

**TOWN OF WOLFEBORO  
PLANNING BOARD  
October 2, 2018  
MINUTES**

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

**Members Absent:** Dave Alessandroni, Alternate.

**Staff Present:** Matt Sullivan, Director of Planning and Development, 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**

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

**David & Linda Greeley and John Fitzmaurice  
Boundary Line Adjustment  
Tax Map #201-4, Case #2018-24**

Kathy Barnard read the item into the record and stated it will be continued to October 16, 2018.

*Kathy Barnard opened the public hearing for comments.*

*There being no comments or questions from the public, Kathy Barnard closed the public hearing.*

**IV. Action Items**

**Release of Financial Security for Harriman Hill II Limited Partnership  
Tax Map #176-20-1**

Kathy Barnard recused herself.

Vaune Dugan read the item into the record.

Matt Sullivan stated the request is for \$1,000.47 plus 1 month of interest be returned. He recommended to release the funds.

**It was moved by Peter Goodwin and seconded by Mike Hodder to release the financial security for Harriman Hill II Limited Partnership, Tax Map #176-20-1. John Thurston, Susan Repplier, Vaune Dugan and Brad Harriman voted in favor. Kathy Barnard abstained. The motion passed.**

**V. Approval of Minutes**

September 18, 2018

**It was moved by Mike Hodder and seconded by Peter Goodwin to approve the September 18, 2018 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Brad Harriman, Susan Repplier, voted in favor. Vaune Dugan, John Thurston abstained. The motion passed.**

## **VI. Communications & Miscellaneous**

- **CIP Minutes; 9/21/18**

Kathy Barnard stated the minutes are included for review.

- **Email from Luke Freudenberg, dated 9/27/18**

Matt Sullivan stated Luke Freudenberg will be working with Randy Walker or Kurt DeVlyder to draft a petition proposing to remove the Planning Boards impact fee ordinance which is currently in the zoning ordinance. He noted he will work with council and discuss the impact/ramifications for the current impact fee ordinance.

Kathy Barnard stated this was adopted by voters in 2007 and questioned if it would be dealt with like any other.

Matt Sullivan stated he wasn't clear on the impact study and needed to investigate whether any new projects applied for (after this petition is posted) that the impact fees are or are not being charged for in accordance with the statutory requirements for zoning ordinances that are posted. When the Planning Board has public hearings for a potential zoning ordinance, those ordinances go into effect prior the vote taking place. If the vote doesn't pass the zoning ordinance change then the ordinance does not go into effect but if it does it just continues.

Vaune Dugan asked if there is any informational items that the Board can obtain to tell how much impact fee has been paid per year and where it goes.

Matt Sullivan stated it goes directly to the school.

Vaune Dugan asked if it off-sets taxes the citizens pay.

Matt Sullivan replied no and believed when the impact fee study was done the fee goes only to the school.

Kathy Barnard confirmed that to be the case.

Matt Sullivan noted in other communities the impact fees are put towards specific capital projects which can become complicated.

Mike Hodder stated that's what the statute says you are supposed to do.

Matt Sullivan confirmed currently the fee is collected and a check is cut directly to the school district.

Mike Hodder questioned the reporting process; the Board should maintain a schedule of impact fees and report every year what impact fees have been assessed on what projects and be published by the town.

Matt Sullivan stated that is currently happening and is part of the DRA submission; it goes directly to the Department of Revenue administration for their review.

Mike Hodder noted the importance of adhering to the statute which states specifically the information should be published so the people in the town can see what impact fees have been assessed on what projects, and how much money they've paid in impact fees. A schedule of these fees should also be maintained and available for public inspection whenever they want to come in and ask for it and noted he's never seen an impact fee schedule.

John Thurston asked how it was imposed in the initial stages.

Matt Sullivan said he wasn't certain.

Kathy Barnard stated questions will arise and asked if it applies every permit that's issued, new houses, tear downs etc.

Matt Sullivan replied it is not tear downs.

Vaune Dugan asked why it wouldn't be applied to tear downs.

Matt Sullivan stated because the house already exists. However, if you have a single family home and are converting to a duplex because you are adding a dwelling unit fees will be applied.

Vaune Dugan asked about an ADU.

Matt Sullivan replied he wasn't clear on that.

Vaune Dugan stated regardless of what happens this should be better managed and followed annually.

Matt Sullivan agreed and stated all questions will be answered but wanted to bring to the Board.

Kathy Barnard asked if it's paid when the permit is issued or when the C/O is issued.

Matt Sullivan replied prior to when the C/O is issued.

Peter Goodwin questioned how much money.

Matt Sullivan replied \$4,084 for a single-family dwelling.

Vaune Dugan stated another \$6,000 if you hook up to the sewer.

Matt Sullivan replied another \$12,000 if you hook up to water/sewer.

Peter Goodwin confirmed this to be a large impact.

John Thurston asked if the water/sewer hookup is part of the impact fee.

Kathy Barnard replied no, that is separate.

Mike Hodder asked if the water/sewer impact fees come here or go the school district.

Matt Sullivan confirmed the water/sewer impact fees are billed to the respective departments.

Mike Hodder stated his concern for the reporting process.

Vaune Dugan asked if the fees apply to the senior housing group.

Matt Sullivan confirmed that to be the case.

Brad Harriman stated he would like to know what the school does with the money and the budget process.

Kathy Barnard stated Vaune Dugan just asked about senior housing and noted there is a waiver provision.

Matt Sullivan confirmed that's correct it's built into the ordinance.

Kathy Barnard stated this will be continued.

- **NHMA**

Matt Sullivan handed out a schedule (see attached).

**VII. Unfinished Business**

**November Planning Board Meeting Change**

Matt Sullivan stated the due to Election Day, the November 6<sup>th</sup> meeting will be moved to November 13, 2018.

**Draft Petition Warrant Article for Pine Hill Road Development District**

Kathy Barnard stated the petition warrant article is being submitted to add some properties to the Pine Hill Road development district and asked Matt Sullivan to bring a map to see what's being proposed.

Matt Sullivan stated he wasn't clear on what's being proposed as the map isn't clear, i.e. the entire intersection of Filter Bed and Bay are circled.

Mike Hodder stated the tax map number list provided and what's online is helpful.

Matt Sullivan noted there to be some disconnected parcels.

Mike Hodder agreed and stated there are 2 major discontinuous areas. The Bay street area is also discontinuous.

Matt Sullivan stated what's being proposed is to make these identified parcels part of the Pine Hill Road Development District.

John Thurston questioned which parcels.

Kathy Bernard replied that is part of the problem; it's not clear.

Matt Sullivan stated the non-contiguous nature of the proposed zoning change is an issue. This submission is coming from Victor Drouin whom I've requested to attend the meeting on the October 16<sup>th</sup> to discuss and wanted to provide the Board the opportunity to look over the continuity with the parcels.

Vaune Dugan asked which are in and which are out on the map.

Matt Sullivan replied the following lots are in: 8, 9, 10, 11, 13, 14, 15, 17, 19, and on the northern part of the map lots 9, 10, and 12.

Vaune Dugan asked if the brown zone is in.

Matt Sullivan responded yes; the thought is to extend the brown/residential zone

John Thurston noted the PHRDD is to be potentially brown as well.

Susan Repplier asked what that will mean.

Matt Sullivan replied it will provide flexibility from a commercial zoning perspective.

Susan Repplier asked if all of them want that.

Matt Sullivan replied it's not clear what other property owners prefer and it's best to have Victor Drouin come in to explain.

The consensus of the Planning Board agreed.

Vaune Dugan asked if the parcels Victor Drouin is speaking for should be invited.

Matt Sullivan responded he was leaving that up to the Board.

Kathy Barnard stated it's on the agenda and anyone can attend.

Vaune Dugan felt the parcels Victor Drouin is speaking for should be invited.

John Thurston asked if the petition article is given to the selectmen.

Matt Sullivan stated it's filed with the town clerk.

Mike Hodder noted it best to have Victor Drouin in for an informal discussion to hear what he has to say.

Matt Sullivan confirmed he will do as the Board wishes.

John Thurston agreed with Mike Hodder.

Peter Goodwin noted if it's on the agenda folks will come.

Mike Hodder stated he was aware some were uncomfortable with the area going commercial.

John Thurston stated if Victor Drouin reaches out to the owners and goes to the town to discuss he's doing his due diligence.

Vaune Dugan stated if Victor Drouin brings to the Planning Board to vote then the public will be invited.

Matt Sullivan stated any zoning less than 100 properties must not be publically noticed. Other than a letter there is no other way to notify folks individually.

Kathy Barnard stated there will be multiple public hearings.

Matt Sullivan confirmed that could take place.

Mike Hodder asked if certified mail is sent out.

Matt Sullivan stated he could do verified mail.

Mike Hodder stated he felt it's best to have an informal work session once the petition is drafted to hear what Victor Drouin has to say first.

Kathy Barnard asked for Matt Sullivan to go over the uses.

Matt Sullivan stated he will touch base on that shortly.

Vaune Dugan suggested showing the statistics regarding increased property value.

John Thurston agreed with Vaune Dugan and added that Cote Associates be included as a starting point and work your way back.

Mike Hodder stated he'd prefer to hear what the residential owners have to say.

Matt Sullivan stated the commercial uses include: offices, printing plants, community services, multi-family, assembly operations, storage and use of heavy industrial mechanical equipment, lumber yards or sale of building supplies, laundry's and cleaning establishments, and storage facility or warehouse facilities.

Kathy Barnard noted a lot of those uses are not permitted elsewhere.

Matt Sullivan confirmed and stated this is the only zoning district that allows 80% of those uses.

Kathy Barnard suggested the Pollini property be included.

Matt Sullivan agreed.

Brad Harriman agreed.

John Thurston this will provide more options for selling in the future, it's currently non-conforming.

Kathy Barnard asked Matt Sullivan if he was moving forward with this this year and could there be an informal hearing.

Matt Sullivan replied yes.

Kathy Barnard suggested inviting everyone whose property is going to be rezoned.

Matt Sullivan stated he would recommend inviting the properties being affected prior to a public hearing; will set up a work session.

Kathy Barnard asked if the properties owned by the Land Bank are in Victor Drouin's petition.

Matt Sullivan replied yes.

Mike Hodder stated the abutters should be invited as well as the property owners given the change.

Kathy Barnard agreed.

Matt Sullivan asked if this should go from Pineo down to Public Works.

John Thurston stated there is potential for economic development for Cote Associates and questioned the property by Goodrich across from Wickers.

Matt Sullivan stated he will look into the Cote Associates and the vacant parcel to South.

Peter Goodwin suggested 19.

Matt Sullivan stated he felt that was too large.

John Thurston questioned lot 5.

Mike Hodder stated lot 5 is too small to have any impact and should be included.

Matt Sullivan agreed.

Brad Harriman suggested Cote Associates, lot 5, and Keniston should be included.

Mike Hodder suggested including from the cemetery to Pollini to Public Works.

Brad Harriman stated if the public doesn't want in, it can be taken out.

John Thurston noted the public might inquire about taxes; if they will be higher being commercial.

Matt Sullivan stated he will have that information.

Brad Harriman stated properties will be more valuable.

Kathy Barnard suggested providing the benefits.

Matt Sullivan agreed.

Kathy Barnard stated this should be scheduled for November.

Matt Sullivan agreed.

#### **Master Plan Implementation Table**

Matt Sullivan stated he wanted to discuss the heading and columns for the table and provided 2 other examples to help determine what the Planning Board would like to see in the implementation table as part of the 2018 plan (see attached).

Vaune Dugan stated action areas, priority, and responsible party should be included like Newbury's as a minimum.

Mike Hodder stated he liked the Newbury format.

Matt Sullivan asked if the priority level (1-2, 3-5) adds confusion.

Kathy Barnard replied there is a list of 20 items and felt it best to prioritize.

Matt Sullivan questioned if high, medium, low is suitable or perhaps a timeframe is better.

Kathy Barnard stated there is a timeframe at the bottom.

Matt Sullivan asked if a status column is needed.

Mike Hodder stated it should be left to the responsible party i.e. ask the responsible party where they are on their high priority items as they should track.

Matt Sullivan noted it might be beneficial to have one place where the status information is recorded for all the recommendations.

John Thurston suggested folks use the computer to update their information.

Matt Sullivan agreed and noted it could be open to the public to allow for updates.

Peter Goodwin stated a status column would be useful and suggested the high, medium and low be put in order.

Matt Sullivan agreed and would like the ability to sort it by responsible party etc.

Mike Hodder confirmed Peter Goodwin was suggesting when it's displayed you see all the high's, all the lows and so forth.

Peter Goodwin responded it would be better to have it listed by jurisdiction chapter order.

Matt Sullivan confirmed Peter Goodwin would like them organized by chapter and asked if the Board agreed with the high being 1-3 years, medium being 3-5 years, and low being 5-10 years.

Vaune Dugan replied there shouldn't be a timeline on it.

Kathy Barnard confirmed the timeframes should be removed.

Mike Hodder agreed with Vaune Dugan and asked who will be assigning priorities and responsible parties.

Matt Sullivan replied in some plans the chapters populate the table and you would decide who the responsible party is for your recommendations that you've written. In other cases, the Implementation Committee and the Future Land Use assigned a lot of the attributes.

Kathy Barnard agreed and stated the Implementation Committees did that at end at the public hearings.

Matt Sullivan stated he was amenable to either option.

Vaune Dugan recommended the chapters suggest to the responsible party to be edited or discussed by the Implementation Group.

Matt Sullivan stated the Committees probably know best where the different recommendation should be assigned.

Vaune Dugan stated if the Committees suggest but there is some question perhaps the Implementation Committee could then advise.

Mike Hodder stated the Implementation Committee should include the town manager and the Chairman of the Board of Selectmen as the Planning Board should not be assigning. He suggested all the chapters finish their work and make the assignments as they want to, or not as they want to, and then hold the public hearings, adapt chapters accordingly and prior to making assignments of responsibility bring in the town manager and Board of Selectmen to work on the responsible parties. In other words, assignments are left to department heads.

Brad Harriman agreed with Mike Hodder.

Matt Sullivan confirmed the Committees should review in the context of the table format discussed.

John Thurston confirmed it should be left up to the department heads.

Matt Sullivan asked if the assignment status i.e. high, medium, low should be left to the Implementation Committee.

John Thurston replied he'd recommend that.

Mike Hodder agreed.

Kathy Barnard agreed.

#### **Streetscape and Buffer Waiver Amendment**

Matt Sullivan proposed the following minor zoning change and asked for the Planning Boards opinion on what other areas should be included:

*§ 175-155 Waiver standards.*

*The streetscape and buffer provisions of this article may be waived by the Planning Board if the following criteria are determined by the Planning Board to comply with the purpose and intent of this article:*



A. The proposed project is located in the ~~C2 GDA, C2 WF, C1 CS~~ **C1CDB or WFLBD** and the proposal is for the adaptive reuse of existing buildings.

B. New development is in compliance with the Voluntary Design Review Guidelines, including, but not limited to, architectural style of buildings and structures, landscaping, lot layout and design, and building scale and massing.

Kathy Barnard asked about Bay Street.

Matt Sullivan stated he will bring a zoning amendment forward to include Bay Street.

#### **Landscaping Security**

Matt Sullivan noted there is no change but wanted to point out the ordinance requires a 1-year performance guarantee. And read the following:

*G. After the implementation of the streetscape, buffer, and screening plan, a one-year performance guarantee to replace dead or dying plantings shall be required. The guarantee shall be equal to 25% of the installed cost of the streetscape, buffering, and screening plantings.*

Kathy Barnard asked if the Planning Board should include as a condition.

Matt Sullivan agreed this should be added as a condition to approval and will look into property maintenance plan.

#### **Proposed Amendment to Subdivision Regulations; Section 174-9E**

Matt Sullivan read the following and noted language was added:

##### *E. Road access and construction regulations.*

*(1) Driveways shall not serve more than three lots. Each driveway shall have a minimum right-of-way of 30 feet if the driveway crosses one lot to reach another. In this case, the driveway may not extend beyond the boundaries of the three lots. Any special agreements of ownership, construction, or maintenance shall be shown on the plat as well as in the deed(s).*

*(2) Roads and/or driveways from subdivisions abutting the following main roads shall be spaced not less than 600 feet apart: Routes 109A, 109, 28, South and North Main Street. Where such spacing would cause undue hardship, the Board may modify this requirement.*

*(3) All other roadway-related regulations are contained in the then current Road Construction Regulations, Town of Wolfeboro, New Hampshire, adopted by the Wolfeboro Planning Board.*

***(4) All subdivisions shall have adequate provision for safe and suitable access to a Class V or better road OR shall make provisions for the construction of a current Class V or better road standard in order to obtain safe and suitable access to the subdivision. Said access shall be constructed pursuant to the Town of Wolfeboro, Road Construction Regulations, adopted by the Wolfeboro Planning Board.***

Vaune Dugan asked for clarification regarding only having a small piece of Class V.

Matt Sullivan replied one must have enough frontage to meet the minimum road frontage for your zone on a class V road.

Vaune Dugan asked if that was 150 ft.

Matt Sullivan responded that's correct and must be contiguous.

Vaune Dugan asked if "contiguous" is included.

Matt Sullivan responded it is not but will add it.

Brad Harriman asked for confirmation this will allow an individual who for example wishes to subdivide where a Class V road ends and have a 40 acre piece of land that starts right where it turns to a Class VI road with 100 ft. of

frontage, come in for a subdivision with plans to bring the class V to a class VI, that they would be allowed to present that.

Matt Sullivan replied yes, they would be allowed to upgrade a Class VI road.

Vaune Dugan questioned if there is 1,000 ft. of class VI before you get to your lot are you allowed to upgrade.

John Thurston stated it would have to be town spec.

Matt Sullivan stated yes, you can upgrade the road; if you have a Class VI road and want to improve it to Class V standard but won't be a Class V road, you can improve it.

Kathy Barnard noted all that will be added is "contiguous."

Matt Sullivan agreed he will add "contiguous" to the regulation.

**Proposed Amendment to Zoning Ordinance; Section 175-43A Non-Conforming Structure Expansion Amendment**  
**§ 175-43 Nonconforming uses.**

**A. Expansion.**

**(1) A nonconforming building or structure may be maintained or rebuilt as it existed at the time of the passage of this section and may, by special exception, be expanded by no more than 25% of its existing ~~non-conforming~~ area at that time provided there is no further linear encroachment/expansion toward the boundary line from which the setback is measured.**

Matt Sullivan asked the Planning Board for additional suggestions regarding expansion for additional square footage that is in the setback area.

Peter Goodwin asked if one does that but in 3 years wants to add again, and another 3 years the same, what happens.

Matt Sullivan replied you are limited to the 25% when your structure became non-conforming. The question is, in cases where you have something non-conforming and really encroaches, can you fill the space in with additional construction via special exception.

Mike Hodder suggested to restrict the expansion to the non-conforming footprint.

Matt Sullivan noted that would allow for vertical expansion.

Kathy Barnard stated you can only add 25%.

Matt Sullivan stated we are not using footprint but rather gross floor area and questioned if language should be added that states expansion could only be 25% of gross floor area by special exception.

Vaune Dugan suggested going with the footprint of livable area.

Matt Sullivan stated he felt gross floor area might be better.

Mike Hodder asked Matt Sullivan if was planning on getting this in for this year.

Matt Sullivan confirmed yes.

Vaune Dugan suggested adding language that says, "no further linear encroachment other than 25%."

John Thurston suggested using a scale.

Vaune Dugan asked John Thurston if he was suggesting footprint.

John Thurston replied yes.

Vaune Dugan suggested 25% of footprint of livable area, not decks.

Mike Hodder stated 25% of habitable area footprint.

Kathy Barnard asked if the Board was comfortable with the wording.

John Thurston stated we have a starting point.

Vaune Dugan asked if it's every 10 years.

Matt Sullivan replied it's one time only.

Kathy Barnard suggested the Planning Board use the words here and this be revisited.

Vaune Dugan noted up to 25% is a special exception.

John Thurston questioned the word "linear".

Vaune Dugan agreed with John Thurston and suggested removing "linear".

Matt Sullivan asked if that's a variance.

Vaune Dugan responded no, that's a special exception.

Mike Hodder agreed with Vaune Dugan.

Kathy Barnard confirmed the Planning Board agreed to remove linear.

Matt Sullivan noted he will check with attorney and bring information back to the Planning Board for further discussion.

#### **Planning Board 2018 Work Program**

Matt Sullivan read over the plan (see attached).

Kathy Barnard asked if Matt Sullivan was ready to start public hearings.

Matt Sullivan responded no, he preferred to do public hearings closer together.

Mike Hodder asked if the Board was thinking of doing a public hearing on each chapter individually?

Kathy Barnard noted that was done previously.

Mike Hodder stated that's 7 public hearings.

Matt Sullivan suggested grouping them together. He stated the CIP update is in process and going into next year will include talking to Meredith and the Town Manager about the inclusion of GWRSD. He asked the Planning Board if zoning amendments should be passed prior to adopting the standards into the regulations.

Vaune Dugan asked why the zoning amendments need to be done first.

Matt Sullivan replied they don't necessarily need to be done first.

John Thurston asked if a second public meeting is needed.

Matt Sullivan replied yes and a public hearing beyond that.

John Thurston suggested the old version be brought back.

Vaune Dugan agreed with John Thurston.

John Thurston said all the "shalls" have been removed.

Kathy Barnard suggested moving forward with the site plan first.

Matt Sullivan stated he wanted to give the public an option to voice support or opinion.

Brad Harriman stated the more restrictions the more negativity and was uncertain of zones.

John Thurston suggested bringing it back to the Board.

Vaune Dugan agreed with John Thurston.

Matt Sullivan stated he will bring it back on October 16<sup>th</sup>.

Kathy Barnard stated it should be site plan review only.

#### **Community Facilities Chapter Report**

Matt Sullivan reviewed a portion of the attached document (see attached).

Kathy Barnard suggested this be brought back due the time.

#### **VIII. New Business**

N/A

#### **IX. Planning Board Subcommittee Reports**

N/A

#### **X. Nonpublic Meeting**

N/A

**It was moved by Vaune Dugan and seconded by Mike Hodder to adjourn the October 2, 2018 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 9:28 PM.

Respectfully Submitted,

*Cathleen LaPierre*

Cathy LaPierre

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



# 2018 Municipal Law Lecture Series

**\$90 for three lectures/\$35 per lecture**

These lectures are intended for members of the New Hampshire Municipal Association particularly for municipal officials with an interest in or responsibility for any aspect of municipal land use regulation, including members of planning and zoning boards, planners, land use administrators, select boards, town and city councilors, building inspectors, code enforcement officers, and public works personnel.

	<i>Lecture 1</i> <b>Planning Board Fundamentals</b>	<i>Lecture 2</i> <b>How to Read a Survey Plan and the Professionals Involved</b>	<i>Lecture 3</i> <b>Solar Power &amp; Land Use</b>
<b>Presenters:</b>	C. Christine Fillmore, Esq. Gardner Fulton & Waugh PLLC  Diane M. Gorrow, Esq. Soule, Leslie, Kidder, Sayward & Loughman, PLLC	Stephan Nix, Esq., Licensed Land Surveyor  Nate Miller, AICP, Deputy Director Southern NH Planning Commission	Clayton R. Mitchell, Ph.D., Esq. University of NH  John T. Ratigan, Esq. Donahue, Tucker & Ciandella, PLLC
<b>Locations:</b>			
Cheshire County Hall 12 Court Street Keene	Wednesday <b>September 26</b> 7:00 pm—9:00 pm	Wednesday <b>October 3</b> 7:00 pm—9:00 pm	Wednesday <b>October 10</b> 7:00 pm—9:00 pm
Derry Municipal Ctr., 14 Manning Street Derry	Wednesday <b>October 10</b> 7:00 pm—9:00 pm	Wednesday <b>September 26</b> 7:00 pm—9:00 pm	Wednesday <b>October 3</b> 7:00 pm—9:00 pm
Stratham Municipal Ctr. 10 Bunker Hill Ave. Stratham	Wednesday <b>October 3</b> 7:00 pm—9:00 pm	Wednesday <b>October 10</b> 7:00 pm—9:00 pm	Wednesday <b>September 26</b> 7:00 pm—9:00 pm
NHMA Offices 25 Triangle Park Drive Concord	<b>Saturday, October 20</b> 9:00 am-4:00 pm Continental Breakfast & Registration begin at 8:30 am		



For registration information, visit [www.nhmunicipal.org](http://www.nhmunicipal.org)  
under Calendar of Events.

Questions? Call 800.852.3358 or email [NHMAregistrations@nhmunicipal.org](mailto:NHMAregistrations@nhmunicipal.org).



Action Items	Interplay Among Topics						Priority	Responsible Party	Chap Page
	NR	HC	NH	CM	E	SC			

## Outreach and Education

Develop an information sharing program focused on the importance of Dover's shared resources.	X	X	X	X	X	X	H	Planning Department	7
Create opportunities for identifying and voluntarily protecting viewsheds and scenic road segments.	X	X					M	Conservation Commission & Open Lands Committee	23
Incentivize the conversion of impervious surfaces and implementation of low impact development stormwater management strategies through property owner action.	X	X	X	X	X	X	M	Planning Board	15
Develop metrics for healthy ecosystem services. Set specific quality goals for water, air, soil, carbon sequestration, and other natural resources and support voluntary resident and business engagement.	X		X	X	X	X	L	Planning Board	16
Provide education opportunities and assistance for property owners interested in placing their properties on the National Register of Historic Places or who want to protect and enhance their historic properties.		X				X	M	Heritage Commission	15
Provide education, outreach, and incentives to encourage developers and homeowners to pursue energy conservation measures on their properties.	X				X		H	Energy Commission	15, 3
Review opportunities for an outreach and education campaign to increase awareness of how to protect against losses during severe weather events.	X		X	X		X	M	Planning Board	15
Explore opportunities for citizen feedback for some public meetings, particularly ones that are televised, using an online platform or other technology.						X	H	City Council & Media Services Coordinator	28, 2
Create a communication platform that identifies existing and new initiatives that build social capital.						X	M	City Council	28, 2
Develop and support opportunities for K-12 and secondary education students to engage in Dover oriented projects.	X	X				X	M	Planning Department & SAU	28,2

## Studies and Initiatives

Investigate Class B dams with NH Water Resources Board and produce an assessment and report identifying policy actions needed.	X	X	X	X	X	X	M	Conservation Commission	31,3
Create a Strategic Conservation Plan for Dover that uses multiple objectives such as natural resource protection, hazard mitigation, historic and cultural resources, social capital potential, sustainability and resilience.	X	X	X	X	X	X	H	Conservation Commission	15, 1
Implement the use of tools that improve analysis and reporting of data gathered from energy audits and assessments for all municipal buildings, operations, and vehicles.	X				X	X	M	Energy Commission	32
Identify and adopt a carbon limit and specific reduction strategies for City buildings and vehicles. Encourage similar actions by residents and businesses.	X				X	X	M	City Council & Energy Commission	28, 34

Natural Resources  
Historic and Cultural Resources  
Natural Hazards

CM = Coastal Management  
E = Energy Resources  
SC = Social Capital

Action #	Action Areas	Priority	Responsible Party
BR- 11	Review the potential of expanding the boundaries of the Skyline/Hillside Conservation Overlay District. Include an evaluation of the effectiveness of the administration and enforcement of the provisions of Overlay District, and, if needed, recommendations to improve techniques to administer and enforce the provisions of the District.	High	Planning Board, CE
BR- 12	Investigate the creation of a Forest Conservation District with a large minimum lot size to preserve large blocks of forested land and ensure low density development in these areas of the community.	Low	Planning Board
BR- 13	Consider developing and adopting local earth excavation regulations for new or expanded gravel pits.	Low	Planning Board
BR- 14	Investigate how Newbury can integrate Low Impact Development (LID) techniques into the Subdivision and Site Plan Regulations to manage stormwater runoff.	Medium	Planning Board
<b>Transportation</b>			
TR- 1	Advocate for the creation of shoulders along state-maintained roadways to accommodate pedestrians and cyclists.	Low	Planning Board
TR- 2	Newbury will endeavor to preserve and enhance use and access to the remaining railroad right-of-way .	Low	Planning Board
TR- 3	As Newbury plans for future maintenance and infrastructure upgrades on local roads (61 miles), bridges (7), culverts (800+), and state-owned roads, it is important to consider how to accommodate additional modes of travel, habitat connectivity, and larger storm events while promoting context-sensitive solutions.	Ongoing	Selectboard, Highw Dept.
TR- 4	Incorporate the cost into the Capital Improvement Program of widening the functionally obsolete bridges in Newbury with acceptable sufficiency ratings.	High	Selectboard, Highw Dept.
TR- 5	Class VI roads in town should be protected as Class VI right-of-way for recreational access and not be opened up to serve new development.	Ongoing	Selectboard, Highw Dept., Conservatio
<b>Telecommunications</b>			
T- 1	Request that the Selectboard engage with service providers to continue to expand modern telecommunication services to Newbury residents and businesses.	High	Selectboard
T- 2	Review and update Newbury Zoning Ordinance Article 17 to ensure that the regulation of future personal wireless service facilities (telecommunications towers, etc.) can be balanced with other community needs.	High	Planning Board

**High 1-3 years, Medium 3-5 years, Low 5-10 years**

*Envision Newbury 2027*