

**TOWN OF WOLFEBORO  
PLANNING BOARD  
April 17, 2018  
MINUTES**

**Members Present:** Kathy Barnard, Chairman, Vaune Dugan, Vice-Chairman, Paul O'Brien, Selectmen's Representative, John Thurston, Mike Hodder, Peter Goodwin, Members, Tom Brown, Alternate.

**Members Absent:** Brad Harriman, Selectmen's Representative, Dave Alessandroni, Alternate.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Lee Ann Hendrickson, Administrative Secretary, Cathleen LaPierre, Recording Secretary.

*Chairman Barnard opened the meeting at 7:00 PM at the Wolfeboro Town Hall Great Hall.*

**I. Introduction of Board Members**

Chairman Barnard introduced the members of the Planning Board and Staff.

**II. Public Comment**

None.

**III. Scheduled Appointments / Public Hearings / Public Forum**

**Site Plan Review Regulations; 173-35 Waivers**

Matt Sullivan discussed the proposed changes to the Site Plan Review Regulations; 173-35 Waivers – see attached. He stated the Planning Board will not be adopting the change this evening as a future meeting will be scheduled; tonight is the public hearing for this change.

Kathy Barnard opened to the Public to comment on Site Plan Regulations. No comments were made; the Public Hearing was then closed.

**Architectural Design Standards**

Kathy Barnard stated the Planning Board appointed a subcommittee to review the existing guidelines and that design standards of other communities are to be included in SPR for commercial buildings and multi-family structures.

Matt Sullivan presented the proposed Architectural Design Standards, see attached. He established this is the first of two public forums prior to adoption of the standards.

Vaune Dugan reviewed the Master Plan survey and notes collected at a Master Plan forum on February 26, 2018. Based on a survey UNH conducted in 2006 and 2016 statistics demonstrate the need to preserve the characteristics and historic buildings in Wolfeboro; keep the small-town charm and atmosphere; the standards will provide consistency. The proposed is preferably to be included in the Site Plan Regulations versus zoning.

Kathy Barnard opened the public hearing.

Suzanne Ryan asked for clarification on voluntary versus mandatory.

Matt Sullivan stated many elements are covered by zoning and the Planning Board would have the flexibility to address the standards. Thus, the design standards supplement the zoning.

Suzanne Ryan confirmed the Board is only waiving portions of the zoning.

Mary DeVries, Executive Director of Wolfeboro Area Chamber of Commerce, stated she wanted to ensure a sense of control that allows flexibility as the current guidelines provide such. She then inquired about the length of time regarding waivers and approval should these become standards.

Matt Sullivan stated all requests are subject to review by the Planning Board. Ideally, the Planning Board attempts to receive waiver requests in as part of the application so the applicant can receive approval in one meeting; therefore, waivers should not increase the length of review time or the procedural element of Site Plan Review but may require an additional expense for the architectural design. However, nearly every project seen for Site Plan Review has some element of a building plan with it accompanied by some sort of architectural design or rendering, thus an increase is unlikely for the majority of applications. If the Planning Board does not feel there is enough information to make a judgement, they may require additional designs as the goal is to ensure an application is complete to avoid delays upon the Public hearing the application.

Anne Blodget inquired why the word “residential” was crossed out and stated Vaune Dugan mentioned a process where there was negativity push back and wanted to know who was involved in that process.

Kathy Barnard stated “residential” was removed because single family residents are not required to seek site plan review approval but remain within the guidelines. Kathy then stated there was some push back during a meeting with the EDC in November of 2017 questioning why the Planning Board didn’t wait for the Master Plan process to be completed.

Anne Blodget inquired about the public forum.

Matt Sullivan confirmed it was a public forum/joint meeting of the Planning Board and EDC. The Planning Board was divided on how prescriptive the board should be and perhaps that is why they were as responsive to that joint meeting as it provided a deeper understanding how the broader community might think should these standards be implemented.

Randy Tetreault stated he supports placing the standards in the Site Plan Review Regulations with only one concern regarding subjectivity during the review process.

Matt Sullivan confirmed he will ensure plans are completed at the Planning Board and TRC level and defined the TRC.

Linda Murray verified the Planning Board and EDC meeting was not advertised as a public forum.

Matt Sullivan confirmed it was not advertised as a public forum but as a publicly noticed meeting.

Anne Blodget asked if there was public input prior to this forum.

Matt Sullivan stated this is the first of what will be two public forums at a minimum.

Anne Blodget questioned the process regarding revisions to standards.

Matt Sullivan stated the Planning Board has the ability to make modifications and will review input from tonight at the next meeting.

Anne Blodget stated she feels its complex and would need future study.

Kathy Barnard stated comments can be submitted to the Planning Office.

Vaune Dugan stated the Planning Board will incorporate educational outreach to the community due to the deficit of understanding architecture.

Blair Moffett stated he supports the architectural design standards.

Dave Senecal stated the document is dated 1993 and 2000 and asked if the Planning Board is going to update the guidelines. He stated the Planning Board needs to do more work on the outdated document and agrees that the guidelines should not be part of Zoning. Additionally, he agrees with the ability to grant waivers.

Matt Sullivan stated this document is presented in this manner because the Planning Board heard “we like what we have.”

Kathy Eaton asked if the Planning Board is using the document and have they been using it routinely and effectively.

Matt Sullivan stated it is not used as effectively as it should and is not as available to applicants as he prefers.

Kathy Barnard stated the document is used and is available in the Planning Office. Applicants are instructed to review and consider the guidelines and if they choose not to use the guidelines then provide the Planning Board with a rationale as to why the guidelines are not being used. She stated applicants have come before the Board and stated they are not going to follow the recommended guidelines and the Board has no way to enforce such.

Kathy Eaton referenced page 11 and questioned enforceability of such, noting “shoulds” to become “wills” and instead of stating “discourage,” state, “not allowed.” She then referenced page 13 and changes to the gas station language. Kathy asked why is it at this time the Planning Board wants to make mandatory standards and not maintain voluntary standards.

John Thurston stated when the Planning Board met with the EDC the Board changed the “shoulds” to “will.” This was presented to the EDC who felt this was too stringent; therefore, the Planning Board reverted to the original language.

Cindy Melanson questioned why we need change now.

Vaune Dugan stated the majority of townspeople surveyed want it and the Planning Board has been avoiding it. Nearby towns have had complications when they haven’t had guidelines. She stated it’s important we do this before we lose more character and things come in that really don’t fit.

Suzanne Ryan stated the voluntary guidelines have not served the Town well and offered the church across the street from the Town Hall as an example. She feels the language needs to be more forceful and specific.

Steve Dugan stated he feels citizens should think long and hard before giving up their rights of individual freedom and choice.

Ken Perry stated the Historic District worked well for 30 years and had a long term beneficial effect.

Kathy Eaton supports making the plans voluntary; mandatory will cause more issues and slow the process.

Anne Blodget asked whether this document will support what the public has asked for based on the comments in the Master Planning session.

Vaune Dugan stated the population and majority of people would prefer something be required and need guidelines that have backbone to protect its character.

Anne Blodget stated thriving towns are those that respect their architectural heritage as they attract visitors by doing what Vaune Dugan has said.

Peter Goodwin stated if mandatory or more stringent building programs are in place where there is a documented need for a waiver, the Planning Board has been willing in the past to grant waivers where necessary and he doesn't feel if it's mandatory this waiver will allow them to get past it.

Mike Hodder stated every application has included a section of the voluntary guidelines and not once has an applicant opted to follow them. The current guidelines do not work therefore, there is no point in maintaining the guidelines as voluntary. With a waiver in place the language can be effective and allow for some give and take.

Blair Moffett recommend exploring different language to get past binary choices such as "negotiable."

Peter Goodwin stated waivers are a negotiation.

Suzanne Ryan advised the Board not to be afraid to strengthen language in the document and look to other towns to see what they use.

Kathy Barnard stated the Board will review comments and will continue to work with the document.

Matt Sullivan stated this will be discussed at the May 8, 2018 meeting and will make a memo available to attendees. He stated a lot of the principles noted in the document are included in zoning.

Linda Murray requested a list of those principles that are in zoning.

Steve Durgan stated he felt the document gives a false impression as to where the Planning Board wants to go.

Kathy Barnard stated the document is the direction they want to go and the correct document to be used.

Cindy Melanson asked to verify who this applies to, commercial and/or multifamily?

Kathy Barnard confirmed it will apply to all commercial and multifamily buildings.

Cindy Melanson verified it does not apply to Single Family Dwellings.

*Recess to reconfigure room occurred at 8:28 PM.*

#### **IV. Action Items**

N/A

#### **V. Approval of Minutes**

April 3, 2018

Corrections: Page 7, Vision Statement, 5<sup>th</sup> paragraph; strike "it"  
Page 5, Pine Hill Realty Trust, LLC, 8<sup>th</sup> paragraph; strike "lighting" & replace with "traffic study"

**It was moved by John Thurston and seconded by Peter Goodwin to approve the April 3, 2018 Wolfeboro Planning Board minutes as amended. Kathy Barnard, Vaune Dugan, Peter Goodwin, John Thurston, Mike Hodder voted in favor. Paul O'Brien abstained. The motion passed.**

VI. Communications & Miscellaneous

**Jean P. Roberts Subdivision**

Matt Sullivan stated the Board previously approved a subdivision that at the time of the approval was unaware that a conservation easement existed on the property. He stated the plan is being amended to remove the easement however, it is not necessary for the Planning Board to approve the amendment because the subdivision was not approved as a conservation subdivision.

VII. Unfinished Business

**Election of Officers**

**Appointment of Chair**

*It was moved by Mike Hodder and seconded by Peter Goodwin to appoint Kathy Barnard as Chair of the Planning Board. Kathy Barnard, Vaune Dugan, Peter Goodwin, John Thurston, Mike Hodder voted in favor. Paul O'Brien abstained. The motion passed.*

*It was moved by Kathy Barnard and seconded by Peter Goodwin to appoint Vaune Dugan as Vice-Chair of the Planning Board. Kathy Barnard, Vaune Dugan, Peter Goodwin, John Thurston, Mike Hodder voted in favor. Paul O'Brien abstained. The motion passed.*

**Subcommittee Appointments; Technical Review Committee and Wayfinding Signs Committee**

*It was moved by Mike Hodder and seconded by Peter Goodwin to appoint Kathy Barnard as Planning Board Representative to the Technical Review Committee. Kathy Barnard, Vaune Dugan, Peter Goodwin, John Thurston, Mike Hodder voted in favor. Paul O'Brien abstained. The motion passed.*

*It was moved by John Thurston and seconded by Mike Hodder to appoint Peter Goodwin and John Thurston Planning Board Representatives to the Wayfinding Signs Committee. Kathy Barnard, Vaune Dugan, Peter Goodwin, John Thurston, Mike Hodder voted in favor. Paul O'Brien abstained. The motion passed.*

**Planning Board Member Vacancy**

Matt Sullivan stated Tim Cronin expressed interest in the vacant member position. He noted he also placed an ad for position.

Mike Hodder stated Tim Cronin is an alternate on ZBA and has considerable background in local government.

Matt Sullivan questioned whether the Planning Board wants a cross over member from ZBA; noting the position is a one year vacancy.

Mike Hodder recommended against having a cross over member because the individual needs to make a decision which Board he/she sits on as it deprives one of the Boards a member that can participate. He stated State Legislature allows for it however, doesn't recommend such.

**CIP Committee**

Mike Hodder reviewed Wolfeboro's CIP, see attached.

Kathy Barnard stated a member of the Board of Selectmen and Budget Committee should be able to appoint their representatives to the CIP Committee.

Mike Hodder stated the Board of Selectman and Budget Committee do not have legal authority to appoint rather, only the Planning Board.

Vaune Dugan recommended the Board provide a memo to the Board of Selectman and Budget Committee requesting an appointment of a member of their Board/Committee to the CIP Committee.

Matt Sullivan feels the Board of Selectman should appoint their representative.

Mike Hodder stated the Planning Board should take a formal vote to appoint representatives forwarded to the Planning Board by the BOS and Budget Committee.

Vaune Dugan recommended forwarding the acknowledgment of the vote to the representatives of each Board/Committee.

The Board discussed term limits and previous make up CIPC; noting there is typically 2 Planning Board members, 2 citizens at large, a Board of Selectmen and Budget Committee representative and 3 Staff (Town Manager, Finance Director, Director of Planning and Development).

**It was moved by John Thurston and seconded by Peter Goodwin to appoint Kathy Barnard and Mike Hodder as Planning Board Representative to the CIP Committee. Kathy Barnard, Vaune Dugan, Peter Goodwin, John Thurston, Mike Hodder voted in favor. Paul O'Brien abstained. The motion passed.**

The Board agreed to vote on the following at the 5/8/18 meeting;

- Chair to be elected annually by Planning Board
- Standing committee to be renewed annually
- Establish membership categories
  - 2 Planning Board Members
  - 4 Citizens at Large
  - Budget Committee Representative
  - BOS Representative
  - Alternate position
- Accept and ratify Board of Selectmen and Budget Committee recommendations for CIP representatives

**VIII. New Business**

N/A

**IX. Planning Board Subcommittee Reports**

N/A

**X. Nonpublic Meeting**

N/A

**It was moved by Mike Hodder and seconded by John Thurston to adjourn the April 17, 2018 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 9:37 PM.

Respectfully Submitted,

*Cathleen LaPierre*

Cathy LaPierre

***\*\*Please note these minutes are subject to amendments and approval at a later date. \*\****



# **SITE PLAN REGULATIONS – PUBLIC HEARING**

## **04/17/2018**



# Site Plan Review Regulation Amendment: 173-35 Waivers

A. When the Planning Board finds that unusual difficulty or unnecessary hardship may result from strict compliance with these regulations, the Board may, by a ~~two-thirds~~ majority vote of its voting members present at the meeting, vary the regulations so that substantial justice may be done. The relief of the hardship or difficulty may be granted to the developer, and public interest secured; provided such waiver will not have the effect of nullifying the spirit and intent of the Master Plan and these regulations.





# ARCHITECTURAL DESIGN FORUM

## 04/17/2018

# AGENDA/NEXT STEPS

- Brief review of Design Review in Wolfeboro
- Review Existing Voluntary Design Guidelines
- Review Proposed Design Standards
- **QUESTIONS/DISCUSSION**
- Next Steps
  - Public Forum #2

## WHY ARCHITECTURAL DESIGN GUIDANCE?

- *Preserve Wolfeboro's distinct community character*
- *Promote, preserve, and enhance community's aesthetic qualities*
- *Focus on 'look-and-feel' while working to provide use flexibility*



# ARCHITECTURAL DESIGN: HISTORY

1993: Summer Plan Charrette – Design Review Standards drafted

1994-1995: Voluntary Guidelines drafted (Existing)

1995: EDC leads Community Engagement Project

1995-Present: Voluntary Design Review Guidelines used during site plan review and building permitting

2017: Planning Board develops draft Architectural Design Standards

2017: Planning Board presents draft Design Standards to EDC

2018: Planning Board explores revision of existing Guidelines and inclusion as mandatory in Site Plan Review

# EXISTING DESIGN GUIDELINES

- Voluntary for Building Permits and Site Plan Review Projects
- Structure:
  - Developing the Site Building Design
  - Signs
  - Residential Development
  - Municipal Facilities
  - Readings and Resources



# EXISTING DESIGN GUIDELINES

## TOWN OF WOLFEBORO

Acknowledgments	1	Building Design	13	Residential Development	29
Background	2	Architectural Features & Detail	14	Streets & Sidewalks	30
Objectives -- <i>You set the tone!</i>	3	Restoration & Reuse	14	Viewlines	30
		Windows & Doors	14	Open Space/Cluster	
		Materials & Color	15	Development	31
		Rear Entrance & Rear Views	16	Shoreland Protection Act	32
Process	4	Screening, Utility Areas &		Waterfront Residential	33
		Mechanical Equipment	16		
		Roofs	17		
Developing the Site	7	Canopies & Awnings	18	Municipal Facilities	35
		Proportion & Rhythm	19		
Setback	8	Franchise Design	20		
Parking and Pedestrian Access	9	Fencing & Walls	21	Readings & Resources	38
Outdoor Lighting	10	Mixed Use Buildings	22		
Landscaping	11				
		Signs	25		
		Number	26		
		Scale & Placement	26		
		Franchise Signs	27		
		Materials & Color	27		
		Lighting	27		

# PROPOSED DESIGN STANDARDS/GUIDELINES

- **Site Plan Review (SPR) Regulations**
  - **Mandatory for SPR**
  - **Exterior Additions, Expansions, Modifications**
  - **Commercial and Multi-Family Uses**
  - **Planning Board Review Process**
  - **Site Plan Regulations CAN BE WAIVED by Planning Board**

# **PROPOSED DESIGN STANDARDS/GUIDELINES**

- **Content Changes from Existing Guidelines:**
  - **Remove “Residential” requirements**
  - **Remove “Building Permit” requirements**
  - **‘Codified’**
  - **“Green” roofs including those that are vegetated or incorporate green energy technology are encouraged though not required by these standards. (Page 11)**



# PROPOSED DESIGN STANDARDS/GUIDELINES

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## DESIGN GUIDELINES

# SITE PLAN REGULATION MODIFICATIONS

## ☐ § 173-19 General requirements.

- A.** Conformance to applicable laws, rules and regulations. In addition to the requirements established herein, all developments shall comply with the applicable provisions of the Zoning Ordinance,<sup>[1]</sup> Subdivision Regulations,<sup>[2]</sup> and all other applicable Town ordinances.

[1] *Editor's Note: See Ch. 175 Zoning.*

[2] *Editor's Note: See Ch. 174, Subdivision of Land.*

## **B.** Design review guidelines.

- (1) Compliance with the Town of Wolfeboro Design Guidelines is a voluntary component of the site review. These guidelines do not replace current zoning, subdivision, or site review regulations that exist primarily to protect public health and safety. They are intended to enhance existing regulations and should be used as a tool to address the important visual and design aspects of your residential and commercial building and renovation projects. Those who are required to participate in the site review process are required to meet with the Town Planner to review these guidelines.

- (2) Although compliance with the guidelines is strongly encouraged, it is not mandatory. If, after meeting with the Town Planner, the applicant decides that he or she does not wish to participate further in the process, the applicant will be asked to provide the Planner with a written rationale for his decision.

- C.** Self-imposed restrictions. If the owner places restrictions on any of the land contained in the development greater than those required by the Zoning Ordinance or these regulations, such restrictions or reference thereto shall be required to be indicated on the site plan, or the Planning Board shall require that restrictive covenants be recorded with the Carroll County Registry of Deeds in form to be approved by the Board.



# QUESTIONS/DISCUSSION

## WOLFEBORO'S CAPITAL IMPROVEMENTS COMMITTEE

### Analytical Summary:

Wolfeboro's Capital Improvements Program (CIP) was authorized by Town vote in 1987. The Board of Selectmen established their own equivalent program in 1998, which was surrendered to the Planning Board three years later when its irregularity became apparent. The Planning Board assumed responsibility for the CIP in 2001. Five years later the Planning Board accepted, without a vote, the organization of a new CIP Committee by the Board of Selectmen, which established membership categories, numbers and appointing agencies. With minor adjustments that organization has continued to date. The Planning Board's first public presentation of a CIP was in 2006. Although school district proposals are part of the CIP's statutory charge they were only included in the 2006 and 2007 reports.

### Authority

Authorized by *RSA 674:5* the Town voted in 1987 to direct the Planning Board to establish a Capital Improvements Program. As adopted by the Town, the statute directs the Planning Board "...to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years." *RSA 674:5* is silent on how the Planning Board should exercise this authority. Guidance is offered by *RSA 674:7, II*, which directs the Planning Board to "...confer, in a manner deemed appropriate by the board...with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program." Co-operation of local officials with the Planning Board in preparing the capital improvements program is required by the language of *RSA 674:7, II* (each "... shall, upon request...transmit to the board...a statement of all capital projects it proposes to undertake...").

### Organizational Status:

The Capital Improvements Program Committee derives its authority from the Planning Board. It is unclear from the record whether the CIP Committee is a standing committee or a sub-committee of the Board. Since its founding in 2006 the CIP Committee has acted as a standing committee but no vote constituting it as such appears in the record of the Planning Board. Board minutes refer to the CIP as a sub-committee.

### Committee Membership:

The Capital Improvements Program Committee includes voting and non-voting members, currently composed of the following categories and appointing agencies. Voting members: 1 Selectman appointed by the Board of Selectmen, 1 Budget Committee member appointed by the Budget Committee, 3 Planning Board members appointed by the Planning Board and 2 Members at Large appointed by the Planning Board. Non-Voting Members: Town Manager, Director of Planning & Development, Director of Finance. Membership categories and numbers on the CIP Committee have not been established by a vote of the Planning Board. The number of Selectmen recorded as members has usually been 1 (2006, 2008 - 2018) but has been 2 (2007) at the Selectmen's choice. The number of Planning Board members has increased from 1 (2006 - 2008) to 2 (2009 - 2017) to the current 3 (2017 - 2018). A single member from the Budget Committee has been the norm since 2006 as has the number of Members at Large (2). Staff numbers necessarily have been stable.

Planning Board members are nominated by the Board and appointed to the CIP Committee in the first year of their committee membership. Re-appointment in following years by an affirmative vote of the Board has not always been required. Members at Large are appointed by the Planning Board. Re-appointment by an affirmative vote of the Board has not been required and terms, consequently, have been long. One of two Members at Large

was first appointed to the committee in 2006, the other was first named in 2010. The Selectmen's and Budget Committee's representatives are appointed annually by their own boards without reference to the Planning Board beyond a statement of fact. Terms have also been lengthy. The Selectmen's representative has been a CIP committee member since 2008. The Budget Committee's representative has sat on the CIP Committee almost as long. Staff members sit on the CIP with terms limited only by their status *ex officio*.

### **Mission:**

The statutory mission of the CIP has largely been carried out annually since the committee's formation. Co-operation by Town departments has ordinarily been received. The CIP has presented its recommended programme of capital expenditures to the public annually since 2006.

The authorizing statutes (*RSA 674:7, I and II*) explicitly charge the CIP Committee to include proposed school district capital improvements in its programme of capital recommendations. Governor Wentworth Regional School District figures for Wolfeboro's portion of proposed district capital improvements were provided by the district and incorporated in the 2006 CIP recommendations with a note stating CIP members "...made no attempt to influence these numbers." The 2007 CIP report also included GWRSD figures, without comment. The 2008 CIP Committee report did not include school district projections. Since 2007 no CIP recommended programme of capital expenditures has included GWRSD figures. Neither Planning Board nor CIP Committee minutes offer an explanation for this deficiency.

### **History:**

**1987.** A Capital Improvements Program (CIP) charged to the Planning Board's care is authorized by an affirmative town vote.

**1987-1990.** The Planning Board discusses a CIP program's goals and obstacles. The 1980 revision of the Master Plan delays establishing a CIP in 1989. The impending reassessment of real property in the town is seen as a further reason to delay a CIP later that year. In 1990 the Board decides the "unsuitability" of the town's sewer system are further obstacles to establishing a CIP.

**1991-2000.** No references to a CIP or its committee are found in Board minutes.

**1998.** The Board of Selectmen establishes an advisory committee it names the Capital Investments Program Committee (CIPC). Members appointed by the Selectmen include Warren Gould (Planning Board), John Burt & John Bosa (Budget Committee), Paul Skowron (Town Manager) and Scott Smith (Finance Director). The existence of this board is unknown to the Planning Board.

**2001.** (April 3) The Town Manager requests 2 volunteer Planning Board members to sit on the Selectmen's CIPC, one to serve for a one year term. (April 17) Director of Planning Houseman advises the Planning Board that the CIPC is a sub-committee of the Board of Selectmen and reviews projects submitted by department heads to the Town Manager. The Planning Board votes to review all previous documentation about the CIP(C) and seek guidance towards assuming control of the CIP. (October 16) Houseman advises the Planning Board that the town voted in 1987 to put the Board in charge of the CIP and he has so notified the Board of Selectmen.

**2002.** (March 5) The Board is advised that the Selectmen have terminated their CIPC. Houseman asks authority from the Planning Board to act on its behalf in preparing future CIP reports. He recommends the Board form its CIP Committee using Meredith's as an example. (May 2) Houseman advises the Board to form a sub-committee to work on a CIP if the full Board feels the work is too burdensome. The Planning Board as a whole acts as the CIP Committee this year.

**2003.** (October 21) The Planning Board discusses CIP Committee membership categories, suggestions ranging from having only members of the public to having no Selectmen's representative on the committee. The Planning Board as a whole acts as the CIP Committee this year.

**2004.** (November 9) The Planning Board has decided to form a CIP Committee and awaits a response from the Board of Selectmen. The Planning Board as a whole acts as the CIP Committee this year.

**2005.** (April 13) The Planning Board recommends to the Board of Selectmen that a sub-committee be formed to

handle the CIP. The Selectmen resolve to form a steering committee with 2 Planning Board members included to do so. The Planning Board as a whole acts as the CIP Committee this year.

**2006.** (March 7) The Planning Board appoints 2 members to the newly constituted CIP Committee. (September 27) The CIP is presented to the Planning Board during public hearing. CIP Committee membership is noted as follows: 1 Selectman appointed by the chair of the Board of Selectmen, 1 Planning Board member appointed by the chair of the Planning Board, 1 Budget Committee member appointed by the chair of the Budget Committee, 2 members at large appointed by the CIP Committee. The town manager, town planner, and finance director act as support staff. Projects presented to the CIP are as ranked as: Class I-Urgent-immediate need for reasons of health and safety; Class II-Necessary-needed in 3 to 5 years; Class III-Desireable-needed in 6 to 10 years.

**2007 – date.** The CIP Committee continues largely as organized by the Board of Selectmen in 2006. Annual CIP reports are presented to the public in an orderly fashion. There is little turnover in membership in some categories. Responsive co-operation by town departments is the norm.

### **Recommendations to the Planning Board:**

1. Remedy the unclear status of the CIP Committee

Suggestions:

- A. An affirmative vote to make the CIP Committee a standing committee
- B. Include the CIP standing committee in the Planning Board's Rules of Procedure

2. Compose Rules of Procedure for the CIP Committee:

Suggestions:

- A. Annually elected chairmanship, all CIP members eligible
- B. Annually elected vice-chairmanship, only Planning Board members eligible
- C. Establish membership categories for external boards and staff positions
- D. Limit to 2 members of the Planning Board
- E. Increase to 4 Members at Large
- F. Planning Board members 3 year terms, maximum of 3 terms
- G. Members at Large 1 year terms, renewable, maximum of 9 years

3. Accept and appoint annual nominations from external boards

4. An affirmative vote to include or not Wolfeboro's portion of GWRSD figures from future CIP Committee reports

### **Note on Sources:**

Planning Board minutes cover the period under discussion (1987-2018) and are found in the Planning and Development Office's archive.

CIP Committee minutes prior to 2006 are not found. Certified copies after that date are found in the Town Clerk's archive.