

**TOWN OF WOLFEBORO  
PLANNING BOARD  
June 2, 2020  
MINUTES**

**Members Present:** Roll call: Kathy Barnard, Chair – yes (acknowledged there is no one present with her), Peter Goodwin – yes (acknowledged there is one present with him), Brad Harriman, Selectman’s Representative – yes (acknowledged there is no one present with him), Susan Replier – yes (acknowledged there is no one present with her), Mike Hodder, Vice-Chair, – yes (acknowledged there is no one present with him), Vaune Dugan - yes (acknowledged there is no one present with her).

**Member Absent:** John Thurston, Member.

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

*Chairman Barnard opened the virtual meeting at 7:00 PM.*

Kathy Barnard read the following script:

Good evening and welcome to the June 2<sup>nd</sup> meeting of the Wolfeboro Planning Board.

As Chair of the Planning Board, 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.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

**a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;**

We are utilizing the GoToMeeting platform for this electronic meeting. All members of the 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.**

**b) Providing public notice of the necessary information for accessing the meeting;**

We previously gave notice to the public of how to access the meeting using GoToMeeting, and instructions are provided on the Town of Wolfeboro website at wolfeboronh.us on the Virtual Town Meeting Login Information page.

**c) 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](mailto:planningdirector@wolfeboronh.us)

**d) Adjourning the meeting if the public is unable to access the meeting.**

In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

**e) Meeting Notes**

Members of the Board will be unmuted for the entirety of the meeting. Members of the public will be muted for the meeting with the exception of public comment portions or public hearings.

I'd like to start the meeting with a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

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 (parking lot & salt shed construction)**

**Agent: Jim Rines, White Mountain Survey & Engineering**

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

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

Mike Hodder stated the applicant requested a continuance to July 7, 2020.

**It was moved by Peter Goodwin and seconded by Vaune Dugan to continue the Huggins Hospital Site Plan Review application and public hearing, Tax Map 231-90-E, to July 7, 2020. Roll call vote: Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Repplier – yes, Vaune Dugan - yes. The motion passed (5-0).**

**Lakes Region Model Railroad Museum**

**Site Plan Review; Redevelopment of Parcel**

**Agent: Randy Tetreault, Norway Plains Associates, Inc.**

**Tax Map #217-46, Case #2020-15**

Mike Hodder stated he has a number of issues with the application that could affect this evening's procedure. He stated the proper applicant should be the Town of Wolfeboro and not an individual or entity; noting that the Lakes Region Model Railroad Museum has no interest in the property and the approval or denial of the application will encumber the property. He stated the Town is exempt from the Site Plan Review process and has no legal obligation to file a Site Plan Review application nor is the Town bound by any decision of the Planning Board. He stated the Lakes Region Model Railroad Museum has no standing and feels the application should not proceed any further.

Matt Sullivan stated when the application was continued to June the question of authorization was core reason for that continuance. He stated it is very common in site plan review and other land use applications, including building applications, for the owner to authorize another party to file the

application. He stated the owner of the property is the Town of Wolfeboro and the Town of Wolfeboro authorized the submission of the application to the Planning Board by a vote taken on 5/6/2020. He stated the applicant is in fact the Lakes Region Model Railroad Museum. He stated RSA 674:54 exempts governmental uses however, does not necessarily exempt other uses on government property from Planning Board review. Therefore, he stated the application is subject to the Board's review. He stated if Mr. Hodder's concerns are validated by the Board then the Board potentially has a more systemic issue as with the way authorization is provided for with applications.

Mike Hodder stated he doesn't agree with Mr. Sullivan; noting the owner of the property is the proper applicant and feels it is typical for the Board to hear from the owner and/or the agent. He stated in this case the applicant is listed as the Lakes Region Model Railroad Museum and feels this is an irregular application and will abstain if the Board proceeds any further. He urged the Board to obtain legal counsel on this issue as to whether the Board can proceed properly with the application.

Peter Goodwin stated he supports Mr. Sullivan however, Mike has a firm stand on his comments.

Kathy Barnard asked if Counsel has provided an opinion on such.

Matt Sullivan stated Jim Pineo, Town Manager, is present online knowing the issue was going to be raised. He stated he and Mr. Pineo engaged in a conference call with Town Counsel; noting the context of the conversation included the concern that without a lease document specifically the applications could not be authorized before the Planning Board or Zoning Board. He stated they conferred with Planning Board Counsel; noting that Attorney Spector opined that a lease was not necessary however, the BOS has to provide some form of authorization. He stated such was the basis of the BOS decision on 5/6/2020. He stated he believes the letter of authorization is adequate and the issue has been vetted.

Brad Harriman concurred with Mr. Sullivan's comments and the letter of authorization to allow for the submission of both the ZBA and Planning Board's applications from the Lakes Region Model Railroad Museum.

Randy Tetreault, Norway Plains Associates, Inc., stated the ZBA continued review of last night's meeting to June 4, 2020. He reviewed his letter dated April 13, 2020 while referencing the plans online (via shared screen). He stated initially the Public Works Department and an abutting land owner raised a concern for public access and safety.

Kathy Barnard stated the use has not yet been approved by the ZBA; noting generally such is obtained first.

Randy Tetreault stated he spoke with Matt Sullivan regarding such and was informed that it is not required to have approval from the ZBA prior to the Planning Board hearing the application.

Matt Sullivan stated that although it's preferential to have the ZBA decision prior to Planning Board review, it is not required that the process take place in that manner. He quoted the Planning Board Handbook, dated November 2019.

Kathy Barnard stated that the ZBA often includes conditions for the Planning Board to consider.

Matt Sullivan stated the applicant accepts the additional risk by moving forward.

Mike Hodder stated the Planning Board doesn't typically hear applications prior to ZBA making a decision and feels it is jeopardizing the application. He recommended continuance of the application after the ZBA hearing on June 4<sup>th</sup>.

Kathy Barnard noted the Bean family expressed concern regarding an encroachment issue and that it is her understanding a site visit is scheduled with all parties. She expressed concern that their issues haven't been addressed.

Peter Goodwin recommended continuance of the application.

Matt Sullivan recommended accepting the application and opening the public hearing if the Board continues the application; noting it would be helpful to hear public testimony.

Mike Hodder asked how the Board can proceed with application acceptance and opening the public hearing when it does not have the legal right to violate zoning in the first place. He stated the Board is reviewing a use that is currently illegal and needs to wait until the ZBA grants relief.

Matt Sullivan stated the Board is allowed under law to move forward with an application and issue conditional approval in lieu of a zoning violation.

Peter Goodwin asked if the Board could hear public testimony during the public comment section of the agenda.

Matt Sullivan replied no, noting such is highly irregular and recommended against such.

Referencing the concern of the Bean family, Randy Tetreault stated there is no encroachment issue rather, there is a public access/pedestrian issue.

Kathy Barnard stated all the required documents have been submitted therefore, the application is complete.

John Simms stated there are no significant changes to the design, construction or configuration of the project and no encroachment onto the Bean property. He stated the issue revolves around a handicap ramp. He stated he asked Mr. Bean if the public could access the Museum across his property; noting Mr. Bean stated such was not an issue.

**It was moved by Kathy Barnard and seconded by Brad Harriman to accept the application as complete. Roll call vote: Kathy Barnard – yes, Vaune Dugan – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – no, Susan Repplier - yes. The motion passed (5-1).**

*Chairman Barnard opened the public hearing.*

John Simms stated there is a list of items in the application that needs to be addressed including the Secretary of the Interior standards for rehabilitation; noting such is the criteria used by LCHIP for the issuance of grants. He stated the handicap ramp violates the standards and LCHIP will not proceed or fund projects if the standards are violated. He stated the ramp has been redesigned to fit within the space and pulled back from the roadway so that when the road is upgraded there will not be any interference and the roadway will be clear. He reviewed the standards in 173:15-4; noting the site is relatively flat and spot elevations have been depicted on the survey. He stated there is question as to whether there will be a sidewalk on Railroad Avenue; noting such is the Town's responsibility.

Kathy Barnard asked if it the responsibility of the Museum to ensure safe access to the building.

John Simms replied yes. He stated the physical roadwork is the Town's responsibility. He reviewed parking, water and sewer connections, utilities, access and litter storage. He stated the Museum would be open to the public eight months of the year. He stated he considers the sidewalk an asset.

Matt Sullivan stated the applicant and Town are trying to determine the proper configuration of the ADA ramp (and how such is best achieved) in the context of the location of the sidewalk and the use of pedestrian areas on the Bean property. He confirmed there is no encroachment issue however, there is a potential for a pedestrian use issue encroaching on the property. He stated the proposed access needs to be staked out recognizing that via the LCHIP funding there are restrictions on the actual placement; noting such remains outstanding and is a concern.

Kathy Barnard stated the Board needs to see a revised plan.

Mike Hodder noted the following issues; no plan, no Special Exception, potential encroachment issue, public access issue and layout of Railroad Avenue.

John Simms stated the uncertainty is due to the layout of Railroad Avenue and sidewalk location. He stated in the last several weeks the layout has now come into question and that is the reason why the ADA ramp has been moved away from the road by three feet to avoid interference with the road layout.

Kathy Barnard stated there is no public present, including the Bean family or representative for the family. She stated the issue brought before the Board by the Bean family has to be addressed. She reviewed the following outstanding items; ZBA decision (Special Exception application), pedestrian safety, road layout, ADA ramp, infringement onto Bean property and Bean family issues and Mike Hodder's comments and concerns.

Matt Sullivan noted the final road layout design of Railroad Avenue will not be available prior to the June 16, 2020 meeting.

Vaune Dugan requested an opinion from Dave Ford regarding the road layout.

John Simms asked if there will be resolution to Mike Hodder's comments.

Matt Sullivan replied yes, he will be seeking guidance from counsel.

**It was moved by Kathy Barnard and seconded by Mike Hodder to continue the Lakes Region Model Railroad Museum Site Plan Review application, Tax Map #217-46, to June 16, 2020; noting such will be a virtual meeting at 7 PM. Roll call vote: Kathy Barnard – yes, Vaune Dugan – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Repplier - yes. The motion passed (6-0).**

**Nary Shore Road, LLC & Sumsion Realty Trust  
Boundary Line Adjustment  
Agent: Jim Rines, White Mountain Survey and Engineering, Inc.  
Tax Map #201-35, 36 37 & Un-numbered ROW**

Jim Rines reviewed his letter, dated May 12, 2020, and Boundary Line Adjustment plans.

Kathy Barnard asked if the applicant is requesting any waivers.

Jim Rines replied no.

Kathy Barnard expressed concern that Lot 201-39 was not included in the public notice. She stated the property was previously approved as a nonconforming subdivision and the proposal eliminates the frontage for Lots 36 and 39 and questioned whether such presents a technical issue with the noticing of the application. She stated Lot 39 is becoming more nonconforming and the frontage for Lot 37 is proposed to be off of a ROW (diminished frontage). She stated the ROW can be accessed on Port Wedeln and connects to Cricket Hill and asked if there is anything in the deed that legitimizes the ROW.

Jim Rines stated there is no evidence of use of the ROW and there is no legal allowance that allows people to do such. He stated the proposal includes the reconfiguration of nonconforming lots and reducing a nonconformity is permitted.

Kathy Barnard stated the elimination of frontage is not permitted.

Jim Rines stated there are no abutters to Lot 39; noting such is currently a prescriptive easement. He stated the road is not constructed in the ROW and the approved subdivision is not prohibitive of the reconfiguration of nonconforming lots. He noted the overall configuration is an improvement.

Matt Sullivan stated the intent of the frontage is to be able to access a property therefore, a condition of approval would include access to the lot. He stated he has sought legal counsel on the matter however, has not yet received a response. He stated the boundary line is not changing and access is being modified. He stated he believes the legal notice was done correctly because there is no change, access or otherwise, to the lot however, he could seek a legal opinion on such.

Vaune Dugan asked if the intent is to connect Nary Shores Road through to the next neighboring property and expressed concern for such.

Jim Rines showed the boundaries of the neighboring lot; noting there is no ROW that exists today.

Mike Hodder asked if the Helen Nary ROW is a paper road.

Jim Rines replied it is a paper road because it has never been constructed.

Mike Hodder questioned access to the lots if the frontage is being eliminated (surrender of territory by the ROW).

Jim Rines stated Lot 201-39 would be granted an easement (access) to the new Lot 201-36. He stated the new Lot 201-37 has frontage because it is currently owned by one owner (common ownership).

Mike Hodder confirmed that a condition of approval could include an access easement is required.

Jim Rines stated that because the lots are held in common ownership at this time, the easement cannot be recorded however, it can be prepared to be reviewed by Town Counsel, placed in the file and placed on the Notice of Decision.

Mike Hodder asked who in favor the ROW was originally granted.

Jim Rines stated the purpose of such was for the creation of the lots for the subdivision.

Mike Hodder asked if the other lots in the old subdivision have an interest in the surrender of part of the territory in favor of access to/increase in size of the lot at the end of the ROW.

Jim Rines stated any rights of those lots are not extinguished by the Board's action.

**It was moved by Mike Hodder and seconded by Peter Goodwin to accept the application as complete. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Replier – yes, Vaune Dugan - yes. The motion passed (6-0).**

*Chairman Barnard opened the public hearing.*

Theresa Tocio asked if the proposal would make Lot 201-35 unbuildable; noting the lot is currently buildable.

Jim Rines stated Lot 201-35 would be absorbed into Lot 201-36. He noted that currently a residence could be built on both lots however, once the lots are merged only one residence would be permitted.

Theresa Tocio asked if outbuildings could be constructed.

Jim Rines replied yes. He stated the current Lot 201-36 has a bunk house and a dwelling however, other improvements permitted by zoning could be done.

Kathy Barnard stated the Board received a letter from neighbors within the area; noting they were concerned about drainage issues. She stated the application is for a boundary line adjustment; noting there is no proposed construction at this time.

Suzanne Ryan stated previously in planning, the Board would deliberately leave on the ROW access to back lots so that there could be continuances of a road for further development. She asked if there is history (records, minutes) on the previously approved subdivision as to why it was laid out the way it is.

Matt Sullivan stated he reviewed the minutes; noting the minutes were not clear. He stated it appeared to be a traditional subdivision and not much discussion with regard to continuance of a road.

Matt Sullivan reviewed the following conditions of approval;

1. The following plans, as amended to the date of this approval, are adopted by reference as part of this approval:
  - Plan 1.** Plan of Boundary Line Adjustment; Owners: Brett and Jill Sumsion/Nary Shore Road, LLC; Project Location: Nary Shore Road, Wolfeboro, NH, 03894, Tax Map and Lots: 201-035/201-036/201-037, prepared by White Mountain Survey and Engineering, P.O. Box 440, Ossipee, NH 03864, dated May 12<sup>th</sup>, 2020. (Sheet 1 of 2)
  - Plan 2.** Plan of Boundary Line Adjustment; Owners: Brett and Jill Sumsion/Nary Shore Road, LLC; Project Location: Nary Shore Road, Wolfeboro, NH, 03894, Tax Map and Lots: 201-035/201-036/201-037, prepared by White Mountain Survey and Engineering, P.O. Box 440, Ossipee, NH 03864, dated May 12<sup>th</sup>, 2020. (Sheet 2 of 2)
2. The applicant shall submit the Mylar plan for recording at the Carroll County Registry of Deeds and be responsible for the payment of all recording fees.

3. The applicant shall be responsible for monumentation and the submittal of the Certificate of Monumentation and updated plans.
4. Easement(s) shall be prepared to the satisfaction of Town counsel to ensure that all proposed lots maintain access, prior to the signing of the plans and recorded when and if those lots are sold out of common ownership.
5. 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.
6. A final Boundary Line Adjustment Plan shall be submitted with an original stamp and date by a Licensed Land Surveyor.

Kathy Barnard stated in this particular case the Board needs to make a finding under 175-55.C.2. that the reconfiguration of the lots is an overall improvement.

*There being no further questions or comments, Chairman Barnard closed the public hearing.*

**It was moved by Mike Hodder and seconded by Peter Goodwin to approve the Nary Shore Road, LLC and Sumsion Realty Trust Boundary Line Adjustment application, Tax Map 201-35, 36, 37/ROW on the basis of a finding that the approval of the reconfiguration reduces the nonconformity, a nonconforming lot and reduces lot coverage. Roll call vote: Kathy Barnard – no, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Repplier – yes, Vaune Dugan - yes. The motion passed (5-1).**

Kathy Barnard stated she does not think the proposal is a good land use decision and doesn't believe the application addresses the ordinance with regard to the decrease of frontage; noting that frontage was eliminated for the lot being doubled in size and for the lot that was not included in the public notice.

**GALA – Global Awareness Local Acton Community Center  
Site Plan Review – Phased Renovations & Parking  
Agent: Jim Rines, White Mountain Survey and Engineering, Inc.  
Tax Map #203-70**

Jim Rines, White Mountain Survey & Engineering, Inc., reviewed the site plan, architectural plans, proposal and his letter, dated May 12, 2020.

Vaune Dugan questioned the phasing of the project and confirmed that Phase I only includes the stairwell dormer.

Steve Hoffman stated there may be a need to apply for a Special Exception to construct two dormers in Phase I because the dormers are within the setback. He noted affordability and the ability to construct the dormers may be an issue therefore, there is a base bid and alternate bid for such being proposed. He stated it would be ideal to construct all dormers in both Phase I and Phase II.

Vaune Dugan asked if the frame of the roof is built to accommodate the dormers.

Steve Hoffman replied yes and reviewed Plans A301 and A202. He requested a waiver from Section 173-21, Stormwater Drainage of the Site Plan Review Regulations; noting the impervious lot coverage is being reduced at buildout by 2,579 SF.

Vaune Dugan asked how they think the building is going to fit into the character of the Town.

Steve Hoffman reviewed the current architecture of the existing building and compared it to existing buildings located in Downtown. He reviewed and compared the scale of the base of the building and windows. He discussed pitch v. flat roof dormers; noting it was decided to implement a flat roof dormer. He stated the dormer roof would include green roofing to absorb runoff. He stated headspace would be lost if the dormer roof was pitched. He noted the wood siding would be maintained and noted the board and batten would be replaced with a reversed board and batten.

Mike Hodder stated the proposed design is an overall improvement (architecturally).

**It was moved by Mike Hodder and seconded by Susan Replier to grant a waiver from Section 173-21 of the Site Plan Review Regulations. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Replier – yes, Vaune Dugan - no. The motion passed (5-1).**

Vaune Dugan stated the proposed plan is a great improvement and she has no objection to the materials however, she has a big problem with the wide range of opening sizes.

**It was moved by Mike Hodder and seconded by Susan Replier to accept the application as complete. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Replier – yes, Vaune Dugan - no. The motion passed (5-1).**

Chairman Barnard opened the public hearing.

Peter Goodwin stated he is impressed with Vaune Dugan's desire to keep buildings nice for the Town. Matt Sullivan reviewed the following conditions of approval;

1. The following plans, as amended to the date of this approval, are incorporated into the approval:
  - Plan 1.**Existing Conditions Plan, Global Awareness Local Action (GALA) Community Center; Owner/Application: Global Awareness Local Action; Project Location: 23 Bay Street, Wolfeboro, NH, 03894; Tax Map and Lots: 203-070, prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864, dated May 17<sup>th</sup>, 2019, revised May 12<sup>th</sup>, 2020.
  - Plan 2.**Existing Conditions Site Plan, Global Awareness Local Action (GALA) Community Center; Owner/Application: Global Awareness Local Action; Project Location: 23 Bay Street, Wolfeboro, NH, 03894; Tax Map and Lots: 203-070, prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864, dated May 12<sup>th</sup>, 2020, revised May 15<sup>th</sup>, 2020.
  - Plan 3.**Phase I Redevelopment Plan, Global Awareness Local Action (GALA) Community Center; Owner/Application: Global Awareness Local Action; Project Location: 23 Bay Street, Wolfeboro, NH, 03894; Tax Map and Lots: 203-070, prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864, dated May 12<sup>th</sup>, 2020, revised May 15<sup>th</sup>, 2020.
  - Plan 4.**Finished Redevelopment Plan, Global Awareness Local Action (GALA) Community Center; Owner/Application: Global Awareness Local Action; Project Location: 23 Bay Street, Wolfeboro, NH, 03894; Tax Map and Lots: 203-070, prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864, dated May 12<sup>th</sup>, 2020, revised May 15<sup>th</sup>, 2020.
  - Plan 5.**Parking Comparison Plan, Global Awareness Local Action (GALA) Community Center; Owner/Application: Global Awareness Local Action; Project Location: 23 Bay Street, Wolfeboro, NH, 03894; Tax Map and Lots: 203-070, prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864, dated May 12<sup>th</sup>, 2020, revised May 15<sup>th</sup>, 2020.
  - Plan 6.**Proposed Grading and Landscaping Plan, Global Awareness Local Action (GALA) Community Center; Owner/Application: Global Awareness Local Action; Project Location: 23 Bay Street,

Wolfeboro, NH, 03894; Tax Map and Lots: 203-070, prepared by White Mountain Survey and Engineering, Inc., P.O. Box 440, Ossipee, NH 03864, dated May 12<sup>th</sup>, 2020, revised May 15<sup>th</sup>, 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 compliance with the Americans with Disabilities Act (ADA) shall be submitted by the applicant prior to the issuance of a Certificate of Occupancy.
6. The applicant shall enter into a Construction Observation Agreement with the Town's consulting engineer for inspections of site work. The cost shall be borne by the applicant.
7. The applicant shall remove the sign reference on the planset.
8. The applicant shall include all waivers on the planset.

Matt Sullivan asked if snow storage is noted on the plan.

Josh Arnold replied yes.

*There being no further questions or comments, Chairman Barnard closed the public hearing.*

***It was moved by Mike Hodder and seconded by Susan Replier to approve the GALA Site Plan Review application, Tax Map 203-70. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Replier – yes, Vaune Dugan - no. The motion passed (5-1).***

Vaune Dugan stated she is in favor of the project however, doesn't feel the architectural design has proportions that resemble Wolfeboro.

## **II. Action Item**

### **a. Appointment of Planning Board Alternate**

Matt Sullivan stated Julie Jacobs has expressed interest in becoming an alternate member to the Board for a period of one year. He noted Ms. Jacobs is currently a member of the Wayfinding Sign Committee.

***It was moved by Mike Hodder and seconded by Vaune Dugan to appoint Julie Jacobs as an Alternate to the Wolfeboro Planning Board for a period of one year. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Replier – yes, Vaune Dugan - yes. The motion passed (6-0).***

## **III. Public Comment**

Matt Sullivan stated there is no public present online nor has he received public comment via email.

## **IV. Other Business**

### **a. Mary Pinkham-Langer letter, dated 5/11/20**

Matt Sullivan asked the Board to contact him directly if there are any questions because the matter is involved in an active litigation.

**b. Citizens Bank**

Kathy Barnard noted the site plan approval for Citizens Bank included landscaping; noting said condition was addressed however, the landscaping is not being maintained.

The Board discussed options relative to addressing such.

**V. Approval of Minutes**

**May 5, 2020**

**Corrections;** Page 5, 1<sup>st</sup> paragraph; strike “salt shed” & replace with “parking area”  
Page 10 & 12; change “Lakes Region Developers” to “Lakes Region Community Developers”

**It was moved by Mike Hodder and seconded by Susan Replier to approve the May 5, 2020 Wolfboro Planning Board minutes as amended. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Replier – yes, Vaune Dugan - yes. The motion passed (6-0).**

**May 19, 2020**

**It was moved by Mike Hodder and seconded by Susan Replier to approve the May 19, 2020 Wolfboro Planning Board minutes as submitted. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Replier – yes, Vaune Dugan - yes. The motion passed (6-0).**

**It was moved by Vaune Dugan and seconded by Peter Goodwin to adjourn the June 2, 2020 Wolfboro Planning Board meeting. Roll call vote: Kathy Barnard – yes, Peter Goodwin – yes, Brad Harriman – yes, Mike Hodder – yes, Susan Replier – yes, Vaune Dugan - yes. The motion passed (6-0).**

There being no further business, the meeting adjourned at 9:32 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

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