

PUBLIC HEARING AND PLANNING BOARD MINUTES

MARCH 14, 2016

CASCO COMMUNITY CENTER

7:00 P.M.

MEMBERS PRESENT: Ted Beckner, Stan Buchanan, Ray Grant, John Kimball, James Macklin & Lynne Potter

MEMBERS ABSENT: Bob Barnes

STAFF PRESENT: David Morton, Town Manager, Sandy Fredricks, Planning Assistant, Tom Mulkern, Addressing Officer & Bob Tooker, Administrative Secretary. Selectboard member Mary Fernandes was also present.

Lynne calls the meeting to order at 7:00 P.M.

Lynne states that the first order of business is to elect a Chair for the new year. Jim nominates Lynne.

John seconds.

All in favor? 6 yes – 0 no – 0 abstain

Lynne states that the next order of business is to approve the minutes of the August 10, 2015 Planning Board meeting.

Lynne calls for a motion to approve the minutes.

Stan moves to approve.

Jim seconds.

All in favor? 6 yes – 0 no – 0 abstain

Lynne states that the next order of business is Wayne Wood. Lynne reads agenda item four. Wayne states that one reason for his delay in getting back to the Board was the need to obtain a road maintenance agreement, formalize it and have it signed. Wayne states that he has since put a plan together that he believes will meet with Town Planner Jim Seymour's comments. Wayne points to a map that includes a typical road section along with notes and other items intended to address Jim's concerns. Lynne asks Wayne if it is the same map the Board has. Wayne states that it is not but that it will be updated to reflect Jim's comments and submitted to the Board for review. Wayne asks if there is anything the Board wants him to do other than address Jim's comments.

Wayne states that Jim wanted him to cite specific sections of the ordinance the Board agreed to waive from private road standards and replace with backlot driveway standards. Wayne

requested that the Board inform him as to what sections need to be cited because he was unable to locate them. Jim states that the Board can get back to him with an answer.

Stan states that engineers had previously not done any work on site and instead based their work on aerial photographs. Stan asks if the engineers have been on site. Wayne states that the engineer utilized a plan prepared for the project that included topography that was based on his on-site work, again adding that the engineer's work was based on his on-site work. Stan states that the engineer should have based his site review on an on-site visit and not on aerial photographs. Wayne explains that the information comes from his survey work and that engineers typically rely on a surveyor's on-site work, adding that some of the topography came from the original subdivision plan. Wayne states that he did additional topography work up and down the road that he is proposing to upgrade and build, adding that the engineer is relying on that topography to come up with watershed numbers and the cover on top of a culvert. Wayne states that the engineer relies on aerial photography for a watershed analysis of the wider watershed area.

Wayne states that he is hesitant to include a note on the plan requested by Jim Seymour that states that the road will never be accepted by the Town as a public road because it prohibits the owners from choosing in the future to upgrade it to a Town road standard for it to be accepted by the Town, adding that he assumes the Town would be open to accepting it as a Town road if it was upgraded. Stan asks David Morton if there is any precedent for non-conforming roads being built that were later accepted as Town roads after being upgraded. David states that there are none that he can recall, adding that the Board has agreed to reduce standards for road width and accept them, but not to accept roads that were originally built substandard and later reconstructed. Stan states his concern that the base may not be up to Town standards if the road is eventually upgraded. David states that an engineer would be required to evaluate the road and certify that the base is a certain depth and that the road is reconstructed in an appropriate manner, which would require exploratory work. Stan clarifies with David that such work would be paid for by the road owners. Wayne states that although it is unlikely to happen, he hesitates to include a note that says "never."

Tom Mulkern, Addressing Officer and a Truck Captain with the Casco Fire Department, states on behalf of the Fire Department that it has a concern with the turning radius coming off Meadow Road onto Graystone Drive and onto 3 Graystone Drive because it doesn't allow a large fire truck to make the turn without having to reposition by backing out onto Meadow Road, adding that it is nearly a 180 degree turn. Lynne asks Tom if the turnaround further up Graystone Drive is adequate. Tom states that it seems to be okay. Wayne states that he would be happy to reconstruct the right hand turn as he brings the road up to a backlot driveway standard.

Jim Macklin refers to comments from the June 8, 2015 Planning Board meeting about Wayne's conversation with Jim Seymour in which Jim stated that the Road Commissioner requires a note stating that the Town does not accept new roads and that there will be no maintenance of any kind provided by the Town. Wayne states that a note stating that the Town has no

responsibility for the roads is included, adding that his concern was about including language stating that it could never happen.

Lynne states that the Board cannot do any approvals tonight because Jim Seymour is not in attendance and the Board does not have the updated plan. Lynne confirms that Wayne will make an adjustment for fire trucks and that the Board needs to identify the specific sections of the Subdivision Ordinance it wants cited. Wayne clarifies that the Board is waiving private way standards and accepting backlot driveway standards, adding that Jim Seymour requested that those citations be included.

With no further questions, Lynne states that the review will be carried forward to the next Planning Board meeting.

David states that the Town Planner's request that a note be included stating that the Town will not accept this road as a Town road in the future came about because over time the Town has not been accepting roads and wanted to include very clear language on plans to ensure there was no mistake or misunderstanding about the Town's intentions regarding those roads. David states that being a subdivision issue, any of those standards can come back to a future Planning Board and be changed.

Lynne states that the next item is the Town of Casco's application for site plan approval to allow for the construction of a new Town Office. Lynne reads agenda item five. Lynne states that the Board did not have time to review a memorandum recently received from Jim Seymour and therefore should not use it for consideration tonight. Lynne reminded everyone that if such materials are not received on time, then they cannot be considered at that meeting, adding that the Board will rely on information provided by the applicant for the previous Board meeting that was cancelled due to weather.

David describes the current site plan for the proposed building including the location of the building, street entrance, parking, handicap parking, elevations, water runoff plan, vegetation, setbacks, storage areas for snow, turning areas for delivery trucks and emergency vehicles, exterior lighting, septic system locations and wells. David states that due to the weather cancellation of the previous Board meeting, the Town had time to address Jim Seymour's comments in a previous memorandum. David states that the plan now includes a grading plan, utility plan, sidewalks, curb cuts, and additional lighting information. David states that the exterior of the building will be vinyl sided and that an architect is working on improvements to the appearance of the building and the floor plan with an emphasis on maximum utility for the staff and ease of use for the public. David states that the architect will certify compliance with the Americans With Disabilities Act (ADA) and obtain a permit from the State Fire Marshal, adding that the Town has already obtained preliminary approval from the Fire Marshal and that due to single tenant occupancy, a sprinkler system will not be required. David states that heat pumps and a propane furnace will be used for the central heating and cooling systems, adding that propane tanks will be located behind the building. Lynne asks if the plan still includes a black roof and gray siding. David confirms that this is still the plan. Lynne asks if black shingles might result in more heat and whether a lighter color should be considered. David states that

that black was chosen to blend with the predominate colors of the community, adding that a mechanical ventilation system with multiple units will be used to remove excess heat from the attic. David states that a combination of spray foam and cellulose will be used to insulate the building. Lynne asks if there is any consideration for using the attic for storage. David states that no attic storage is anticipated and that there will only be an access port to service heating, cooling and ventilation equipment.

Jim points out that the drawing misrepresents the location of underground utility lines. David describes the correct location of the underground utility lines and the utility pole from which utility lines will enter the site. Lynne states that Jim was concerned that a twenty foot wide isle in the parking area might be problematic. David states that it was expanded to twenty-four feet. Lynne inquires about curbing. David states that the plan includes separation between pedestrians and parking areas, which may be curbing or possibly granite barriers.

Ray questions a culvert. David clarifies Ray's concern. Ray expresses his concern that the parking area allows traffic to easily exit through the fire station parking lot. David states that the parking area for the fire station is not affected by the parking area design for the new building, adding that the Town had not anticipated doing anything with the fire station parking lot. Ray expresses his opinion that something should be done to prevent this, adding that it could be a real problem. David expresses his opinion that the design will help to reduce the problem. Ray suggests that parking lot roadways should somehow be better defined. David suggests striping and turn arrows, adding that he anticipates that the parking area design will result in less traffic through the fire station parking lot. David further describes the intentions of the parking area design. Ray suggests an extension of a curbed area to block traffic. David states that he would want to speak with the Fire Chief about such a plan. Lynne states that she would not want to see the fire station parking area reduced because it is used for large public gatherings at the fire station. David states that the area in question is routinely used by fire trucks as an entrance to the fire station. David acknowledges Ray's concerns. The Board entertains a variety of suggestions for addressing Ray's concerns, including extending the curbed area, altering the street entrance and altering the design of the parking area. David further describes the way fire trucks currently use the area in question.

David introduces Owens McCullough from Sebago Technics who suggested painting the area in question with "No Entrance" or "Do Not Enter" signs. Ray states that he would like to see a new design proposal from an engineer. Lynne asks how wide a parking area driveway will be. David states that it will be twenty-four feet wide, adding that it was widened for delivery trucks and emergency vehicles. Lynne suggests making it wider. David states that twenty-four feet is the width of Quaker Ridge Road, adding that the driveway begins at forty-five feet wide and tapers to twenty-four feet wide. David describes the area on the plan.

Lynne states again that parking spaces should not be taken from the fire station parking lot. David states that the area in question can be painted. Ted suggests small signs in a curbed island area. Ray suggests moving an island to force a different turning pattern. Tom states that

there will be no more traffic in the parking area than the Town already has, adding that the same issue was resolved ten years ago with cones and that it is currently a minimal issue.

Lynne asks if automatic push button doors for ADA purposes will be used. David states that they will be included if finances allow for it, adding that they will certainly be included if they are required. Lynne describes the difficulty of entering buildings encountered by individuals on wheelchairs. Lynne states that automatic push button doors should be a requirement. Lynne asks about motion detector light sensors to save energy. David states that except for the public restroom and a meeting room, there is no plan to include them, adding that employees are very good about turning off lights. Stan states that they do not work well in meeting rooms because they turn off lights when there is no motion. Lynne states that this occurs in offices as well.

Ted asks about backup power. David states that a twenty kilowatt propane generator is included. Stan questions why propane was chosen instead of oil with currently low oil prices. David states that propane was recommended by both heating contractors that had been contacted. David states that gasoline and diesel generators were also not recommended. Stan asks if the heating contractors sold oil furnaces. David states that he is sure they do, adding that the Town also looked into geothermal systems that were too expensive and needed an area to continuously bleed off water that is not available.

Stan asks if bids are going out to subcontractors. David states that the project is not going out to bid, adding that the Town is soliciting pricing from several contractors for each phase of the project including building, excavating, heating, sheet rock, insulation and other aspects. Stan asks about the Building Committee and physical responsibility and transparency and described the appearance of casually hiring someone down the street versus bidding in an effort to get the most bang for the buck. David states his belief that the Town will get the most bang for the buck the way it is approaching the project by going with contractors with known capacities to do the job and bringing in contractors from the Lake Region. David states that the Selectboard wanted to approach the project as a general contractor would by prequalifying subcontractors and soliciting prices from them, adding that this is more of a private model. Stan asks how the Town can be sure that it is not leaving someone out. David states that it can't. Ray asks if each contractor will be bonded. David states that bonding will be required if a job exceeds \$100,000 or whatever amount is required by the State. Stan asks if that approach is risky when hiring smaller contractors. David states that only a portion of a contract will be paid before the job is complete, adding that a previous problem with a small contractor landed the individual in jail.

Lynne asks if any cost analysis of oil versus propane had been done. David expresses his opinion that oil prices will surely rise, adding that propane was selected because it is clean, works well and proven and that gas prices are increasing.

Stan apologizes for the Board bringing up issues beyond the purview of the Board as a result of its curiosity as citizens of Casco. David states that he welcomes the questions. Stan points out that the capacity of the septic tanks is misrepresented on the plan, adding that with two 1,000 gallon septic tanks, the capacity is 2,000 gallons.

Tom Bossie of Casco states that he and his wife are very much proponents of the project and see that it is very much needed. Tom asks if solar panels have been considered and expresses his concern that the building may not be large enough, especially in the future. Tom asks if trusses will be designed to allow expansion into the attic. Tom asks about a septic tank in the far back of the building. David states that it is an existing tank for the current Town Office that will continue to function. Tom agrees with Lynne that all ADA requirements, including ramps, should be funded by the Town, adding that his big concern is future expansion.

Lynne states that she was part of the team that visited Dayton's new Town Office, adding that Dayton's costly solar and geothermal systems require a substantial amount of space for batteries and equipment. David states that Dayton's solar system was largely funded by a grant, adding that the Town would pursue such a grant if an opportunity arises. David states that the intention is to keep everything on one level and that expansion into the attic was not considered, adding that the floor plan allows for other expansion options. David agrees with all ADA requirements including automatic push button doors, adding that ramps will exceed ADA requirements and that restrooms, corridors, doorways, workstations and all ADA requirements are being looked at by the architect. David describes the lobby, additional parking and a third service work station for seasonal busy periods, adding his opinion that the Town Office will continue to be a "people place" well into the future.

Ray notes that fifteen feet is the residential zone setback and questions whether it is the correct setback for the building. David states that the Town Office is in the Village Zone, which requires a fifteen foot setback, adding that the requirement has been exceeded.

Mary Fernandes, Selectboard member, asks what the life expectancy of the building will be. David states that most commercial buildings have a life expectancy of forty to fifty years before needing substantial investments in mechanicals, adding that the building might last even longer and the Town might decide to do something different before the building wears out. Tom asks if anyone is looking into other possible grants for solar power. David states that Efficiency Maine watches for such opportunities and informs towns when they arise. David describes financial issues that often prohibit towns from pursuing such costly energy approaches.

Lynne directs the Board's attention to Jim Seymour's comments in his February 1, 2016 memorandum. Lynne asks if Jim's concerns about surface wastewater drainage and possible cross contamination with wells has been addressed. David states that as a result of the previously cancelled meeting, the Town had time to revise the site plan and address those concerns. Lynne asks about roof runoff. David states that it was included as part of the storm water calculations in the revised plan and includes stone drip edge. Ted asks if fifteen inch culverts are sufficient to handle the additional flow. David states that they are sufficient, adding that they can handle snow runoff and that there is little runoff from a higher elevation. Ted asks if the proposed leach field has been designed. David states that it has not been designed yet because the architect suggested relocating it to accommodate future expansion, adding that test pit results are available and that it will soon be designed. Lynne notes that new plans are needed that show the location of underground utility lines. Lynne asks if specific light

fixture and exterior building lighting information is included on the plan. David states that the light pole information is included and describes plans for exterior building lighting that are not on the plan. Lynne states that the information needs to be included on new plans along with what kind of lights will be used. Ted asks if there is a street light. David states that there might be one on the other side of the road if there is one. Lynne asks what the Xs and Os on the plan represent. David states that they represent shrubs, trees and plantings, adding that he hopes the Maine Department of Transportation will allow the Town to clear some trees on MDOT land after construction. Ray asks about the location of the well. David points out the location. Ray notes that he was looking at an older plan. David notes the need to include the location of power and telephone connections. Ted asks where the generator will be located. David states that it will be located in the back of the building near the mechanical room. Tom asks about the anticipated start date. David states that it is based on the Planning Board process, adding that the Town hopes to break ground in late April or May.

Lynne states that a public hearing will be necessary. Sandy states that tonight's Board meeting was advertised as a public hearing. David confirms that tonight's meeting satisfies the need for a public hearing.

David requests a recap of items requested by the Board. David refers to his notes and lists them as generator location, correct capacity of the septic system, correct location of underground utility lines, include exterior wall pack lighting and automatic push button door openers. David states the Town's willingness to address the concerns about the parking area, adding that the problem may always be a problem but not greater than it is now. Lynne asks about flooring. David states that the floor will be VCT tile because it is durable, adding that carpet introduces the possibility of allergies and mold and that textured tile can be used in to reduce slipperiness. Lynne suggests recessed textured floor mats in entry areas and advised against carpet runners.

David asks about the possibility of an approval with conditions. Lynne respectfully denies the request because the Board has not had time to review a memorandum recently received from the Town Planner. Lynne asks other Board members how they feel about the request. Other Board members agreed with her. Tom asks if the requested items are provided sooner, then could the Board approve the application as a panel before the next Board meeting. All agreed that the application needed to be approved at a Board meeting.

Stan encouraged everyone to spread the word to support the school budget and proposed renovations to the Crooked River School, adding that the School Board did a wonderful job of keeping the budget to a one percent increase while including what they need.

Ted moves to adjourn at 9:00 p.m.

Stan seconds.

All in favor? 6 yes – 0 no – 0 abstain.