

**TOWN OF WOLFEBORO  
PLANNING BOARD  
June 5, 2018  
MINUTES**

**Members Present:** Kathy Barnard, Chairman, Vaune Dugan, Vice-Chairman, Brad Harriman, Selectman's Representative, John Thurston, Mike Hodder, Peter Goodwin, Susan Repplier, Members, Tom Brown, Alternate.

**Member Absent:** Dave Alessandrini, Alternate.

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

*Chairman Barnard opened the meeting at 7:01 PM at the Wolfeboro Town Hall Great Hall.*

**I. Introduction of Board Members**

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

Kathy Barnard introduced Susanne Repplier as taking Paul O'Brien's position.

**II. Public Comment**

None.

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

Kathy Barnard recused herself.

**Town of Wolfeboro Public Library  
Agent: Ben Dreyer, Underwood Engineers  
Site Plan Review & Special Use Permit  
Tax Map #231-60**

Matt Sullivan stated this application is governmental use and several modifications have been made. Underwood Engineers responded to his review and comments made at the last meeting in a letter which he presented to the Board.

Benjamin Dreyer reviewed his letter, dated May 31, 2018 (see attached).

**Referencing #5 of the letter,** Matt Sullivan asked for clarification on number of parking spaces (74 or 75).

Benjamin Dreyer stated he will look into such.

Vaune Dugan stated 64 are required.

Matt Sullivan agreed.

**Referencing #10 of the letter,** Matt Sullivan provided copies of correspondence with Barry Muccio from the Municipal Electric Department to the Board regarding plan amendments that need to be made.

**Referencing #13 of the letter,** John Thurston asked where the sign will be going.

Benjamin Dreyer stated the final location will be confirmed but for now, out front, more detail will follow.

John Thurston asked about visuals when turning out.

Matt Sullivan stated when it comes to site distance the apron and stop line is pushed out far enough where any sign location could create an issue; however, any sign permit that is submitted by the library will be reviewed to ensure there is adequate site distance in both directions.

**Referencing # 15 of the letter**, Peter Goodwin questioned whether they were maintaining the number of parking spaces during construction.

Benjamin Dreyer stated upon completing the final construction documents that will be part of the contractor's responsibility; to accommodate the operations during construction with some specific type of sequencing.

John Thurston asked if there will be a designated sequence of events when people will be coming and going.

Benjamin Dreyer stated that has not been developed.

Matt Sullivan confirmed Dave Ford, the contractor, engineer, and Cynthia Scott will be working on the construction sequencing; however, that has not been determined.

Cynthia Scott stated there has been discussion regarding the logistics, but the details have not been firmed up yet.

**Referencing # 16 of the letter**, Matt Sullivan questioned saving the trees along the property line.

Cynthia Scott stated one of the trees had recently been hit by a car, will not survive the construction and the other tree remains in question.

John Thurston asked if they are too big and can be saved.

Cynthia Scott stated she is working with Parks and Rec on preserving as much of the landscaping as possible to replant while some will be adopted to prevent waste.

Vaune Dugan stated the street trees are historical and prefers to see larger trees planted on the street to carry on tradition.

Cynthia Scott stated a more creative solution will be worked on and will seek advice from experts.

Vaune Dugan reiterated she would like to see some large street trees in the front or corner for streetscaping.

Cynthia Scott agreed, not too small, something suitable and will go along with the Public Safety Building and views from the road.

John Thurston stated he would like to see some shaded areas.

Cynthia Scott agreed and mentioned placing picnic tables in some shaded areas as well.

**Referencing # 17 of the letter**, John Thurston questioned how the water will be located.

Benjamin Dreyer responded the plan is for the ground to absorb it.

John Thurston stated he is concerned with the current damp and moldy basement.

Benjamin Dreyer stated he will investigate and find a solution.

Matt Sullivan asked if there is an underdrain.

Benjamin Dreyer replied no.

Cynthia Scott stated she thought there was an underdrain.

John Thurston stated Dave Ford said there was no drain and is concerned about serious rains and believed having a wider drip edge pushes the water out further.

Cynthia Scott stated she thought this was addressed and will ensure it is taken care of.

Benjamin Dreyer stated a pipe from the underdrain will help.

John Thurston stated he thought a rain guard would be beneficial.

Matt Sullivan agreed.

Cynthia Scott stated if that doesn't solve the problem it will be handled.

**Referencing # 18 of the letter**, Mike Hodder questioned whether Wyman has been notified of the plans.

Cynthia Scott replied yes.

Peter Goodwin asked if the snow storage inside the parking lot will affect the Red Maple trees.

Benjamin Dreyer replied the space is wide enough and there are other options of where the snow will be placed.

John Thurston asked to see the slope of the parking lot.

Benjamin Dreyer referred to the drawing and stated it is 588 and explained the run off.

Matt Sullivan confirmed the slope to be 588 and stated there is an infiltration trench.

Vaune Dugan stated there are other drains and slope directed towards the Fire Rescue lot and asked if such drains can accommodate this.

Benjamin Dreyer replied yes, the analysis performed reflected the ability to accommodate.

Vaune Dugan asked if it's been studied and is adequate.

Benjamin Dreyer replied yes.

Mike Hodder asked if the snow storage remains in the main parking lot how will the area be used with the maple trees being planted; will Town employees be told to be extremely careful?

Benjamin Dreyer stated there might be an alternate place to put the snow.

Cynthia Scott referred to Dave Ford as he stated snow will be removed as it is currently.

Mike Hodder stated this needs to be revisited as he feels it won't work due to the large mounds of snow like this past year and the new trees being planted. He is also concerned about safety specifically, access to the walking path via the snow storage area/back parking lot.



Vaune Dugan stated there is a lower population in the winter; therefore, the cars are less likely to be back there.

Mike Hodder stated he is still concerned with safety in regards to the parking scheme and snow storage.

Cynthia Scott responded the information will continue to be updated and they will work with Dave Ford as he stated he will ask plow drivers to look at the plan for suggestions.

Mike Hodder stated his concern for the handicap individuals having to get out of vehicles and cross the road to get into the building.

Benjamin Dreyer responded it will remain as it is now.

Vaune Dugan stated the spaces are extra wide.

Mike Hodder stated he is concerned with the way it is currently set up as he believes it is not practical or safe.

Brad Harriman stated he wanted to address Mike Hodder's concern as the spaces are 13' and perhaps 2' wide striping could be added.

Matt Sullivan agreed striping would be beneficial.

Benjamin Dreyer stated his concern being the passenger will be closer to the road.

Matt Sullivan asked if the stripe can be placed on both sides of the space.

Benjamin Dreyer stated the space would need to be increased.

Brad Harriman commented on the importance of being ADA compliant.

**Referencing #20 of the letter,** Matt Sullivan asked if there is vegetative screening.

Cynthia Scott replied that has not been discussed and the existing sidewalk will determine vegetative screening.

Vaune Dugan stated the preexisting site plan on the lot line on the fire department/police side has a screen of trees already.

Cynthia Scott stated there is no plan to move those.

**Referencing #23 of the letter,** Mike Hodder asked if lots are affected.

Benjamin Dreyer responded he did not have a copy of the merger.

Matt Sullivan stated a new survey was not performed for the merger.

**Referencing #25 of the letter,** Matt Sullivan asked if the space is van accessible.

Benjamin Dreyer replied yes.

Vaune Dugan inquired about the connection to the Public Safety Building lot.

Matt Sullivan stated they are not prepared at this time to put a connection on the plans; however, the current plans offer the ability to create a connection based on the fact there are more parking spaces than required per regulations.



Vaune Dugan stated there should be a note on the plan.

Matt Sullivan agreed and will add a note as a formal connection is necessary.

Vaune Dugan suggested a piece of pavement to connect the lots.

Brad Harriman stated another option would be to add a vegetative strip.

John Thurston questioned whether it is prudent to have access from an ordinary public building to the public safety building and should proceed with caution.

Mike Hodder agreed and stated he is concerned the grass won't prevent people from parking and blocking the access route or using the public safety building to park particularly if there is an event taking place.

Cynthia Scott stated one of the suggestions was a gate but there is still a great deal of conversation surrounding the connection and mentioned the library shares a dumpster with the Public Safety Building.

John Thurston asked about the width of the island.

Benjamin Dreyer replied 20' or 38'.

Matt Sullivan confirmed it to be 30'.

John Thurston questioned the size of the lot.

Benjamin Dreyer confirmed the size to be 10'.

John Thurston questioned the 2' overhang and snow.

Benjamin Dreyer replied it will run off the end.

Matt Sullivan said the 2' overhang is only being taken advantage of in the rear lot as opposed to the middle. And he confirmed the spaces to be 10x19 where the spaces to the rear of the lot towards the Wyman property are the 17' spaces that need the 2' overhang while the ones in the middle are 19', fully conforming, do not need the overhang and asked Benjamin Dreyer to confirm.

Vaune Dugan stated the note on the plans says that.

Mike Hodder questioned the traffic flow pattern with regard to the book drop off and asked Matt Sullivan if it seems complicated in his opinion and is satisfied no accidents will occur.

Matt Sullivan replied the site is complicated due to working on an addition to an existing building; therefore, the location of the building cannot be changed but feels the site will function adequately as it's proposed.

Peter Goodwin suggested placing a sign at the west end where there is a choice of going right or left after the book drop indicating more parking if you turn right and exit if you turn left. He believes once folks have gone in a couple of times it won't be an issue.

Matt Sullivan stated over-signing is better to cover all potential safety issues.

Vaune Dugan stated arrows are preferred and the angled parking will indicate the proper direction to the public. Matt Sullivan agreed.

John Thurston stated he liked the traffic pattern and feels it makes sense.

Matt Sullivan addressed/cleared up the following conditions:

1. Correcting the document to reflect 75 parking spaces
2. Adequate shade/cooling in the parking lot – 8 maple trees will be planted
3. Ensure parking conditions during construction/
4. Save trees where possible and use large street trees to replace
5. Underdrain to be added around perimeter of building
6. How the Stone path will be cleared and will it remain open during winter? Will it degrade if not open?
7. Town staff review of the plowing and does the snow storage make sense as its proposed
8. Adding striping to the 2 ADA spaces in the main isle area
9. Explore Screening/vegetative screening between the library and public safety building
10. Note about connection between the Public Safety Building/library to create access

Mike Hodder asked if the Board is satisfied with the indications of traffic flow as proposed.

Matt Sullivan stated he would like to request further signage.

Brad Harriman believes the public will adapt.

Vaune Dugan stated arrows will assist folks.

Matt Sullivan agreed.

*Vaune Dugan opened the public hearing for comments.*

*There being no comments from the public, Vaune Dugan closed the public hearing.*

**It was moved by John Thurston and seconded by Mike Hodder to endorse the Wolfeboro Public Library expansion and renovation plans as proposed pursuant to the 10 conditions discussed. All members voted in favor. The motion passed.**

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

##### **CIP Membership**

Kathy Barnard stated 1 email was received from Suzanne Ryan and asked the Board to review her letter.

Peter Goodwin stated she was on the committee for natural resources with master planning.

Mike Hodder suggested the Board hold open applications and decide about appointing 2 members at the time of the next CIP meeting and pass over adding a 3<sup>rd</sup> member at this point.

Peter Goodwin suggested the Board wait to allow for anyone interested to apply as he feels the time frame has been relatively short and asked if a meeting could take place after the forum on June 19<sup>th</sup> to vote.

Matt Sullivan confirmed the Board could do a short work session on the 19<sup>th</sup> of June.

Mike Hodder suggested sending a thank you letter to Suzanne Ryan.

Kathy Barnard stated the Board will table this until the June 19<sup>th</sup> work session and will send Suzanne Ryan a thank you email.

**Lot Merger  
Robert and Elizabeth Smart  
Tax Map #191-37 and 191-38**

John Thurston inquired about lot 38 and its history.

Matt Sullivan stated lot 38 was originally created as part of a subdivision in 1977, is a small recreational beach access lot and originally owned by some other property owner not adjacent to this lot. Mr. and Mrs. Smart acquired the lot and there is a right of way for beach access over the lot. Merging these lots will not remove the right to cross.

John Thurston stated he heard the access has been impeded by the waterfront and no one has access.

Matt Sullivan replied this is a civil issue and will not be impacted by this lot merger.

John Thurston questioned whether the lot merger should proceed while this issue is happening.

Matt Sullivan stated the lot merger will not change or impact the civil issue and did not see any reason to deny the merger.

Mike Hodder agreed and stated there is no reason in the ordinance to deny the merger as the right of way will still be there if the Board passes it and will be no effect.

Kathy Barnard asked if it is a 2-acre zone.

Matt Sullivan stated it is a 1-acre zone.

Kathy Barnard questioned if the Board would be eliminating a non-conforming lot.

Matt Sullivan replied yes.

Mike Hodder stated the Board has no legal basis to deny the lot merger.

Vaune Dugan agreed this is a civil issue and does not change the ownership.

Kathy Barnard asked how the land was acquired.

Matt Sullivan stated he was not clear on when Mr. and Mrs. Smart purchased the property.

Mike Hodder suggested running a title search to ensure Mr. and Mrs. Smart own it.

Peter Goodwin stated the Town's attorney confirmed it was appropriate.

**It was moved by Peter Goodwin and seconded by Vaune Dugan to approve the Robert and Elizabeth Smart Lot Merger, Tax Map 191-37 & 38. Kathy Barnard, Vaune Dugan, Brad Harriman, Mike Hodder, Susan Repplier, Peter Goodwin voted in favor. John Thurston abstained. The motion passed.**

**Lot Merger  
Michelle Randolph and Mark Martin  
Tax Map #203-31 and 203-32**

Kathy Barnard questioned if the lot is vacant.



Matt Sullivan stated it doesn't show to be vacant, the previous structure there was taken down so it is now vacant. The ZBA application in 2017 on Lot 32 was not showing a tax map and was denied to construct a building due to various set backs as the lot is very small in size and as a result the owner of Lot 31 purchased lot 32 in order to merge the lots.

Vaune Dugan asked if the building shown on lot 32 was no longer there.

Matt Sullivan confirmed the building was removed.

Kathy Barnard questioned if this will make the lot more conforming.

Matt Sullivan confirmed yes.

**It was moved by Mike Hodder and seconded by John Thurston to approve the Michelle Randolph and Mark Martin Lot Merger, Tax Map 201-31 and 32. All members voted in favor. The motion passed.**

**V. Approval of Minutes**

May 8, 2018

Corrections: page 11, CIP Committee, 9<sup>th</sup> paragraph, strike "she" and replace with "he"  
page 12, CIP Committee, 1st paragraph, insert "not" after "minutes"

**It was moved by Mike Hodder and seconded by John Thurston to approve the May 8, 2018 Wolfeboro Planning Board minutes as amended. Kathy Barnard, Vaune Dugan, Mike Hodder, Peter Goodwin, Susan Repplier, John Thurston voted in favor. Brad Harriman abstained. The motion passed.**

May 15, 2018

Corrections: page 2, scheduled appointments, 8<sup>th</sup> sentence, strike "1 million" and replace with "\$700,000-\$900,000 thousand dollars."

**It was moved by Mike Hodder and seconded by Vaune Dugan to approve the May 15, 2018 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.**

**VI. Communications & Miscellaneous**

N/A

**VII. Unfinished Business**

- CIP (see attached CIP History).
- Reviewed a draft of the CIP form (see attached).

John Thurston questioned how much time has been spent on this document and felt it would be good to show.

Matt Sullivan agreed and stated he will meet with department heads 1:1 to go over the new form.

Mike Hodder suggested circulating the form to the department heads to get comments.

Brad Harriman suggested the ranking level be on the form.

Matt Sullivan stated he will place the department head project ranking on the form and make it clear.

- Master Plan Forum – will be presented in the following manner:  
Housing, Population, Economic Development  
Natural Resources

Energy  
Transportation and Public Infrastructure  
Arts and Heritage  
Community Facilities

- Looking Ahead Document:  
Goals – will discuss at the next meeting

**VIII. New Business**

**IX. Planning Board Subcommittee Reports**  
N/A

**X. Nonpublic Meeting**  
N/A

**It was moved by Kathy Barnard and seconded by Mike Hodder to adjourn the June 5, 2018 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 9:06 PM.

Respectfully Submitted,  
*Cathleen LaPierre*  
Cathy LaPierre

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

## WOLFEBORO'S CAPITAL IMPROVEMENTS COMMITTEE

### Executive Summary

Wolfeboro's Capital Improvements Program (CIP) was authorized by town vote and placed under the authority of the Planning Board in 1987. The board did not immediately exercise this authority. The Board of Selectmen established its own equivalent program in 1998, which was surrendered to the Planning Board in 2001. In 2006 the CIP Committee was re-organized by a steering committee appointed by the Selectmen which established membership categories, numbers and appointing agencies. With minor adjustments that re-organization has continued to operate within the CIP Committee. The first public presentation of a CIP was in 2006.

Following board review of a study of the history of Wolfeboro's Capitol Improvements Program Committee the Planning Board formally resolved to remedy irregularities and continue study of the exercise of the committee's statutory obligations. Accordingly, on May 8, 2018 the Planning Board approved the following motion to conform the CIP Committee structure with its statutory authority:

"The CIP Committee shall be constituted of two (2) Planning Board members, appointed by the Planning Board; one (1) member of the Board of Selectmen, appointed by the Board of Selectmen; one (1) member of the Budget Committee, appointed by the Budget Committee; and a maximum of four (4) at-large members, appointed by the Planning Board. All members are appointed for a term of one (1) year. A majority of the members in attendance shall constitute a quorum. The Chair of the CIP Committee shall be a member of the Planning Board. The CIP Committee shall be staffed by the Director of Planning and Development, the Town's Finance Director, and the Town Manager."

### Authority of the Planning Board's CIP Committee

Aa authorized by RSA 674:5 the Town voted in 1987 to direct the Planning Board to establish a Capital Improvements Program. As adopted, 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...").

### CIP Committee Constituency and Oversight

The Capital Improvements Program Committee includes voting and non-voting members, currently (2017-18) composed of the following categories, numbers 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.



The number of Selectmen recorded as members in Planning Board and CIP Committee minutes has usually been 1 (2006, 2008 - 2018) but has been 2 (2007). The number of Planning Board members has increased from 1 (2006 - 2008) to 2 (2009 - 2017) to 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 have been nominated by that board and appointed to the CIP Committee in the first year of their CIP Committee membership. Re-appointment in following years by an affirmative vote of the Planning Board has not been regularly required.

The Board of Selectmen's and Budget Committee's representatives have been appointed annually by their own boards without reference to the Planning Board. The current Selectmen's representative has been a CIP committee member since 2008. The previous Budget Committee's representative had sat on the CIP Committee almost as long.

Members at Large have initially been appointed by the Planning Board but re-appointment by an affirmative vote of the Board has not been required. One of the two current (2017-18) Members at Large was first appointed to the committee in 2006, the other was first named in 2010.

Staff members sit on the CIP with terms limited only by their personal status *ex officio*.

The CIP Committee has presented its recommended program of capital expenditures to the public annually since 2006. Co-operation by town departments has regularly been received.

RSA 674:7, I and II authorize the CIP Committee to consider in its program of recommendations anticipated tax impacts of capital improvements proposed by school districts. 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, this time without comment. The 2008 CIP Committee report did not include school district projections. No CIP recommended program of capital expenditures has included consideration of GWRSD capital intensive proposals since 2008.

### **CIP History 1987-2007**

Sourced to Planning Board (1987-2018) and CIP Committee (2006-2018) minutes

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

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

**1991-2000.** No references to a CIP or its committee are found in Planning 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 not noticed in Planning Board minutes.

**2001.** The Town Manager asks for two Planning Board members to sit on the Selectmen's CIPC, one to serve for a one year term. 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 Selectmen's CIPC and to seek guidance towards assuming control of the CIP. Houseman advises the Planning Board that the Town voted in 1987 to put the Planning Board in charge of the CIP and says he has so notified the Board of Selectmen.

**2002.** The Planning 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 Planning Board form its CIP Committee using Meredith's as an example. Houseman advises the Planning Board to form a sub-committee to work on a CIP if the full Planning Board feels the work is too burdensome. The Planning Board as a whole sits as the CIP Committee this year.

**2003.** 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 sits as the CIP Committee this year.

**2004.** The Planning Board advises the Board of Selectmen it has decided to form a CIP Committee and awaits a response from the Selectmen. The Planning Board as a whole sits as the CIP Committee this year.

**2005.** 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 to structure the CIP, with 2 Planning Board members to be included. The Planning Board as a whole sits as the CIP Committee this year.

**2006.** The Planning Board appoints 2 members to a newly constituted CIP Committee as structured by the Board of Selectmen. The CIP this year is presented by the Planning Board at a public hearing. CIP Committee membership is noted in the presentation as: 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 constituted by the Board of Selectmen in 2006.

# 2019-2028 CIP Project Request Form

Project Title:		Town Manager Authorization (Signature and Date of Signing)	
Project Department:			
Project Contact Name:		Department Head Authorization (Signature and Date of Signing)	
Project Cost:			
Project Number:		Form Revision Date:	
Project Cost Estimate Source:			

Project Description:

<b>Other Information</b>	
Project Location/Address:	
Project Start/Equipment Purchase Year:	
First Year Funding is Requested:	
Department Project Ranking (1-X):	
Original Form Preparation Date:	
Asset Management Plan (Y/N):	
Recommended by Asset Management Plan?	
Master Plan Recommendation (Y/N):	
Energy Considerations? (Y/N) - If Yes, Please Describe:	
Estimated Useful Life (Years):	
Estimated Annual Operating Impact (\$):	

Funding Source(s)	%	Year 1	2	3	4	5	6	7	8	9	10
General Obligation Bond											
Capital Reserve Account											
Current Revenue (Taxes)											
Grants											
Electric Enterprise											
Water Enterprise											
Sewer Enterprise											
Special Assessment											
Revolving Fund											
Other (Describe)											

<b>Cost Estimate</b>	
Planning/Feasibility Analysis	
Architecture and Engineering	
Real Estate/Land Acquisition	
Equipment/Materials/Furnishings	
Vehicles and Capital Equipment	
Site Preparation	
Construction	
Other	
Total	\$ -



<b>Project Rationale</b>	
Reduces Liability	
Public Health or Safety	
External Mandate (State/Federal)	
Growth in Service Demand	
Reduces Long Term Debt	
ADA Compliance	
Energy Use Reduction	
Other	

<b>Project Type</b>	
Building Projects	
Rolling Stock Projects	
Road/Sidewalk Projects	
Electric Projects	
Other Infrastructure Projects	

<b>Attachment List (Studies, Supporting Spreadsheets, Etc.)</b>		
1	2	3

<b>Vehicles Only</b>	
Current Mileage	
Make	
Year	
Condition	

2074.00

May 31, 2018

Mr. Matt Sullivan  
Director of Planning and Development  
Town of Wolfeboro  
84 South Main Street, PO Box 629  
Wolfeboro, New Hampshire 03894

**Re: *Site Plan Review Application Comments***  
***Public Library Improvements***  
Wolfeboro, New Hampshire

Dear Mr. Sullivan:

We are pleased to offer the following responses (*in italics*) to your comments in your review document "Memorandum: Wolfeboro Public Library" dated May 12, 2018, and in emails dated between May 16, 2018 and May 22, 2018.

1. Access and aisle widths should be reviewed by the Fire Department prior to construction.

*We have sent a digital copy of the plans to be forwarded to the WFD for their review.*

2. A PE Stamp should be added to the ADA Certification letter.

*A P.E. stamp has been added to the ADA Compliance letter.*

3. Pedestrian access to the site will be provided via a concrete sidewalk. Clarification should be provided regarding the location of secondary entrances and exits to the library. These entrances should be added to the plan. I have concerns about how patrons parking in the rear of the lot will cross the large snow-storage area without entering into the circulation aisles.

*The secondary entrances have been indicated on the Site & Utility Plan (C-2). A walkway through the southern island (grassed area) and a crosswalk to the side entrance at the southern corner of the building have been proposed to provide a clear pedestrian path from the southern area of the parking lot to the building.*

4. The width of the aisle width adjacent to the main entrance is not clear from the plan. The required aisle width in this area is 12'.

*The width (12') of the aisle adjacent to the main entrance has been indicated on the plans.*

5. The total usable space should be provided to determine whether the 75 required spaces are correct. The proposed number of parking spaces is 83.

*The total usable space is approximately 13,000 SF. Per Zoning Regulation 175-139, the required number of parking spaces for a library is 1 space per 200 GFA accessible to the public. Therefore, 65 parking spaces are required. The revised plans have 74 proposed parking spaces.*

6. Three (3) of the five (5) proposed handicap spaces appear to be 19' in length rather than the required 22' length for parallel handicap spaces.

*The locations and dimensions of the handicap parking spaces have been revised per the Town's ADA standards. See updated site plan drawings. The revised plans have four (4) proposed handicap spaces.*

7. 10'x17' parking spaces are proposed in some areas of the plan. This space size does not meet the ordinance standard of 9'x19' for spaces between a 45 and 60 degree angle.

*A 2' overhang is included in parking space depths (Zoning Regulation 175-133) where parking abuts the turf areas for a total length of 19'. A note has been added to the plans. Spaces that do not rely on the overhang provision have been revised to provide the required 19' depth.*

8. The book drop-off should be added to the plan in order to understand how vehicle drop-off might impact aisle widths and circulation.

*The Book Drop location has been added to the plans based on review and discussion with the Library staff and their architect.*

9. Coordination with municipal utilities is a critical component of this project. This includes the modification of one existing sewer manhole, addition of a sewer manhole adjacent to the new building entrance, installation of new water shut off and new gate installation.

*We have sent a digital copy of the plans to be forwarded to the municipal utilities departments for their review. A note has also been added to Sheet C-2 indicating the contractor's responsibility for coordination with the municipal utility departments during construction.*





10. It is unclear if the existing electric service will require modification, but coordination with the Municipal Electric Department will be necessary. Additionally, the Municipal Electric Department should review the locations and profiles of conduit to be installed as part of the new site design.

*We have sent a digital copy of the plans to be forwarded to the Municipal Electric Department for their review. A note has also been added to Sheet C-4 indicating the need for coordination with the Municipal Electric Department.*

11. In order to mitigate negative impacts to the wetlands, consultation should be done with the Wolfeboro Conservation Commission.

*Review of the project by the Conservation Commission will be completed during the wetland permitting process.*

12. The front setback line should be corrected on the plan to show the minimum (20') and maximum (30') rather than the 10' setback shown now.

*The front setback line has been revised on the plans.*

13. The location of future signage is not indicated on the plan set. My expectation is that a new sign will be constructed. Potential lighting needs for signage should be considered during construction.

*The final proposed location of the sign has not been determined yet. An approximate proposed location and electrical conduit has been added to Sheet C-4.*

14. Final plans shall be stamped by a professional engineer.

*A P.E. stamp has been added to the cover page. The final construction drawings will also bear the P.E. stamp.*

15. The location of staging for construction activities should be discussed.

*Possible construction staging locations have been indicated on Sheet C-1.*

**\*\*\*\*Comments from Planning Department memorandum end here. The comments below are from the referenced emails.\*\*\*\***



16. Can the two (2) trees on the front of the lot be saved during the construction phase?

*The two (2) trees on the front of the lot cannot be saved because they are within the proposed building footprint.*

17. How is roof drainage being collected in drainage systems? Can that be shown on the plan?

*Roof drainage is being collected by a French drain surrounding the building. The approximate location of the French drain system has been added to the Grading & Drainage Plan (Sheet C-3).*

18. How is runoff (melt from snow storage) being handled between the Library site and map 231-048 (Wyman)?

*The runoff will be collected in the stormwater treatment area in the southwestern area of the parking lot and to the wetlands in the south. There is also a berm proposed at elevation 590' preventing the stormwater runoff flows from entering lot 231-048.*

19. Are there any solutions that can save the stone wall shown for removal on the Existing Conditions plan?

*The stone wall will need to be removed to construct the parking lot. Note #5 has been added to Sheet C-1 indicating that the stones are to be saved and stockpiled for future use by the Town.*

20. Could locations of exterior mechanical and other equipment be shown with appropriate screening?

*The proposed location for exterior mechanical equipment has been added to Sheet C-2.*

21. Snow storage location in center of parking area. We've started discussion of this but I'm not convinced the location is the best place for it. There are vehicular traffic flow, visibility, and parking issues that need discussion.

*The grading of the island in the southern area of the parking lot has been revised to have a depression in the middle of the island with a stone infiltration trench and underdrain connected to the stormwater system. This should capture the snow melt runoff and help prevent flow from crossing the parking lot. Visibility should not be an issue as there is no need to see across the island to safely enter or exit the angled parking spaces since the traffic pattern is one way. Alternatively, there is sufficient snow storage area to the south if the Town prefers not to store snow in the grassed island.*



Matthew Sullivan

5/31/18

Page 5 of 5

22. How do ADA spaces work with driver side right up against the curb?

*The proposed parallel handicap parking spaces are 13' wide. This is a standard United States Access Board requirement for parallel handicap parking spaces. The 13' width provides enough space so that cars do not have to be parked directly against the curb, which allows sufficient room to enter and exit a vehicle on both sides of the vehicle. The striping has been revised for clarity and consistency with ADA standards.*

23. Provide copy of survey plat.

*A copy of the survey plat is provided as an attachment to this letter.*

24. The wetland parking buffer is 50' (not 25').

*The 50' parking lot wetland buffer has been added to Sheet C-2.*

25. Are any of the proposed handicap spaces van accessible?

*Two angled handicap parking spaces have been proposed on the southern side of the stormwater treatment area in front of the building. These two spaces are van accessible.*


26. Could we remove the first two ADA spaces in line and place the book drop in that location? Those ADA spaces could be relocated to the other side of the island.

*The first two (2) parallel handicap spaces along the stormwater treatment area in front of the building have been removed to accommodate a proposed drive-up book drop. Two (2) angled handicap parking spaces are proposed on the southern side of the stormwater treatment area (as referenced above in #25).*

Please contact Ryan Houle or myself with any questions, or if additional information is required. Thank you for your consideration.

Very truly yours,

UNDERWOOD ENGINEERS, INC.

  
Benjamin T. Dreyer, P.E.  
Project Manager

BTD/rph  
Encl.

  
Ryan P. Houle, E.I.T.  
Project Engineer





civil &  
environmental  
engineering



2074.00

May 31, 2018

Mr. Matt Sullivan  
Director of Planning and Development  
Town of Wolfeboro  
84 South Main Street, PO Box 629  
Wolfeboro, New Hampshire 03894

*Re: Americans with Disabilities Act (ADA) Statement  
Public Library Improvements  
Wolfeboro, New Hampshire*


Dear Mr. Sullivan:

In accordance with Chapter 173 of the Town of Wolfeboro Zoning and Building Ordinances for Site Plan Review, please note that the above-mentioned project design submission meets the ADA standards for the following elements:

- Handicap parking spaces and loading zones
- Crosswalk from handicap parking spaces to main building entrance
- Concrete sidewalk
- Handicap ramp in concrete sidewalk at main building entrance


Very truly yours,

UNDERWOOD ENGINEERS, INC.

  
Benjamin T. Dreyer, P.E.  
Project Manager

BTD/rph



  
Ryan P. Houle, E.I.T.  
Project Engineer

ph 603.436.6192  
fx 603.431.4733  
25 Vaughan Mall