

**TOWN OF WOLFEBORO
PLANNING BOARD
July 7, 2020
7:00 PM
MINUTES**

IN-PERSON SESSION AT TOWN HALL, 84 SOUTH MAIN STREET, WOLFEBORO, NH

Chairman Barnard opened the virtual meeting at 7:00 PM and read the following script:

Good evening and welcome to the July 7, 2020 meeting of the Wolfeboro Planning Board. My name is Kathy Barnard.

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order #2020-04, this Board is authorized to meet electronically. **However, the Planning Board has jointly decided to proceed with a 'hybrid' meeting format allowing for members of the public and Board to attend and participate in the meeting in-person or virtually.**

In accordance with RSA 91-A: 2, III, the Board has one member joining the meeting remotely, which a public body has the authorization to allow.

At this time I would like to take a roll-call vote of ALL members present. For those participating virtually, please indicate why your attendance is not reasonably practical and if you have any other individuals present in the room with you.

Members Present: Roll call: Kathy Barnard – yes, Vaune Dugan– yes, Brad Harriman – yes, Mike Hodder – yes , Peter Goodwin – yes (in attendance virtually due to COVID-19 and acknowledged there is one present with him) , Julie Jacobs (substitute for Susan Repplier) -- yes; John Thurston - yes.

Members Excused: Susan Repplier, Member.

Staff Present: Matt Sullivan, Director of Planning and Development, Mary Jane Shelton, Recording Assistant.

Votes taken during this meeting will be via roll call vote for ALL members.

In accordance with Emergency Order #12, for members of the public, this is to confirm that we are:

1. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means through GoToMeeting. All members of the public and Board have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone #+1 (646) 749-3122 followed by the audio access code 918-242-429, or by video following the directions on the Town of Wolfeboro Website posted on the home page under the Virtual Town Meeting Login Information page.

2. Providing public notice of the necessary information for accessing the meeting; we previously gave notice to the public of how to access the meeting in-person or using GoToMeeting and in, and instructions are provided on the Town of Wolfeboro website at wolfeboronh.us on the Virtual Town Meeting Login Information page.
3. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access; If anybody has a problem accessing the meeting via phone or computer, please immediately call 603-391-8489 OR email planningdirector@wolfeboronh.us In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Thank you.

Matt Sullivan requested the public mute their microphones and turn off their web cameras unless providing public input.

I. Scheduled Appointments/Public Hearings

HUGGINS HOSPITAL

Site Plan Review; Primary Care Center Renovations – 240 South Main St.

Tax Map 231-90-E-Case #2020-14

Agent: Jim Rines, White Mountain Survey & Engineering

Donn Pushor, Vice President of Facilities & Support Services, Huggins Hospital

Michael J. Schowalter of Rath, Young & Pignatelli, Huggins Hospital legal counsel

Kathy Barnard recused herself; noting she is Trustee on the Board of Huggins Hospital. She stated Mike Hodder would chair the meeting for this application.

Mike Hodder appointed Julie Jacobs to sit in in the place of Susan Repplier who is absent. Julie Jacobs confirmed that she had received the materials related to the meeting and has reviewed them.

Mike Hodder re-opened the public hearing on Case #2020-14, Huggins Hospital which began on May 5, 2020 and was continued to today. At that time it was unanimously voted that the application was complete.

Mike Hodder shared that the Board has received communication from two parties regarding this matter: Wentworth Watershed Association and an individual who is an abutter to the hospital property.

Mike Hodder then turned the meeting over to the Hospital's agent: Jim Rines of White Survey and Engineering who was accompanied by Donn Pushor, Vice President of Facilities and Support Services for Huggins Hospital and Michael J. Schowalter of Rath, Young & Pignatelli, legal counsel for the Hospital.

Donn Pushor reviewed the need for the project and reason for proposal:

1. To accommodate public utilizing the Medical Arts Building, specifically pedestrian and vehicular traffic. Current driveway layout, parking and handicap ramp are ineffective.
2. The current amount of parking is inadequate.
3. Proposed layout will allow for pick up and drop off of patients.

Mike Hodder noted for the record the arrival of Planning Board Member John Thurston.

Jim Rines provided an update from the May 5, 2020 meeting:

1. The salt storage component was eliminated from the proposal. Huggins Hospital is now working with the Public Works Department and Board of Selectmen to purchase salt from the Town.
2. Jim Rines, Matt Sullivan, Donn Pushor and Dave Ford (Public Works Director) met and walked the drainage system and clarified that the Hospital's portion of the system was working correctly.
3. Huggins Hospital commissioned an independent company to perform a camera inspection of the existing system to determine its effectiveness. The findings were that the system was in good condition. The consensus was that after 10-12 years the capacity and treatment areas are working as designed and the system is functioning appropriately.
4. The Hospital has agreed to send their Grounds Supervisor to the Snow-Pro program for certification to ensure compliance with the green Snow-Pro program. It will be disseminated to staff for a global certification.
5. The snow storage plan, as shown on the 2008 site plan approval, will continue on the islands and surrounding areas of the parking lot, flowing into the existing drainage system.
6. Huggins Hospital has contracted White Mountain Survey & Engineering to prepare an operation and maintenance manual for the existing drainage system to ensure its functionality.
7. Documentation was submitted to show compliance with Stormwater Management Regulations. This is a redevelopment under the Stormwater Management Regulation Article X.2 regarding the employment of other LID techniques to the maximum extent practicable and treatment for at least 50% of the proposed redevelopment. Such treatment involves disconnecting certain impervious areas. Four infiltration basins are proposed and one filtration basin to handle the first flush (1 inch storm). In doing this, a 7,344 sq. ft. reduction of impervious area was realized while only adding 4,067 sq. ft. for a net reduction of 3,277 sq. ft. While the test that must be met is a 50% treatment, in actuality 180% is being treated. The entire site is 48.7% impervious, in the existing condition, and 70% is what is allowed in the ROI district where the Hospital is located. In the proposal, this will increase to 49.2%, still well below the allowable 70%.
8. Noteworthy is the fact that Huggins Hospital only comprises 2.2% of the Crescent Lake Watershed. Of the Lake Wentworth and Crescent Lake Watersheds, it represents only .08%.

Michael J. Schowalter of Rath, Young & Pignatelli reported on a letter written by his firm who reviewed the legal requirements of the site review stating that the Hospital's proposal passed the town, state and federal ordinance requirements. He also referenced that the letter states the Hospital is doing more than meeting the minimum requirements.

A clarification of Condition #10 was discussed wherein a Supervisor in the Hospital facilities department will obtain a Master Certification from the green Snow-Pro Program and then be responsible for training all other personnel involved in the snow removal/storage process.

Discussion was opened to Board Members:

Peter Goodwin requested clarification on whether the increase in number of parking spaces would adhere to the requirements of the Planning Board. Jim Rines confirmed that the proposal will exceed the requirements by 2%.

Mike Hodder requested clarification of Huggins proposed site wide snow storage plan as referenced in Condition #12, specifically where snow storage will be located and how the melt will be dealt with. Jim Rines explained the process of snow removal hierarchy, storage locations and resulting drainage flow and pathways.

Public comment session was opened:

Julie Brown of the Wentworth Watershed Association commented that they are in support of this application and have been working collaboratively with Huggins Hospital. They are particularly appreciative of the removal of the salt shed from the proposal and the implementation of the Snow-Pro Program. They would, however, like to request the Planning Board's endorsement of water monitoring and sampling to determine loading and composition of runoff prior to water entering the watershed area. Vaune Dugan requested a description of how this water analysis would be conducted. The Wentworth Watershed Association would want permission to enter onto Hospital property sporadically to test the water and would willingly share the results. Mike Hodder explained that the Association's request is not within the purview of the Planning Board and should be handled separately between the involved parties. Peter Goodwin concurred, stating that the Town should be involved in that discussion as well.

Richard Masse seconded the comments Julie Brown made. He feels strongly that what happens to Crescent Lake affects the entire town and believes not all acreage is equal in what it deposits into the lake. This is a major reason why testing of what is flowing into the lake is necessary. It is his opinion that the Planning Board could take a position urging the Town and Hospital to work with the Wentworth Watershed Association in evaluating the runoff. The testing may provide critical data in light of the major road project planned in the next couple of years and is in keeping with the Master Plan.

Jim Rines presented statistics from documented studies of the negative effects of residential developments, such as those surrounding Crescent Lake, versus commercial parking lots on adjacent watershed areas.

Mike Hodder commented that , in reviewing the May 5, 2020 minutes, there were three issues that were impediments to the application proceeding to a final decision

1. Salt shed
2. Stormwater management practices
3. Snow storage

Mike Hodder further stated that the foregoing issues have been addressed and/or resolved to his satisfaction.

Peter Goodwin suggested that the Town be worried about what is occurring in our water bodies and that there would be no downside to further testing. He and Vaune Dugan concurred that it would be beneficial for the Board to encourage such testing.

Mike Hodder made a motion that the Planning Board approve Huggins Hospital, Case #2020-14 – Site Plan Review – Primary Care Center Renovations with the following conditions enumerated by the Planner and read into the record:

1. The following plans, as amended to the date of this approval are incorporated into the approval:
 - Plan 1.**Plan of Lands, Huggins Hospital, 240 South Main Street, Wolfeboro, NH, 03894, Tax Map 231 Lot 090 prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864. Dated November 20th, 2006. Revised March 17th, 2020.
 - Plan 2.**Site Development Detail, Huggins Hospital, 240 South Main Street, Wolfeboro, NH, 03894, Tax Map 231 Lot 090 prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864. Dated March 17th, 2020. Revised April 14th, 2020.
 - Plan 3.**Proposed Grading and Landscape Plan, Huggins Hospital, 240 South Main Street, Wolfeboro, NH, 03894, Tax Map 231 Lot 090 prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864. Dated March 17th, 2020. Revised April 14th, 2020.
 - Plan 4.**Sitework Construction Guidelines and Requirements – Huggins Hospital, 240 South Main Street, Wolfeboro, NH, 03894, Tax Map 231 Lot 090 prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864. Dated March 17th, 2020. Revised April 14th, 2020.
 - Plan 5.**Erosion and Sediment Control Details – Huggins Hospital, 240 South Main Street, Wolfeboro, NH, 03894, Tax Map 231 Lot 090 prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864. Dated March 17th, 2020.
 - Plan 6.**Sitework Construction Details, Huggins Hospital, 240 South Main Street, Wolfeboro, NH, 03894, Tax Map 231 Lot 090 prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864. Dated March 17th, 2020. Revised April 14th, 2020.
 - Plan 7.**Existing Conditions Drainage Plan, Huggins Hospital, 240 South Main Street, Wolfeboro, NH, 03894, Tax Map 231 Lot 090 prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864. Dated March 17th, 2020. Revised April 14th, 2020.
 - Plan 8.**Proposed Conditions Drainage Plan, Huggins Hospital, 240 South Main Street, Wolfeboro, NH, 03894, Tax Map 231 Lot 090 prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864. Dated March 17th, 2020. Revised April 14th, 2020.

2. The applicant shall be responsible for the payment of all recording fees to the Carroll County Registry of Deeds, prior to signing of the plans.
3. All of the documentation submitted in the application package by the applicant and any requirements imposed by other agencies are part of this approval unless otherwise updated, revised, clarified in some manner, or superseded in full or in part. In the case of conflicting information between documents, the most recent documentation and this notice herein shall generally be determining.
4. All final plans to be stamped by a Licensed Land Surveyor, Landscape Architect, Wetlands Scientist, and Professional Engineer, as applicable.
5. A letter of ADA compliance shall be submitted by the applicant, stamped by a professional engineer.
6. The applicant shall be responsible for the payment of financial security, the amount of which to be reviewed by the Town's consulting engineer at the cost of the applicant. No construction or site work for the site plan shall be undertaken prior to the financial security being in place with the Town.
7. Installation of erosion control measures and inspection by the Town's consulting engineer shall take place prior to any construction activities.
8. The applicant shall enter into a Construction Observation Agreement with the Town's consulting engineer for site work. The cost shall be borne by the applicant.
9. This approval does not include work related to a Salt Shed and the applicant shall submit a full revised application with all references to the Salt Shed component removed from materials.
10. Huggins Hospital shall provide a certification document that the snow removal Supervisor shall be Green SnowPro Certified through the State of New Hampshire.
11. Huggins Hospital shall provide a site-comprehensive Stormwater System Operations and Maintenance Plan for all structures and systems on the Huggins Hospital property, prior to the commencement of construction.
12. Huggins Hospital shall provide a standalone Snow Storage Plan, to be incorporated as Plan #9 as part of this approval, and included a note on the plan that the Huggins Hospital snow removal Supervisor shall be Green SnowPro Certified.

Motion was made by Mike Hodder and seconded by John Thurston to approve Huggins Hospital, Case #2020-14 – Site Plan Review – Primary Care Center Renovations with conditions enumerated herein. Roll Call vote: Julie Jacob - yes; Brad Harriman - yes; John Thurston - yes; Mike Hodder - yes; Vaune Dugan - yes; Peter Goodwin - yes. Unanimous vote in favor.

II. **Action Items:** None

III. **Public Comments:** None

IV. **Other Business:**

CIP Document and Voting Process:

Mike Hodder explained that during the CIP hearings, departments make presentations regarding items they want the Town to work on. The CIP Committee, which is a subcommittee of the Planning Board, hears the proposal, makes comments and then moves on to the next departmental proposal until all proposals are heard. This is followed by the Planner and the CIP Committee developing a Capital Improvements Plan of all presentations given. The Committee then votes on

the entire Plan as yes or no. During the presentations made to the Committee, CIP members may have concerns about a presentation which they feel may not be worthy of recommendation. However, there is no mechanism to allow that. The only means of expressing concern over a project is to vote not to recommend the entire Plan document. A member can make comments in the meeting minutes, however the minutes do not accompany the final Plan presentation to the BOS or Budget Committee. Mike Hodder's proposal would be for CIP Committee Members to register within the document itself their concerns on each project and their individual vote to recommend/oppose a particular project.

Mike Hodder stressed that each proposal must meet the following statutory requirements: need, urgency, and relation to the Master Plan. Voting must be based on these criteria.

Mike Hodder proposed further discussion by the Planning Board of his recommendations for the CIP process.

Kathy Barnard expressed her concern over making major changes to the process. She explained that she has been a part of the CIP Committee for many years and explained their role as an advisory one to ensure proposals are consistent with the Master Plan and to lay out for the voters what is anticipated in the next ten years with respect to capital projects. With the exception of the Libby Museum project last year, Kathy believes the CIP process is an effective one wherein there is an honest exchange of information, concerns, suggestions, etc. between the Committee and Department Heads. She feels the Committee has developed a rapport with Department Heads based on mutual respect and understanding of the roles of each party. Kathy is concerned what impact a change in the process would have on the Committee's relationship with the Department Heads. As it stands now, the CIP process is a productive one based on consensus and often resulting in modifications and timetable changes from the collective input. In summary, she does not endorse making such a major change to the CIP process.

Peter Goodwin inquired whether it would be useful to have dissenting opinions heard. Kathy stated, based upon her experience in CIP, she believes dissenting opinions are heard. Peter further questioned whether the public should be aware of such dissenting views of any particular project.

Mike Hodder clarified that the voting occurs at the end of the CIP process and all projects contained within the Plan are voted on at one time.

Julie Jacobs questioned why each project is not voted on individually. Kathy explained it is an entire plan which is presented, the projects making up its components are prioritized based on need, urgency and relation to the Master Plan. Mike Hodder explained that if the proposed changes were to be implemented, only current year projects would be voted on individually. Discussion ensued clarifying that the CIP Committee only has an advisory role in the evaluation of projects. Mike Hodder expressed his desire to have any project concerns be part of the presentation.

It was agreed that Kathy Barnard, Mike Hodder and Matt Sullivan will continue to flesh out a possible proposal for amending the CIP process that would be discussed at the next Planning Board meeting.

V. Upcoming 7/21/20 Planning Board Agenda:

1. CIP Document and Voting Process:
Matt Sullivan advised CIP materials have gone out to department heads. A tentative schedule has been developed for the CIP meetings.
2. Zoning changes for the 2020/2021 vote, including changes to the affordable housing overlay district
3. Impact fee proposal
4. Ordinance amendments regarding non-conforming structures
5. Parking ordinance review
6. Drive thru proposal letter from Paul Zimmerman

The 7/21/20 Planning Board meeting will be a work style session meeting with no public hearings.

Kathy Barnard surveyed the Board members as to their satisfaction/feedback with the meeting set up this evening.

V. Approval of Minutes - June 16, 2020

Corrections: Page 4, 4th paragraph beginning with “Mike Hodder stated...” replace with “Mike Hodder disagreed with Laura Spector-Morgan...”

A motion was made by Mike Hodder and seconded by Kathy Barnard to approve the June 16, 2020 Wolfeboro Planning Board minutes as amended. Roll call vote: Vaune Dugan- yes; Mike Hodder - yes; John Thurston - abstain; Brad Harriman - yes; Julie Jacobs - yes; Kathy Barnard - yes; Peter Goodwin - yes. The motion passed (6-0).

VII. Adjournment

It was moved by Mike Hodder and seconded by Kathy to adjourn the July 7, 2020 Wolfeboro Planning Board meeting. Roll call vote: Kathy Barnard - yes; Peter Goodwin - yes, Brad Harriman - yes, Michael Hodder - yes; Vaune Dugan - yes; Julie Jacobs - yes; John Thurston - yes. All members voted in favor. The motion passed (7-0)

There being no further business, the meeting adjourned at 8:40 PM.

Respectfully Submitted,

Mary Jane Shelton

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

