

**TOWN OF WOLFEBORO
PLANNING BOARD
September 15, 2020
DRAFT MINUTES**

I. Call to Order: Chairman Barnard opened the virtual meeting at 7:00 PM.

Kathy Barnard read the following script:

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.

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.

II. Introduction:

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, Peter Goodwin – yes, attending remotely (acknowledged his wife is present with him), Brad Harriman – yes, Mike Hodder – yes, John Thurston - yes, Vaune Dugan - yes, Julie Jacobs (alternate) - yes.

Members Excused: Susan Repplier

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.

III. Scheduled Appointments/Public Hearings:

Brewster Academy - Rogers Center

80 Academy Drive - Tax Map & Lot #218-150-D - Case #2020-22

Site Plan Review - Renovations to Rogers Center and Site - Formal Submission/Public Hearing

Agent: Andy Smith AIA, LEED AP - Dewing, Schmid, Kearns – Architects and Planners

Present: Kaki Martin, Landscape Architect, DSK

Joanne Coppinger, RFS Engineering

Peter Gilligan, Chief Technology and Operations Officer, Brewster Academy

Susan Harrington, Brewster Academy

Kathy Barnard identified that this was a continuation of a public hearing discussion initiated at the September 1, 2020 meeting.

Matt Sullivan explained that the applicant asked and was granted a continuance at the September 1, 2020 Planning Board meeting to clarify issues that were brought

forth regarding the stormwater management system. The applicant has prepared some clarified plans regarding the stormwater management flow, both closed and open drainage, on the proposed Rogers Center site. The focus of this meeting will be on the stormwater issues, although questions may be asked regarding the other aspects of the application presented at the prior Planning Board meeting.

Andy Smith stated that, despite several TRC reviews, there was additional information that needed to be presented to convey the holistic design concept as well as taking into consideration some of the Planning Board recommendations.

Joanne Coppinger of RFS Engineering provided an overview of the stormwater design for the project. She reiterated this is a renovation project and that in Phase I, being addressed at this meeting, there is a decrease in impervious area.

Matt Sullivan clarified that although only Phase I is being reviewed at this meeting, the stormwater management plan would need to be approved and implemented as part of the application being reviewed currently.

Joanne Coppinger confirmed that it is their intent to implement the proposed stormwater management improvements as part of Phase I. She gave background on the steps that had been taken in preparation of the stormwater management plan. Specifically, there have been two meetings TRC and Dave Ford has reviewed the stormwater plan and calculations.

Kathy Barnard noted that the Board has nothing in writing from Dave Ford indicating the results of his review of this project.

Joanne Coppinger continued with a detailed review of the current stormwater management plan, adding that she feels the current system is performing very well. She then reviewed the proposed changes to the stormwater management plan which includes redirecting roof runoff from the Rogers Center and structural improvements to a portion of the road and the addition of a 300' x 4' infiltration swale with check dams, essentially acting as a rain garden. She stated that the proposed plan meets the Town's stormwater regulations for every storm that is required, reducing the runoff volume and rate for the project.

Brad Harriman asked about the anticipated performance of the 15" culvert located by the baseball field. Peter Gilligan responded that in the past there has not been an issue with water pooling in that area. Joanne Coppinger added that the wetland in that area acts as a sponge and takes up a lot of the runoff.

John Thurston asked if the Brewster representatives were aware of the 12" culvert located at the rear of Brewster Beach which runs into the Lake. He further identified that the woods referenced in the stormwater management plan are located at the back of Brewster Beach and actually yield the water absorbed into that culvert. Joanne Coppinger inquired as to the location of the Brewster Beach and later confirmed that they are aware there is hydraulic activity to the Lake.

John Thurston then focused attention to the paved apron area in front of the Rogers center and inquired as to the drainage plan for that increased impervious area. Joanne Coppinger identified that there will be a terraced addition on the east side of the Rogers Center and a new patio on the west side of the building, representing a net increase of 3,300 square feet of new impervious area in Phase II, when combined with the reduction in parking and reduction in the addition that is currently present. Kaki Martin, the landscape architect, informed the Board that both of these areas will be directed to the road.

John Thurston then showed a sample of "sweepings" that get carried with stormwater and a visual model of water running downhill. He proceeded to present a detailed scenario of what he envisions is, and will be happening during a stormwater event at this location, ultimately affecting the quality of the lake water. He does not believe the proposed plan will reduce the water flow. Joanne Coppinger defended the proposed plan, stating that a hydraulic model was used which showed a decrease in runoff rate and volume in the various model year storms. John Thurston stated that it had been requested at the September 1, 2020 meeting that a BMP be engineered at the end of the culvert to hold back the sediment to settle there. Joanne Coppinger replied that a BMP was not necessary because they are proposing a BMP upstream of the culvert. She also stated that Brewster Academy will need to perform maintenance to clean out the swales.

Joanne Coppinger pointed out that the proposed stormwater management plan is for a renovation project with a small increase in impervious area in Phase II, and what is proposed is above and beyond what is technically required by the Board's stormwater management regulations to address the issue of stormwater rate and volume.

Vaune Dugan inquired as to how the areas where the stormwater is infiltrating would compare with a new BMP type area. Joanne Coppinger responded by stating she believes the existing infiltration areas are almost textbook perfect, dense with native vegetation, and appear to be doing their job well.

Mike Hodder expressed that he had a concern after the September 1, 2020 meeting regarding drainage and runoff which has been addressed to his satisfaction by the expanded drainage plans and explanation at this meeting. He also acknowledged his respect for his colleague's concerns as John Thurston is a great custodian and caretaker of the Lake. Mike Hodder further expressed that he believes the proposal satisfies the Board's requirements and regulations and he has no further concerns.

Peter Goodwin stated that he feels the dense wooded vegetation located after the runoff has passed through the swales is a prime way to have the "sweepings" or "fines" absorbed and that the culvert behind Brewster Beach is too far away to be a factor.

Julie Jacobs questioned the areas labeled on the photographs as to whether they were culverts or drainage ditches.

Matt Sullivan had two clarifying questions. First, the maintenance of the existing stone lined swale has been raised several times. As a result, is there a formal plan for the maintenance thereof in a substantial manner as part of this renovation project? Second, he requested a description of the outlet protections proposed from the closed range system to the south side within that stone lined swale - i.e., will there be something additional done there to filter, etc. Joanne Coppinger responded that what is planned will be an extension of what is existing there currently. Matt Sullivan added that these questions would be addressed in two additional conditions he is recommending.

Peter Gilligan stated that Brewster Academy is committed to looking at their overall stormwater management system campus wide and look forward to someday bringing to the Board an overall stormwater master plan. Brewster Academy cares deeply about the Lake and are dedicated to being a steward of the Lake as well.

Joanne Coppinger added that they had worked with the landscape architect to improve the infiltration soil to make it more like a rain garden, adding some native vegetation and erosion matting in place of rip rap. She presented a cross section of such to Matt Sullivan.

John Thurston pointed out when the area depicted in Photo #6 is full of water during a high rain event, the gulley is going to be rim to rim, 3feet deep and running full throttle to the Lake. He is not okay with this and, as a result, is not in favor of approving this application. Joanne Coppinger responded that the water will meander through the wooded area before being hydraulically connected to the Lake.

Matt Sullivan then presented the following thirteen recommended conditions:

1. The twenty three (23) plans, as amended to the date of the approval, are incorporated into the approval. Also to be included as part of the approval are the plans of record submitted as part of today's meeting as well as the planting plan for the infiltration swale cross section.
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. No construction or site work for the site plan shall be undertaken prior to the financial security being in place with the Town.
6. Installation of erosion control measures and inspection by the Town prior to any construction activities.
7. This approval is valid for Phase 1 work only as identified within the narrative materials, plan set, and this review.
8. As-built plans of all utility connections and services shall be provided to the Town prior to the issuance of a Certificate of Occupancy.
9. The applicant shall provide a signed certification of the Stormwater Operations and Maintenance Plan.
10. The applicant shall enter into a Construction Observations Agreement with the Town's consulting engineer for site work. The cost shall be borne by the applicant.

11. The applicant shall be responsible for the payment of a financial security, the amount of which to be reviewed favorably by the Town's consulting engineer at the cost of the applicant.
12. An outlet protection detail shall be provided to the Town and favorably reviewed for the outlet into the existing stone lined swale from the proposed closed drainage system prior to the signature of the plans.
13. Restorative maintenance on the existing stone lined swale shall be performed by Brewster Academy to ensure its proper operation prior to the issuance of a Certificate of Occupancy for the renovated building.

Kathy Barnard closed the public hearing.

John Thurston stated he feels it is a disservice to the Town and the Lake to not require the placement of a detention holding area below the location depicted by Photo #1 to hold back everything as it comes down the hill.

Kathy Barnard stated her position that the applicant has met the requirements of the Board's regulation in the application.

Vaune Dugan questioned if there would be an option to incorporate a review of the system operation prior to the approval of Phase II. Matt Sullivan clarified that the Planning Board is only approving the stormwater management plan as a part of Phase I. The applicant will need to justify it as part of Phase II. There will be another approval process as part of Phase II.

Mike Hodder made a motion, and Kathy Barnard seconded it, to approve Case #2020-22 Site Plan Review, Brewster Academy - Renovations to Rogers Center and Site, 80 Academy Drive - Tax Map & Lot #218-150-D. Roll call vote: Brad Harriman - yes, Mike Hodder - yes, Peter Goodwin - yes, John Thurston - no, Julie Jacobs - yes, Vaune Dugan - yes, Kathy Barnard - yes. Motion passes, project is approved (6-1 in favor).

IV. Action Items - None

V. Public Comment: None

VI. Other Business:

A. Master Plan Implementation Discussion:

Matt Sullivan outlined the plan as follows: Kathy Barnard would be distributing the implementation chapter to some individuals and also the respective Planning Board committees having their teams interact directly with appropriate committees and the department heads that are involved as well. Kathy Barnard mentioned that, at Mike Hodder's suggestion, she would be waiting until the CIP process was completed in early October. Vaune Dugan advised that the Heritage Commission already had the Master Plan implementation on their October meeting agenda. Kathy Barnard mentioned she would be including it on the Energy Commission's October agenda.

B. Lighting Committee Membership, Advertisement, and Mission Statement:

Matt Sullivan advised there would be an advertisement in this week's Granite State News with a closing date for responses of interest is September 25, 2020. Appointments will be on the October 6, 2020 meeting agenda for the Board's consideration. The notice has also been on the website.

C. Non-Conforming Structures Amendment:

At the Board's request, this is a second reading of the amendment. The proposed amendment is based upon the discrepancy that was identified about what the 25% measurement is based upon for expansion of a non-conforming in a non-conforming area.

After discussion, the Board agreed with the revised language.

D. Informational: Dock Expansion Letter/Analysis from EDC:

Matt Sullivan gave an update informing that the CIP Committee discussed repairs of the existing dock infrastructure and the expansion. As a result EDC became informed of the situation and wrote a letter to the Board of Selectmen and it will be brought up at the Selectmen's upcoming meeting in mid-September.

John Thurston inquired about the work being done on the seating area that runs along the dock side parking lot. Matt Sullivan advised that was an unanticipated project and emergency funds were used for a temporary fix. The plan is to incorporate that seating into the dock side parking lot project and develop a more permanent structure to replace the concrete that was patched there recently.

E. October Meeting:

Matt Sullivan advised that the legal notice for the October meeting will be in the newspaper next week. The agenda for the October meeting will consist of CIP, one reconfiguration of non-conforming lots, one special use permit for work within the wetland buffer, and a boathouse application.

Peter Goodwin inquired if the Board was going to discuss the Intent to Cut and Vista as well as the Water Quality chapters. Kathy Barnard agreed that the intent was to discuss those two issues at the October 6, 2020 meeting. She advised she had previously sent the information on Timber Cutting and Viewshed to the Board members in anticipation of discussion on October 6th. She will be forwarding the information on the Water Quality Master Plan proposed chapter as well.

F. Mean Natural Grade (175-175 Definitions) Amendment:

Vaune Dugan gave an explanation, along with a handout of a rough plan demonstrating the process for computing mean natural grade which she feels comes into play when computing building height. Matt Sullivan and the Board concurred that the plan is to stay with the current language. Matt Sullivan will do some more research and bring any specific examples to the Board where he feels the language could be manipulated to achieve a significant variance in building height.

G. First November Meeting/Public Hearing Date Change:

Matt Sullivan proposed the idea of moving the November 3, 2020 meeting to November 10, 2020 due to the election. The other alternative suggested would be to meet on November 17, 2020 only. After discussion, the Board agreed having a single meeting on November 17, 2020 would be the best option.

VII. Approval of Minutes:

A. 8/18/2020 Planning Board Minutes:

A motion was made by John Thurston, and seconded by Kathy Barnard, to accept the August 18, 2020 minutes of the Planning Board. Roll call vote: Peter Goodwin - yes; Vaune Dugan - abstain, Julie Jacobs - abstain, Brad Harriman - yes, Mike Hodder - yes, John Thurston - yes, Kathy Barnard - yes. Minutes of the August 18, 2020 meeting were approved with a vote of 5 in favor, 2 abstaining.

B. 9/1/2020 Planning Board Minutes:

A motion was made by Mike Hodder, and seconded by Vaune Dugan, to approve the minutes of the September 1, 2020 Planning Board meeting. Roll call vote: Brad Harriman - yes, John Thurston - yes, Mike Hodder - yes, Vaune Dugan - yes, Julie Jacobs - yes, Peter Goodwin - yes, Kathy Barnard - yes. Minutes of the September 1, 2020 meeting were approved by a unanimous vote (7-0).

VII. Adjournment:

Motion to adjourn was made by Mike Hodder and seconded by John Thurston. Roll call vote: Brad Harriman - yes, John Thurston - yes, Mike Hodder - yes, Julie Jacobs - yes, Vaune Dugan - yes, Peter Goodwin - yes, Kathy Barnard - yes. Vote to adjourn was unanimous (7-0 in favor).

There being no further business, the meeting adjourned at 8:57 PM.

Respectfully submitted,
Mary Jane Shelton
Recording Assistant

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