

UNAPPROVED MINUTES
Town of Auburn
Planning Board
PUBLIC HEARING
August 7, 2019

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

Absent: Jeff Porter, Member.

Mr. Poltak called the meeting to order at 7:00pm and asked the Board members to introduce themselves. Mr. Poltak moved on to approval of the June 19th meeting minutes.

MINUTES

Mr. Rolfe moved to approve the minutes for June 19th, 2019, Mr. Leclair seconded the motion. A vote was taken; all were in favor, the motion passed.

Mr. Poltak moved on to the next item on the agenda which was an informal with Mr. Walter Milne.

GENERAL BUSINESS

Walter Milne
Londonderry Turnpike

Mr. Milne began by addressing the Board with what he would like to propose with regard to his property located on Londonderry Turnpike. Mr. Milne stated that he has a house and a barn which is on two (2) separate lots and they have one driveway that shares those two (2) properties as well as his neighbor's property, the Zamoida's which is the farm house. I have the driveway permit and spoke with DOT and they affirmed that there are three (3) driveways off of that driveway. Mr. Milne asked about possibly changing the use of the barn and if that would be permissible. A brief discussion ensued with regard to the zoning of that area and it was determined that it was zoned Residential Two.

Mr. Grillo pointed out that, the Town of Auburn does not normally approve shared driveways. Mr. Poltak talked about the driveway on Londonderry Turnpike which is the topic of discussion tonight. Mr. Poltak stated that, the only issue is whether or not another use of the driveway would require a Variance or Special Exception.

In conclusion, Mr. Poltak indicated that he would want to speak with town counsel with regard to the use of the driveway and the potential for three (3) uses and would give Mr. Milne a call tomorrow. With that said, Mr. Milne thanked the Board for their time and exited the meeting.

At this time, Mr. Poltak moved on to the Public Hearing with regard to 254 Rockingham Road.

PUBLIC HEARING

Rickie Gilbert
254 Real Estate Holdings, LLC
254 Rockingham Road, Tax Map 25, Lot 45
Minor Site Plan Amendment to Approved Site Plan

Ms. McCourt began by talking about the proposed plan that was previously approved on May 8th, 2019 and now they are looking to amend the plan and that's why they are before the Board again tonight. Ms. McCourt mentioned that they worked to keep the water away from the building. In doing that, they raised the septic tanks up so there would be an ejector pump from the first floor and that's why you see two (2) tanks instead of one. Ms. McCourt stated that the septic was approved and that they did do a bed-bottom inspection as well. Ms. McCourt explained about the detention pond and the water flow on the property. Ms. McCourt talked about the 10-foot wide access way that would be paved along the building in order to get to the overhead door.

Ms. McCourt talked about the second egress from the second floor which is basically a stair tower that is separate from the two (2) unit's downstairs. Ms. McCourt talked about the location of the outside staircase which was placed there to allow access to the septic tank. They also adjusted the lighting on the lighting plan. Ms. McCourt went on to say that, they responded to Stantec's comments of which she passed out to each Board member for review. Ms. McCourt pointed out that there was a retaining wall out back there but that there was no need for a retaining wall due to the deck and stairs in the back. They also added lights for all the doors.

Ms. McCourt went on to explain the trench detail which was shown on Sheet #4 of 8. Ms. McCourt moved on to Sheet #8 which shows the pole light detail along with the wall fixtures.

Mr. Poltak asked if there were any questions from the Board. Mr. Edwards asked about the existing retaining wall being in poor condition and that it was going to be problematic and thought one of the things that was discussed was that the retaining wall would be rebuilt. Mr. Gilbert stated that he was not touching the wall because Mr. Lacey had built the wall himself and he did not want it touched. A brief discussion ensued about the retaining wall. Ms. McCourt pointed out that, since the building was shortened that the retaining wall is now fully exposed. Mr. Poltak understood what was discussed and Mr.

Gilbert said that, if he needed to that there was plenty of room to work on the retaining wall if he had to but that, at this point he was not going to touch it.

Mr. Rolfe asked if the issue with the icing on the road was taken care of with all the drainage. Ms. McCourt said yes. Mr. Tatem also commented that, with the new grading and drainage being done that it would resolve that issue. A brief discussion ensued with Ms. McCourt and she believed that it should resolve the icing on the road with what they are proposing to do.

Mr. Poltak asked if there were any further questions for the Board. None were noted. Mr. Poltak asked Mr. Tatem about Sheet #5 with regard to the fence note. Mr. Gilbert commented that he had spoken with Mr. Lacey with regard to the fence and that Mr. Lacey wanted it that way and so he was going to do it the way that Mr. Lacey wanted it to make him happy.

Mrs. Marzloff asked about signage. Ms. McCourt indicated that they would not have any signage. Mr. Gilbert mentioned that there would be a stop sign at the exit along with mailboxes and that was it. There would be no signage on the building either except for maybe on the door for the different spots.

Mr. Poltak asked if there were any abutters present. None were noted. There was one person present that was just there observing tonight's meeting. Mr. Poltak indicated that he has seen this so many times and asked the Board if they were ready to approve it.

Mr. Grillo made a motion to accept the application for a minor site plan amendment to approved site plan as presented for 254 Rockingham Road, Tax Map 25, Lot 45. Mr. Rolfe seconded the motion. All were in favor, and the motion passed unanimously.

Mr. Grillo made a motion to approve the minor site plan amendment to approved site plan as presented for 254 Rockingham Road, Tax Map 25, Lot 45. Mr. Leclair seconded the motion. All were in favor, and the motion passed unanimously.

Mr. Gilbert and Ms. McCourt thanked the Board for their time and exited the meeting. Ms. McCourt asked what the next process. Mr. Poltak indicated that, they would be working with Mr. Tatem with the site plan. It was also noted that, Mr. Poltak would need to sign the mylar and have it recorded. Since it was an amended site plan, Ms. Royce stated that there was no need for the LCHIP fee and that it would be just the recording fee.

Wethersfield Phase II Winchester Way, Sta. 0+00 to 23+53 (Complete) Maintenance Surety Release Recommendation

Mr. Poltak began with the recommendation letter from Stantec dated July 12, 2019 for Winchester Way. Mr. Poltak read the letter to the Board members of which Stantec

recommends the release of the 2-year maintenance surety in the amount of \$18,664.64 of which the 2-year term was completed on May 24, 2019.

With that said, Mr. Poltak asked the Board for a motion to release the remaining surety. Mr. Poltak asked Mr. Tatem if he had anything to add. Mr. Tatem stated that he did not have anything else to add with regard to the release.

Mr. Grillo made a motion to release the remaining maintenance surety in the amount of \$18,664.64 which is currently being held by the Town of Auburn for the 2-year maintenance surety for Winchester Way, Sta. 0+00 to 23+53, which the 2-year term was completed on May 24, 2019. Mr. Rolfe seconded the motion. A vote was taken; all were in favor, the motion passed.

At this time, Mr. Poltak moved on to discuss the Capital Improvement Plan for 2020 to 2025.

OTHER BUSINESS

Capital Improvement Plan 2020 to 2025

Mr. Poltak moved on to the CIP for 2020 to 2025 and asked Mr. Tatem if Mr. Herman would be joining us tonight. Mr. Tatem indicated that he was currently at the library and would possibly be stopping by later and that he would take over if he got held up at the library.

Mr. Tatem passed out copies to the Board members that needed a hard copy. At this time, The Board noted that the CIP was a 5-year plan and that it was also a recommendation done by the Selectmen, Budget Committee, Department Heads and the Planning Board. Mr. Tatem indicated that it was a Planning Board document.

The Board and Mr. Tatem went through most of the CIP draft as follows:

- Page #18 – Appendix “C”
- Page #6 – Priority System
- Page #7 – Table 3: Summary of Projects Requested
 - Cemetery
 - Highway Department
 - School
 - Selectmen
 - Administration
 - Parks and Recreation
 - Library
 - Police Department
 - Fire Department
- Page #9 – Mr. Grillo asked if they could update the interest rates for Bonds

Mr. Tatem mentioned that, on Page #2 they added 2020 Updated Summary which indicates the changes that were made to the CIP for 2020 to 2025.

Mr. Tatem asked if the CIP was online. Ms. Royce and Mr. Leclair believed that it was and that Mr. Herman put it online. Mr. Leclair checked the website and noted that it was online. Mr. Tatem stated that they could leave all the old versions online along with the new version of the CIP 2020 to 2025.

In conclusion, Mr. Tatem stated that, he did not foresee the Board members changing anything drastic with the CIP and believed that the Board could approve it tonight but would not recommend it. Mr. Tatem stated that he had a couple of corrections to make and a few changes along with a few questions for Mr. Herman. Mr. Poltak asked if they needed to have a vote. Mr. Tatem said no, the Board should have a Public Hearing and look for any input and he will make all the edits to it and then at the next meeting, they could talk about it for a few minutes and then they can make a few minor changes and accept it at the next meeting. Mr. Poltak agreed.

Mr. Poltak thanked Mr. Tatem for his time and presentation and the discussion ended. Mr. Tatem exited the meeting.

Mr. Poltak pointed out that, he's in the process of preparing the budget for the Planning Board and Zoning Board of Adjustment and talked about the Master Plan. Mr. Poltak stated that, by the time they are done this year that, both the housing ordinance and the lighting ordinance will be expended.

Mr. Poltak brought up HB1533 which is regarding termination of all Variances and Special Exceptions. Mr. Poltak also brought up HB1421 which was regarding event tents. Mr. Poltak commented on the definition of Kennel and that they would have to decide on how big, how many and hours of operation. A brief discussion ensued with regard to these topics.

Mr. Poltak talked about the cluster ordinance that was passed a few years ago but that a petition also passed which superseded the rewrite. Mr. Poltak further informed the Board members that, the next meeting is scheduled for Wednesday, August 21st at 7:00pm and that the discussion on elderly housing would be on the agenda and that they would be accepting the CIP at that time.

ADJOURN

Mr. Grillo moved to adjourn the Hearing. Mr. Rolfe seconded the motion. All were in favor, the motion passed unanimously and the meeting stood adjourned at 9:35p.m.

The next Planning Board meeting will be held on Wednesday, August 21st, 2019 at 7:00 p.m. at the Town Hall, 47 Chester Road unless otherwise noted.