpenter also pointed out that there would not be any electrical, water, septic or heat needed for this project. Mr. Carpenter began by saying that it was just adding a building/small barn and that there was not a lot of change. Mr. Grillo understood what Mr. Carpenter was saying and believed that they would need to bring the lot up to code with the other challenges of this lot such as the parking spots on gravel and not on pavement which we do not allow. Mr. Grillo wondered if they would be losing parking spaces.

Mr. Poltak asked Mr. Carpenter what type of barn would this be and would it be rustic, unfinished or something other than that and wanted to know what type of building they were proposing to put up. Mr. Carpenter indicated that he has contacted someone who does heavy timber frame buildings who would be putting together a building for them to

look like old style construction. Mr. Carpenter stated that they have prices for foundation and volunteers to work on the building. At this time, Mr. Rolfe recused himself as he would be the one doing all the work. Mr. Poltak elevated Mrs. Marzloff to vote on the application. Mr. Poltak explained that he did not see this site turning into anything busy but was interested in what the building would look like. Mr. Carpenter explained that they would be putting in a frost wall with a pad and then the heavy timber building (7x7 timbers) would be added.

Mr. Carpenter stated that he was deciding on the roof. Mrs. Marzloff indicated that as long as the roof was not blue. Mr. Carpenter believed you can get 40 or 50 years with a metal roof. A brief discussion ensued with regard to the roof color. Mr. Poltak reiterated that he wanted to know what the building would look like and would it have windows. Mr. Carpenter believed that if the house goes in, in the location that was presented earlier for Griffin that you would not be able to see the building because it would be blocked by the new home when constructed. Mr. Carpenter answered by saying that there may be a couple of windows maybe and that was it.

Mr. Poltak asked the Board members if they had any questions. Mrs. Marzloff had a question regarding the barn going into the 60-foot setback with the corner of the new building. Mr. Carpenter stated that he did not know anything about that. Mrs. Marzloff suggested that he speak with the Building Inspector on this regard. Mr. Carpenter indicated that he has been before the Conservation Commission and he's been to the Shoreland Protection Agency and so far, they were okay. Mr. Porter commented on behalf of the Conservation Commission and that the Conservation Commission did not have an issue with the slope on this because everything was moving away from the building itself. The area for gravel was sloping away as well and everything about the buffer area was undisturbed. In conclusion, Mr. Porter stated that the Conservation Commission did not have any issues with the building being purposed. Mrs. Marzloff pointed out to the Board that there was already a waiver for the 60 foot setback and now they were going to be going into the 60 foot setback. Mr. Porter stated that there has already been disturbance in that area when they put the parking lot in. So it's already been disturbed so putting the pad there, there would be no additional disturbance. Mrs. Marzloff believed that she would like to see a paper trail on it so if 10 years from now, the question comes up then it will be noted in the minutes that the question has been addressed. In the end, Mr. Porter pointed out that, from their perspective there was no additional disturbance done in this area so they do not have a problem with how the plan is laid out.

Mrs. Phillips added that Mr. Carpenter went to DES and there was no problem. Mr. Poltak reiterated what Mrs. Phillips stated. Mr. Carpenter said yes, they went to DES and received approval.

Mr. Poltak explained that this was a minor site plan which could be approved tonight but would like to see a plan of the building they are proposing to put up and further explained that they have never approved anything without seeing the design of the building and with that said, Mr. Poltak was compelled to ask Mr. Carpenter to get a plan

put together of what the building will look at and would suggest giving conditional approval so they don't have to come back before the Planning Board other except prior to construction that they would like to see a design of the building and asked Mr. Carpenter if he understood what he was asking. Mr. Carpenter said yes. Mr. Porter did not believe that the Board members ever asked for a plan of what the building will look like. Mr. Poltak explained to Mr. Porter that this was a community project and that he was not going to expose himself as the Planning Board Chairman to any type of building but wants to know what they will be building. Mrs. Marzloff also explained that this was not residential and that when they do a site plan whether minor or major that the Board does ask for front elevations of the building so it is consistent with what has occurred in the past. A brief discussion ensued about asking the person who will be putting the building together to show what the building would look like.

Mrs. Marzloff asked who owned the building and whether it was the Historical Association or the Town of Auburn. Mr. Carpenter commented that the Auburn Historical Society. Mrs. Marzloff asked who filled out the application. Ms. Royce commented that the Auburn Historical Society filled out the application and that Mr. Carpenter was the President and had the authority. Mr. Carpenter agreed and said that he was the President. Mrs. Phillips also stated that Mr. Carpenter could sign.

Mr. Porter made a motion to approve the minor site plan review for a small barn conditionally upon seeing the conceptual design of the building for The Auburn Historical Society, 102 Hooksett Road, Tax Map 10, Lot 5-1. Mr. Grillo seconded the motion. A vote was taken; all were in favor, the motion passed.

Mr. Carpenter thanked the Board for their time and exited the meeting.

**North American Upfitters
6 Sutton Circle, Tax Map 6, Lot 18-6
Discuss Minor Site Plan Review
Continued from August 16, 2017**

Mr. Poltak thanked Mr. Goulet for being patient and waiting through all the other applicants. Mr. Goulet acknowledged the Board and began his presentation. Mr. Goulet began by passing out copies of the proposed plan the each of the Board members for their review. Mr. Goulet explained that there was a site plan as well as an estimate of the work to be done by Cote Electric. Mr. Goulet passed out copies of the letter from the Fire Captain about the meeting with the Fire Marshall.

Mr. Goulet pointed out the location of the tank which was in a small area on the plan and noted that it was nothing major to be done. The Board members thanked Mr. Goulet and indicated that, that was exactly what they were looking for. Mr. Goulet also informed the Board that the Town already had a large copy of the site plan for the Planning Board file.

After reviewing the plan and location of the tank, Mr. Poltak asked when they would be starting this project and finishing the project. Mr. Goulet said tomorrow if they get approval because they already have the stuff to get going and want to get pavement done as soon as possible.

Mrs. Marzloff asked if the plan would be recorded. Discussion ensued with regard to whether or not this would be recorded. Mrs. Marzloff believed that the site plan would have to be recorded because once you amend the site plan it should be recorded. Ms. Royce believed that as long as a copy of the amendment was put in the file would be enough as this was a very minor amendment of the plan and was not permanent. Discussion ensued with regard to the amendment being moved.

Mr. Grillo made a motion to approve the minor site plan review as presented for North American Upfitters, 6 Sutton Circle, Tax Map 6, Lot 18-6. Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.

Mr. Poltak thanked Mr. Goulet for his time and his presentation and Mr. Goulet exited the meeting.

Jim Swalgen

Kevin & Su Lien Dumais

200 Rockingham Road, Tax Map 27, Lot 13

Zoned Commercial Two

Minor Site Plan Review (Plumbing Business & Residential Home)

Continued from September 6, 2017

Mr. Poltak noted that there was nobody present for this application and therefore believed that the Board should make a motion to deny the application because the applicant was a no show. Mr. Poltak and the Board members believed that the applicant would have to reapply and the abutters would have to be re-noticed if the applicant wanted to come back before the Planning Board.

Mr. Porter moved to Deny the application on the absence of the applicant and the applicant would therefore need to reapply. Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.

NEW BUSINESS

Mr. Poltak asked if there was any new business to discuss. None were noted. At this time, Mr. Poltak wanted to inform the Board members that he would be looking for approval from the Planning Board by working on a comprehensive condominium ordinance. Mr. Poltak also pointed out that he wanted it noted in the minutes that he would be moving the Master Plan that the next two (2) meetings in October which will

be held on October 4th and October 18th and work with Mr. Tatem as well so October will be taken up with going through and approving the Master Plan. Mr. Poltak also wanted to approve a comprehensive condominium ordinance to have in place. Mr. Poltak wanted to move on this ordinance to have it completed prior to town meeting in March.

ADJOURN

<p>Mr. Porter moved to adjourn the Hearing. Mr. Grillo seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 8:55p.m.</p>

The next Planning Board meeting will be held on Wednesday, October 4th, 2017 at 7:00 p.m. at the Town Hall, 47 Chester Road unless otherwise noted.