

**UNAPPROVED MINUTES  
Town of Auburn  
Planning Board  
PUBLIC HEARING  
August 15, 2018**

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

**Absent:** No one.

Mr. Poltak called the meeting to order at 7:00 p.m. and asked the Board members to introduce themselves to everyone present tonight. Mr. Poltak informed everyone that there were 3 or 4 items on the agenda and that there were a few other items that he wanted to take up with the Board after that. With that said, Mr. Poltak moved right into the discussion with the Auburn Village School renovations.

**GENERAL BUSINESS**

***Alan Villeneuve  
Auburn Village School  
11 Eaton Hill Road, Tax Map 10, Lot 3-1  
Zoned Residential Two  
Discuss School Renovations***

Mr. Villeneuve began by saying that they were asked to come back with more information to update the Board and introduced both Bill Hickey from the Turner Group along with Bob Carter from the Turner Group who are doing the site work for the school project. Mr. Villeneuve turned the meeting over to Bill Hickey to talk about the update.

At this time, Mr. Hickey began by saying that, what they thought they would do is give everyone a brief overview and believed that everyone was familiar with the project. Mr. Hickey went over the existing conditions of the building. Mr. Edwards asked if they would be talking about the phasing dates. Mr. Villeneuve said that they could certainly go over that. Mr. Hickey began going through the existing conditions where it shows the existing building. Mr. Hickey pointed out the soccer field as well as the possibility of a baseball field some time in the future as he did not know of a date when that would start. Mr. Hickey moved on to talk about the access road which would be mainly used as a construction access way which is intended to be an unplowed gravel roadway for future access to the backside of the building.

Mr. Hickey talked about phasing and that the real intent of the project was so the portables and modular could be moved. Mr. Hickey talked about the first phase which would be to allow the portables and modular could be moved over to allow for the addition. They would

like to start those foundations and have them in before winter. The hope was to construct the roadway maybe even before the addition started. They received the news today that the state has requested an archeologist. Mr. Carter explained that, the reason behind this was that there would be an onsite assessment of the site and there is the potential of significant archeological artifacts to remain in particular precontact and post-contact artifacts for the site. The reason being is that there are six (6) known archeological sites all a half mile of this site. Mr. Poltak asked who asked that. Mr. Carter stated that DHR which is the Department of Historical Resources. Mr. Hickey added that the first that the archeologist would be available would be October which will slow things down.

Mr. Hickey went on to say that they have submitted for AOT and that they did receive a letter from AOT stating that they can begin excavation for the foundation prior to receiving AOT approval so at least the building itself can begin but that the roadway at this time is a question mark.

Mr. Hickey went on to say that basically the renovations to the building would be Phase II and stated that there were very little renovations to the newer wings and that the main renovations would be focused on the older section of the building and the front section of the building. Mr. Hickey stated two (2) phases and two (2) summers. A brief discussion ensued with regard to the phasing. Mr. Villeneuve added that basically the building would be renovated except for the gymnasium because it has a new roof and added that the portables have been moved and the new walkway has been paved and they are ready to start school.

Mr. Poltak asked about parking and Mr. Villeneuve stated that it would not affect parking. Mr. Villeneuve indicated that they would not be changing anything until after September 11<sup>th</sup> which was voting day because we have school that day and the election. Mr. Villeneuve wanted to clarify that, no existing parking spaces are affected but that when there is voting that people have a tendency to park where the basketball area is and that is the addition area so that section will be gone.

At this time, Mr. Hickey wanted to show the Board members what the building will look like after the renovations. The changes to the front of the building and where the cafeteria is located and the two-story building side view.

Mr. Edwards asked about the construction roadway and the potential for people to drive through there. Mr. Villeneuve indicated that it would be gated. Discussion with regard to emergency vehicles occurred and it was believed that if an ambulance needed to get out there that they would just drive over the field. Basically, Mr. Villeneuve believed that they would get the approvals by the end of August and the roadway done some time in September.

Mr. Hickey also mentioned that they did apply and receive a wetland permit for a wetland crossing in one area and that they did receive approval from the state. Mr. Villeneuve also talked about possibly hosting home games for a change and also installing an outdoor performance stage structure outback to possibly have potential graduations out

there. Mr. Poltak also talked about security and safety in the school and asked if there were new national standards. Mr. Villeneuve stated that there were no national standards but there were recommendations. A brief discussion ensued with regard to renovations to the building and how no activity would take place while the kids are in school.

Mr. Poltak asked the Board members if they had any questions. None were noted. Mr. Poltak thanked both Mr. Hickey and Mr. Carter as well as Mr. Villeneuve for the information provided. Mr. Villeneuve commented that they would come back before the Planning Board in the Spring to update the Board on what has occurred and what still needed to be done.

At this time, Mr. Poltak moved to the Public Hearing with Matthew Scott and Eric Mitchell was also present.

## **PUBLIC HEARING**

***Matthew Scott  
HQ Properties Realty Trust  
King Street, Tax Map 25, Lot 47  
Discuss Major Site Plan Amendment***

Mr. Poltak began by saying that, at the last meeting Mr. Scott would be submitting plans and he indicated that Stantec has received a copy of the plans relative to the amendments to be made. Mr. Poltak stated that he was able to speak with Mr. Tatem and he indicated that there were 3 or 4 minor issues and that basically tonight they were here to finalize the plan. Ms. Royce passed out copies of the proposed plan to each of the Board members to follow along with as well as copies of the letters from Mr. Tatem.

Mr. Mitchell began by saying that the existing site has had prior Planning Board approval and since then there has been some regrading done in the rear of the building and also the applicant has cut down some trees. Mr. Mitchell indicated that, Mr. Scott's proposal is to add 3,200 square feet of pavement and to make improvements to the drainage. Mr. Mitchell talked about the drainage swale and detention area. Mr. Mitchell explained that with the additional pavement it would make the total impervious at 40% which is the maximum. Mr. Mitchell talked about that, there was some discussion with regard to some future plans and perhaps bring everything to the Board at this point. Mr. Mitchell informed the Board members that, what they basically have right now is an idea of what they want in the future but there are a few reasons why. Mr. Mitchell stated that there is future consideration to put in a 20 foot by 50-foot office building with an overhang roof in the back, some parking and a septic system. However, because they are at the 40% maximum for lot coverage they wouldn't be able to do that until they receive a Variance from the Zoning Board of Adjustment. Mr. Mitchell believed that Mr. Scott indicated that this would be about 2 years down the road in his planning. In addition to that, because the area that they are looking to put the building in consist of the existing detention pond they would have to find a way of taking care of that water that his currently going into the

pond if they can. Mr. Mitchell stated that, he would like to say that this is an idea at this point and this is not something they are looking for consideration at this point because they haven't looked at the drainage so they do not have an actual design yet. Basically, they are just looking right now at expanding the parking and the drainage and that they did receive a letter from Stantec this afternoon and he believes that all the questions that Mr. Tatem had was something that they could address. Mr. Mitchell stated that he has spoken with Mr. Scott with regard to the recommendation to put bollards at the corner of the building and he had some concerns on that but as far as the other issues, Mr. Mitchell believes they could address them.

Mr. Poltak asked Mr. Mitchell what were the site amendments that they were working with on this plan currently. Mr. Poltak did not see any difficulty with what they were proposing but wanted Mr. Mitchell to be specific to what they would be approving. Mr. Mitchell stated that, his understanding of what has been done and what will be finished up is that the area behind the existing building where materials have been pushed around and trees have been cut. Mr. Mitchell commented that they have done specifically is to create a shallow swale that will take the runoff down around the proposed parking lot. There may be some ditch work right now and talked about runoff. In conclusion, Mr. Mitchell stated that it would be the addition of the parking and the creation of the swale along the back to take care of any additional runoff (drainage).

At this time, Mr. Poltak turned to the Board members for comment. Mr. Rolfe asked where the water went in the swale. Mr. Mitchell explained in detail where the flow went and Mr. Rolfe understood.

Mr. Poltak asked if there were any abutters. Mr. David Loconto, who works for Analog Devices at 50 Dartmouth Drive was just there to see what was going on and to make sure it would not affect them.

Mr. Scott wanted the Board to know that he has not changed anything to the back of the building other than the propane tank being above ground now instead of in the ground. Mrs. Marzloff asked about additional parking spaces for busses to be repaired. Mr. Scott commented that these were not additional buses but were buses that would be down for a week or two while waiting for a transmission or something. Mrs. Marzloff stated that, her concern was that she did not want it to become outdoor storage for vehicles that are not being operated. Mr. Scott stated that they do not operate like that and that he has been with them for 7 years and they are required to have spare buses that are usable. Mr. Scott further explained that they just put on a third garage door and that the additional pavement will be to move the 3 buses that were in front of that third garage door back further out of the way so they can now access the third garage. Mr. Scott also informed the Board that SAU just purchased 15 or 18 brand new buses.

Mr. Poltak asked if there were any further questions. Mr. Rolfe asked about runoff in one area. Mr. Mitchell explained that it was shown on the original approved plan and would show it on the new plan. Mr. Scott showed the drainage on the original plan for the Board members.

Mr. Poltak wanted to speak with Mr. Scott and advised him that, in the future, the best way to approach any future changes or additions to the plan that, it would be in his best interest to ask for an informal meeting with the Board and they would help him and then he could submit a plan for formal approval. At this time, Mr. Poltak commented that, presuming they are going to work towards an approval here tonight of his proposal which he believed was in order given the nature of their discussion that he was going to ask whomever makes the motion to include a condition which relates to escrow and surety on this project as well as any future projects so they don't have any problems.

Mr. Rolfe asked about snow storage as he did not see it on the plan. Mr. Mitchell believed it was on the original approved plan and that they could add it to this plan as well. Mr. Scott explained that he did the snow removal for the property and that there has never been a problem and pointed out the snow storage areas for the Board members.

Mr. Grillo asked about lighting. Mr. Scott pointed out the lighting areas on the plan and believed that they would most likely be adding a wall pack on the building. With that being said, Mr. Poltak believed that a motion was in order. Mr. Grillo asked if the plan has been accepted yet. Mr. Poltak said no.

**Mr. Grillo made a motion to accept the Major Site Plan Amendment application for Tax Map 25, Lot 47, 29 King Street. Mr. Rolfe seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mr. Poltak believed the next motion should be relative to approval.

**Mr. Grillo made a motion to approve the Major Site Plan Amendment including a proposed 3,200 square foot paved area and changes to drainage conditioned upon satisfactory consideration of escrow and surety associated with the oversight of the property as presented for Tax Map 25, Lot 47, 29 King Street. Mr. Porter seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

Mr. Scott and Mr. Mitchell thanked the Board and the discussion ended.

Mr. Scott had one final question for the Board members regarding the bollards that Stantec recommended and asked if it was required or was it a recommendation because they've been there for 15 years and no one has hit the building or cars. Mr. Poltak indicated that he would speak with Mr. Tatem about this and would also speak with Mrs. Rouleau-Cote. Again, Mr. Scott thanked the Board members and exited the meeting.

## **OTHER BUSINESS**

Mr. Poltak had a few issues that he wanted to discuss with the Board members and the first thing he wanted to discuss was 11 Rockingham Road regarding the arborvitae and the like. Mr. Poltak began by saying that, if you drove by you saw what they did and to the right side of the driveway going in is according to the plan that we approved. To the

left side, it's not in compliance with what we requested which is the 12, 10 or 12 footers. Mr. Poltak went on to say that, Mr. Kenney was on vacation last week as well as Mr. Tatem. Mr. Poltak stated that, he went by there as well as a few other Board members and he recognizes that it's not what they wanted. With that said, Mr. Poltak informed the Board that, Mr. Kenney would like to come meet with the Board at the next meeting and talk with them. Mr. Poltak gave his opinion by saying that, he liked what they have done but that it was not adequate so they have to work it through with Mr. Kenney. Mr. Poltak stated that, Mr. Kenney was receptive to improving the area in question where the arborvitae got torched. So, they will just have to wait and see what they come up with respectful of what the Board will accept when he comes before the Board. Mr. Poltak said that, Mr. Kenney was aware that the Board's position is that they must be replaced. Mr. Poltak added that, Mr. Kenney did not react negatively to that and basically that is where we are with that.

Secondly, Mr. Poltak brought up the Auburn Pitts and said that it was brought to the Board's attention by the BOS and that we have researched the file and found that there was no approved site plan for the Auburn Pitts. There is a survey that was done in the file that was done by Joseph Wichert in 2008 of which depicts the Pitts as it sits today. Mr. Poltak did not believe that there was anything that the Board could do about the parking at the Pitts and believed it would be a police matter if someone was blocking an abutters driveway. Mr. Poltak explained that, if someone came in for a permit and it was going to be constructed today that they would have to allocate parking spaces based on the number of seats that the restaurant was going to provide. Mr. Poltak commented that, we have an existing facility in town without any formal approvals per se that has been there for a number of years. Mr. Grillo stated that, even with a site plan that the resolution would be the same. Mr. Rolfe did not believe there were any other complaints other than parking. Mr. Poltak informed Mr. Leclair that basically that was where the Planning Board was at and that he could report back to the BOS that the Planning Board can't help you because we don't have a site plan for that. A brief discussion ensued with regard to putting signs up and the fact that signs have been placed on one side of the road. Mr. Leclair indicated that Ray Pelton was present at the meeting and stated that once the signs went up that they ended up ticketing a few people and then they stopped parking on that side. Mr. Rolfe commented that, the problem with putting up signs on both sides of the street that if people have company that they won't be able to park in front of their own house.

Next, Mr. Poltak asked if anyone had any recommendations to changes to be made to the Master Plan. A few Board members had comments and changes. With that said, Mr. Poltak stated that, what he would like to do is that Ms. Royce, Mrs. Rouleau-Cote and himself have talked about a number of changes that are ready to go to Mr. Tatem and would like Ms. Royce to put the list together and get the list to Mr. Tatem and Mr. Grillo so that we can finalize it.

Mr. Poltak asked Mr. Grillo what he had and Mr. Grillo began by saying that there was a link to the 2010 housing plan for SNHPC on page 20 and wanted to recommend that, instead of the link to a report that was 8 years old to go to link to the actual web page that



the report is on because there is a bunch of new content about housing and he provided a link which he will e-mail to Ms. Royce.

Mr. Poltak informed the Board members that he wanted any changes to the Master Plan to be finalized by Friday.

Mr. Poltak went on to talk about the last meeting and wanted to mention that he would like to make some changes to our Land Use Rules and Regulations for the Town of Auburn. Mr. Poltak stated that the first thing he wanted was to enhance our Subdivision Regulations relative to staging areas and construction material sites in Subdivisions. He did not want them on the main street or on a corner lot like Lovers Lane or Copley Court and like we've had in the past where people drive by and it remains a mess forever while everything out back gets developed first and that gets developed last. Mr. Poltak stated that, he wants the Planning Board to be able to approve what is going to be the staging site in a subdivision so they have some aesthetics associated with the construction of subdivisions in town. Mr. Poltak next wants to make sure that we do not have any more architectural landscaping issues. Mr. Poltak wants it to be required in the Commercial, Industrial or multi-family complex being built to have a landscape plan done by a certified landscape architect.

Lastly, Mr. Poltak would like to have a water resource protection ordinance which will put a layer of requirements on all we have now to protect groundwater resources. A brief discussion ensued.

Mr. Poltak talked about the construction materials and the like on commercial and industrial buildings. Mr. Poltak explained that, what they are after is that right now the Planning Board does not have a handle on the ability to regulate the aesthetics and the construction materials that are used. Mr. Poltak talked about the Building Code and that the Building Code does not enforce aesthetics and believed that was what the Board was after. Mr. Leclair also talked about signage as well as landscaping and believed that the Town of Windham had something like that but was unable to find it. Mr. Poltak pointed out that he would like to go through the 4 or 5 that have surfaced and then the next time the Board meets to work on them and hopefully get them finalized by the end of September so that they can vote on them at our second meeting in September with respect to what direction we want to head off in so he can incorporate that into the budget. Mr. Poltak also mentioned that, he would like to go to SNHPC and ask if they have a templet or model ordinances that can give us assistance in regard to any of these 4 or 5 issues we have.

Lastly, Mr. Poltak wanted to update our sign ordinance and mentioned the 3 signs that are stuck in the ground talking about car detailing by Scarpetti's place on Rockingham Road. Mr. Poltak reiterated that, we need to get a handle on our sign ordinance and believed our sign ordinance was inadequate in light of the Supreme Court decision recently. Mr. Porter mentioned the Ambulator Surgical Center and the issue with the lumen's.

Mr. Rolfe also mentioned that the Board had talked about eliminating the Village District. Mr. Poltak agreed with Mr. Rolfe. Mrs. Marzloff talked about allowing a provision for some type of community septic or common septic like Village of Lake Forest. Mr. Rolfe did not think that was a good idea and had spoken with an engineer and asked how you replace the one in the middle.

Mr. Poltak turned to Mr. Grillo and asked him what he had. Mr. Grillo began by talking about the 55+ community and showed the Board members what he believed was a good idea which could also potentially be beneficial to developers as well. Mr. Grillo stated that they were called "Cottage Ordinance". Mr. Grillo stated that he found 10 to 15 ordinances that are going around the United States and his thought was to put a spin on it and make it 55+ or elderly housing or put something called a "Cottage Ordinance". Mr. Grillo explained what a Cottage Ordinance does and has photos that showed 11 houses and that there was a maximum on the houses of 800 square feet that had one bedroom or two bedrooms for 55+ people. Mr. Grillo went on to say that, the developer gets the benefit of the compactness and surround it with design standards and the parking are all in one area and there are walkways to the houses. Mr. Grillo further explained the Cottage structures. Mr. Poltak asked where these would be allowed and would they be allowed in every zone. Mr. Grillo thought maybe it would be allowed in all zones and believed that they had to do something about elderly housing. Mrs. Marzloff asked Mr. Grillo if he would be looking at these as condo units. Mr. Grillo said no. Mrs. Marzloff asked about lot lines and setbacks. Mr. Grillo said that they would be defined in the ordinance. A brief discussion ensued with regard to building something like this. Mr. Edwards believed it was age discrimination. Mr. Poltak explained that it was allowable and that it does not discriminate to the parameters connotationally and it used to be called senior housing. Mr. Edwards commented that, he would defer to Mr. Poltak's judgement and his experience. Mr. Poltak stated that, the hard part about this was not necessarily the implementation of the housing itself but the determination of where it will go and the way you have that in communities is that you have areas that are zoned for it. Then you have to get into the idea of central sewer and central water and it's easy with public sewer and water. Mr. Poltak believed that the time has long come for senior housing but how you would implement that is the subject but did not have any problems with it and believed it should be on the table.

At this time, the Board reiterated the discussion earlier regarding landscaping for commercial, industrial and multi-family complex. Mr. Edwards wanted to know why the Board would require a licensed landscaped architect for a multi-family complex. Mr. Poltak explained that, if we get a stamp of approval as to what will be done then we have a fallback that it will be done. Otherwise, that persons license can be pulled and it's all about integrity.

In ending, Mr. Poltak pointed out to the Board members that they have their list and his plan is to finalize the list so they can make some votes relative to what their priorities are at the second meeting in September.



With that said, Mr. Poltak asked for a motion to adjourn.

## **MINUTES**

**Mr. Porter moved to approve the minutes for August 1<sup>st</sup>, 2018 with the changes sent earlier by Mr. Grillo, Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed with the amendment made earlier.**

## **ADJOURN**

**Mr. Rolfe moved to adjourn the Hearing. Mr. Porter seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 8:50p.m.**

***The next Planning Board meeting will be held on Wednesday, September 5<sup>th</sup>, 2018 at 7:00 p.m. at the Town Hall, 47 Chester Road unless otherwise noted.***