

**UNAPPROVED MINUTES**  
**Town of Auburn**  
**Planning Board**  
**March 14, 2018**

**Present:** Ron Poltak, Chairman. Steve Grillo, Vice-Chairman (7:24pm). Michael Rolfe & Jeff Porter, Members. Tom LaCroix, Alternate. Dale Phillips, Selectmen's Representative. Minutes recorded by Denise Royce.

**Absent:** Paula Marzloff, & Jess Edwards, Alternates.

Mr. Poltak called the meeting to order at 7:12 p.m. and introduced the Board members to everyone present at tonight's meeting. Mr. Poltak went on to thank Mr. Grillo for filling in as Chairman at the last meeting. Mr. Poltak moved on to talk about the three (3) alternates, Mr. LaCroix, Mrs. Marzloff and Mr. Edwards. Mr. Poltak stated that they need to be appointed for staggered years so, one will be appointed for one year, another for two (2) years and one for three (3) years. They will then be appointed for three (3) thereon because somehow, they all go appointed within the same year. Mr. Poltak talked about state statute and wanted to correct this issue. Mr. Poltak wanted to give the alternates the choice tonight on which one they would like and asked Mr. LaCroix what he would like since he was the only one present at tonight's meeting. The Board members suggested that he be appointed for the three (3) year term since he was the only one present. Mrs. Phillips agreed and believed that Mr. LaCroix should get the three (3) year term and Mrs. Marzloff gets the two (2) year term and Mr. Edwards gets the one-year term because Mr. LaCroix has been to every meeting and has participated in the meetings. Mr. Poltak said that was fine and asked for a motion.

**Mrs. Phillips made a motion to nominate Tom LaCroix as alternate for three (3) years, Paula Marzloff for two (2) years and Jess Edwards for a one-year term. A vote was taken; all were in favor, the motion passed.**

Mr. Poltak moved on to discuss the agreement with Stantec and the discussion before the Board of Selectmen of which has been renewed with Stantec. Mr. Poltak explained that, he and Mr. LaBranche presented to the Selectmen and they were provided in advance a new master agreement. There was discussion and the BOS had asked for changes. Mr. Poltak stated that he would have to sign it as well as the Town Administrator and the Chairman of the BOS. Mr. Poltak further stated that, at the end of the meeting the BOS voted to accept it and then Stantec was in charge of making the changes that the BOS recommended which was simply to provide hourly rates for employees who are providing services for the town. Lastly, Mr. Poltak indicated that he needed the approval from the Board to sign the agreement and the Board approved Mr. Poltak signing the agreement.

Mr. Poltak moved on to thank Mrs. Phillips for her time on the Board and informed everyone that Mrs. Phillips was retiring from being Selectman and the Selectmen's

Representative and that tonight would be her last meeting with the Planning Board. The Board members all thanked Mrs. Phillips for her time and effort spent with the Planning Board as well as the BOS.

## **MASTER PLAN APPROVAL & DISCUSSION**

At this time, Mr. Poltak elevated Mr. LaCroix to full voting status for tonight's meeting and asked Mr. Tatem how he wanted to proceed tonight. Mr. Tatem began by saying that, he e-mailed the document out to each member of the Board and that all that they did was format the document. They just put it into one document and asked the Board for any pictures that they may have for the areas that were missing photographs.

Mr. Tatem suggested to the Board to either adopt the plan with the condition that they would be putting some photos in this summer or they could add some that they already had taken in the past. By doing this, it would not change the information in the document. With that in mind, Mr. Tatem believed that the Board could approve this tonight with the condition that they would be swapping out photos. Mr. Poltak stated that, that was his intent.

Mr. Whitman talked about the future map and suggested that they put it on an 11x17 and put the map at the end of the document as an appendix. Mr. Poltak agreed and suggested that they put it at the end of the document as an appendix. Mr. Poltak asked how many hard copies they would print. Mr. Tatem answered by saying that they could get as many as they wanted. Mr. Poltak also indicated that it would be digital as well and discussed the number of copies to be made and Mr. Tatem stated that he would make 10 for free and Mr. Poltak asked for 20 for free and Mr. Tatem agreed. Mr. Poltak explained that the reason he said 20 copies was because he wanted to give one to each of the Board members. A brief discussion ensued and the Board, Mr. Tatem and Mr. Whitman all agreed that it looked good.

Mr. Poltak moved on to discuss the following areas of the Master Plan and began with page 5 that he originally had a negative reaction to the phrase "small village area" because he believed their long-term plan was to eliminate the village district but he would let that go.

Mr. Poltak moved on to page 6 to talk about senior housing and thought it would be beneficial to talk about senior housing. A brief discussion ensued with regard to senior housing and the need for senior housing and believed there was a possibility by Exit 2. Mrs. Phillips believed that was a good idea but you have to find a builder that is willing to build senior housing and affordable housing.

Mr. Poltak went on to page 8 and the word "empowerment" and if Mr. Tatem intended to use that word. Mr. Whitman aid yes and stated that it comes from the regional plan and Mr. Poltak decided to leave it alone.

Mr. LaCroix mentioned page 30 where "recommendations" was misspelled.

Mr. LaCroix went on to page 20 and asked about affordable housing and the chart and the last paragraph and believed that the Town of Auburn had sufficient workforce housing. A brief discussion ensued and it was understood that there was sufficient workforce housing.

Mr. Poltak went on to page 16 where it says, "In Auburn the average household size is 2.54 persons" and then the first sentence on the next page says, "Auburn's average household size of 2.81 persons" and wanted to know if it was 2.54 or 2.81. Mr. Whitman indicated that they missed that second one as it should be 2.54 which will be corrected.

Mr. Poltak on page 20 asked what the difference was with overall median and median household and wanted to know what the big difference was. Mr. Whitman began by saying that, he believed it was average out the renter occupied and the owner-occupied housing that the first column was the average of the second two (2) columns.

Mr. Poltak indicated that he was not going to do this for the 86 pages as he could just call them. Mr. Poltak asked about the photographs and Mr. Whitman pointed out that on page 28 that the photo shown was from Chester, NH. and put the photo in there to show the Board what type of photos that they would like to see.

A few minor questions came up with regard to pages 46 and 51 which were explained. Mr. Poltak moved on to page 63 and asked what the purpose of form-based code was. Mr. Whitman explained that he was suggesting that the Board use it for the areas that there is which would be the mixed-use areas. Mr. Tatem further added that it gives the Board the authority to look at aesthetics and to look at layout. A brief discussion ensued on this topic.

Mr. Poltak moved on to page 70 where they talk about slopes and whatnot and then they say that it's identified on map 4 and there is no map 4. Mr. Whitman explained that this was the text that Mr. Tatem talked about that they tried to retain from the last Master Plan. Mr. LaCroix suggested that they refer to a link instead of an appendix. Mr. Tatem talked about the 2007 Master Plan and making a 2007 Master Plan link. Mr. Poltak agreed because the way it's written now you would not be able to find this map 4 unless you had the 2007 Master Plan to refer back to. Mr. Whitman asked the Board members if it made sense to reference the link and then they could create a hyperlink to the document. The Board all agreed. Mr. Tatem explained that they would link the chapter alone referenced in the section.

Mr. Poltak asked what the last page of the new Master Plan was. Mr. Tatem indicated that it would be page 69. Mr. Whitman reiterated that page 69 would be the last page ending with the Implementation Table. Mr. Poltak pointed out that near, medium and long term were their priorities. Mr. Tatem said yes. With that said, Mr. Poltak noted that he had six (6) goals which were as follows:

- 1) Affordable Housing
- 2) Senior Housing

- 3) Water Resource Protection Ordinance
- 4) Implementation of the Future Land Use Plan Map
- 5) Elimination of the Village District
- 6) Strengthening Building Codes

Mr. Poltak explained that, this Master Plan was intended to lead towards implementation measures. Mr. Whitman asked Mr. Poltak if he would consider drafting that short paragraph and stating the initial work plan. Mr. Poltak asked Mr. Whitman to write something up as all he wanted was three (3) to four (4) sentences. Mr. Poltak asked the Board members if they agreed with what he said. The Board members all agreed. Mr. Poltak wanted something mentioned at the end that they were continuing to work on this document and working with the other municipal boards. Mr. Tatem thought it was a great idea. Mr. Poltak wanted everyone one to understand that this was a dynamic document. Mr. Whitman stated that they would go back and make the changes requested by the Board.

At this time, Mr. Poltak asked the Board members that, he would like the Board tonight to endorse what they have done contingent upon obtaining photographs and the final paragraph being completed.

**Mr. Porter made a motion to accept the 2018 Master Plan that has been drafted by Stantec with collaboration with the Board pending additional photographs and completion of the final paragraph for adoption by the town, Mr. Grillo seconded the motion. A vote was taken; all were in favor, the motion passed.**

Mr. Poltak thanked Mr. Tatem and Mr. Whitman for their efforts.

Mr. Tatem believed the Board needed to make a motion to accept the MSA (Master Service Agreement). Mr. Poltak asked the Board members if they were in agreement with the agreement and if so, he would need a motion to approve the Master Service Agreement with Stantec.

**Mr. Porter made a motion to accept the Master Service Agreement with Stantec that has been drafted and soon to be signed, Mr. LaCroix seconded the motion. A vote was taken; all were in favor, the motion passed.**

Mr. Poltak wanted to remind the Board members that the next meeting is a week from today which is Wednesday, March 21<sup>st</sup>. Also, Mr. Poltak informed the Board that they have Crown Energy on the Agenda and they have Joe Wichert on the Agenda as well with a potential landscaping business off of 45 Bunker Hill Road. Mr. Tatem stated that there was a good chance that he would not be available for the meeting with Crown Energy and explained what they were proposing to the Board members and added that they want permission to build the parking lot in the next 5 weeks and then they're going to spend the next 8 months to build their building so they want permission to be able to use the parking lot with appropriate fencing but not store their tanks and that Mrs. Rouleau-Cote believed they would be looking at a phasing plan and would have to go

back to the Planning Board. Mr. Tatem indicated that Stantec was okay with what they were proposing from a technical standpoint as long as the plan they bring in delineates a clear area and that he wanted fencing. It could be silt fencing with a gate where they drive in and drive out but that Stantec will give it their endorsement.

## **MINUTES**

**Mrs. Phillips moved to approve the minutes for February 21<sup>st</sup>, 2018 as written, Mr. Porter seconded the motion. A vote was taken; all were in favor, the motion passed.**

## **GENERAL BUSINESS**

None noted tonight.

## **NEW BUSINESS**

Mr. Poltak asked if anyone had any other business. None were noted.

## **ADJOURN**

**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 8:10p.m.**

***The next Planning Board meeting will be held on Wednesday, March 21<sup>st</sup>, 2018 at 7:00 p.m. at the Town Hall, 47 Chester Road unless otherwise noted.***