

**TOWN OF WOLFEBORO
PLANNING BOARD
October 18, 2016
MINUTES**

Members Present: Kathy Barnard, Chairman, Mike Hodder, John Thurston, Paul O'Brien, Vaune Dugan, Members.

Members Absent: Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Member, Dave Alessandroni, Alternate.

Staff Present: John Krebs, Interim Town Planner, Lee Ann Keathley, Secretary.

Chairman Barnard opened the meeting at 7:00 PM at the Wolfeboro Town Hall Great Hall.

**I. Public Hearing
2017-2026 Capital Improvements Program**

Kathy Barnard reviewed the PowerPoint presentation for the 2017-2026 CIP, see attached.

Chairman Barnard opened the public hearing.

Vaune Dugan recommended changing the term "rolling stock" to "vehicle and equipment". She asked what happened with the money from the lawsuit (referencing the RIB effluent disposal site).

Kathy Barnard stated the funds are/will be used toward the resolution of the issue.

John Thurston questioned the amount the Town is contributing to the Center Street project in 2017.

Kathy Barnard replied \$100,000 from current funding however, would seek clarification from Dave Ford.

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

It was moved by John Thurston and seconded by Paul O'Brien to adopt the 2017-2026 Capital Improvements Program. All members voted in favor. The motion passed.

**II. Informal Application Discussion
Elizabeth Gorai/East of Suez
Tax Map #267-6**

Randy Tetreault, Norway Plains Associates, stated he designed a septic system for Liz Gorai (East of Suez Restaurant) for commercial use; noting such was installed in fall 2015. He stated that when the system was installed, the contractors used an area located at the westerly entrance as the staging area. However, when the work was completed, the area was not left in its original condition and Ms. Gorai placed gravel to improve the area. He stated Ms. Gorai received a Notice of Violation from the Code Enforcement Officer; noting the improved area constituted an expansion of the parking and is considered development which triggered site plan review approval. He stated his applicant could either submit a Site Plan Review application and comply with the standards or cover the gravel area and reseed to restore it to its original condition in order to avoid enforcement action. He stated he and his client are seeking guidance from the Board. He stated his applicant does not intend to change the use or construct a larger parking area however, she would rather not cover the gravel area.

Kathy Barnard asked if the property received a Variance.

Randy Tetreault replied no, the use of the property pre-existed zoning.

Liz Gorai stated her family has operated the restaurant for 50 years; noting that prior to such it was operated as a restaurant and dining hall for the camps.

John Thurston questioned the size of the septic field.

Randy Tetreault replied 25'x100'.

John Thurston questioned the size of the area that was filled with gravel.

Randy Tetreault replied 600 SF. He stated the area was previously grass where people would park. He stated filing a site plan review application would require drainage calculations, paving, striping, compliance with parking regulations, etc.; noting such would be a burden on the applicant.

Mike Hodder recommended reseeding the area.

Paul O'Brien agreed with Mr. Hodder.

John Thurston stated that a Variance would be required in addition to Site Plan Review approval since the use is nonconforming.

Vaune Dugan stated the Board cannot set a precedent by allowing the expansion of a parking area because gravel was inadvertently placed in an area by the property owner.

Kathy Barnard questioned the recommendation of Rob Houseman and Corey Ryder, CEO.

Randy Tetreault replied that both recommended the area be reseeded.

Liz Gorai stated she thought she was improving the area since people already parked in that area; noting that she thought a harder surface would be better.

John Thurston questioned runoff.

Randy Tetreault stated there is no runoff; noting the area is flat.

III. Action Item

P&D Zimmerman Family Limited Partnership Release of Financial Security Tax Map #218-17

John Krebs reviewed Dave Ford's email, see attached.

John Thurston questioned the slope along the embankment.

John Krebs stated a guardrail was installed along the parking lot and the slope was reseeded.

John Thurston expressed concern regarding release the funds without ensuring the reseeding takes hold.

Kathy Barnard questioned whether the stop bar is required by zoning.

John Krebs replied no.

The Board questioned whether not constructing the island would affect stormwater calculations (pervious vs. impervious surface).

John Krebs noted an outstanding invoice in the amount of \$1,080 from Tighe & Bond for inspection services.

The Board agreed to table consideration of such to 11/1/16 and seek guidance as to whether not constructing the island impacts impervious coverage. The Board requested Staff contact John Burt and retrieve a current balance of the funds.

It was moved by Vaune Dugan and seconded by John Thurston to table consideration of the Release of Financial Security for P&D Zimmerman Family Limited Partnership, Tax Map #218-17, to November 1, 2016 until the Board receives input from the Town's consulting engineer as to whether not constructing the island impact impervious coverage and stormwater calculations. All members voted in favor. The motion passed.

IV. Work Session

Hotels/Inns/Motels

Bed and Breakfasts

Kathy Barnard stated the EDC supports moving ahead with the definition of Hotels/Inns/Motels, as proposed, without the bed limitation. She stated the EDC requested that such be a permitted use rather than a use permitted by Special Exception.

Vaune Dugan recommended concluding the discussion regarding architectural review guidelines prior to adopting the change in the definition.

Paul O'Brien agreed and noted the design guidelines should be developed prior to the zoning change.

Vaune Dugan stated she has no issues with a building of scale as long as it is sensitively done. She recommended adopting the existing guidelines. She recommended the Board review the guidelines.

The Board expressed concern regarding imposing mandatory guidelines for a 5,000 SF building and not for a 4,000 SF building. The Board requested Town Counsel guidance on such.

John Krebs questioned whether mandatory guidelines could only be applied to certain size buildings.

The Board agreed to seek Town Counsel guidance and table such to the 11/1/16 meeting.

Master Plan Survey

The Board reviewed the results of the Master Plan Survey conducted by UNH. Relative to the paper surveys, the Board agreed to make the surveys available at the Town Hall, Library on the website and prepare a press release for publication in the Granite State News. The Board tabled such to 11/1/16.

V. Informational Items

The Board was provided the following informational items; Business Retention Program, October 5 and 12, 2016 TRC minutes, Notices of Decision.

VI. Planning Board Subcommittee Reports

None.

VII. Approval of Minutes
September 27, 2016

It was moved by Mike Hodder and seconded by Paul O'Brien to approve the September 27, 2016 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Mike Hodder, John Thurston, Paul O'Brien voted in favor. Vaune Dugan abstained. The motion passed.

October 4, 2016

It was moved by Vaune Dugan and seconded by Mike Hodder to approve the October 4, 2016 Wolfeboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

VIII. Public Comment
None.

IX. New/Other Business
Master Plan Update

Paul O'Brien requested the Board review the number of permits being issued (ie: building, Shoreland, Planning Board and TRC).

John Krebs recommended tracking new housing, the value of such and vacancy rate.

Brewster Academy Appeal

Kathy Barnard noted the Planning Board approval for Brewster Academy has been appealed to the ZBA.

Class VI Roads

Kathy Barnard stated the BOS discussed whether a public hearing should take place relative to the issuance of a building permit on a Class VI road; noting the BOS agreed a public hearing process would not be implemented. She questioned whether the Board should hold a public hearing on such; noting the statute requires the Board review and provide comment to the BOS for each application.

The Board agreed that such is a BOS issue and if a public hearing were to be held, it should be held by the BOS and not the Planning Board.

2017 Planning Board Budget

Kathy Barnard stated the BOS approved the appropriation of \$20,000 for the Master Plan update; noting the project would be phased over two year with an appropriation of \$20,000 in 2017 and \$20,000 in 2018.

Code Enforcement Officer Resignation

Kathy Barnard informed the Board Corey Ryder resigned from his position as Code Enforcement Officer; noting he has taken a position for the City of Dover.

Director of Planning and Development Interviews

Kathy Barnard stated she and Vaune Dugan participated in the interviews for the Planning and Development Director position; noting a number of well qualified applicants.

It was moved by Paul O'Brien and seconded by Mike Hodder to adjourn the October 18, 2016 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 8:46 PM.

Respectfully Submitted,

Lee Ann Keathley

Lee Ann Keathley

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

Capital Improvement Program

- CIP Committee Members
- Kathy Barnard, Chairman, Planning Board Representative
- Paul O'Brien, Planning Board Representative
- Linda Murray, Board of Selectmen Representative
- Joyce Davis
- James Shildneck
- Robert J. Tougher

Capital Improvement Program Annual CIP Request vs. Actual Appropriations

YEAR		CIP Request		Voter Approved
2006	\$	8,586,830	\$	3,866,547
2007	\$	13,402,424	\$	9,195,480
2008	\$	10,067,485	\$	3,217,895
2009	\$	5,809,685	\$	1,075,000
2010	\$	4,914,000	\$	2,135,000
2011	\$	6,579,600	\$	2,356,248
2012	\$	7,798,109	\$	3,785,153
2013	\$	4,125,000	\$	3,768,575
2014	\$	6,860,000	\$	6,745,560
2015	\$	2,896,153	\$	2,467,385
2016	\$	2,825,000	\$	2,322,000

Capital Improvement Program

- What is it? 10 yr Capital Plan forecasts major Town expenditures. The program, when adopted and fully utilized, serves to ensure that the necessary services and facilities meet the community's needs while being provided in accordance with the Town's financial capabilities.
- Why? Prioritize Capital Spending
- Department Heads have submitted project requests for 2017 to 2026 Capital Improvements.
- CIP is complete for use in the 2017 budget cycle.

Capital Improvement Program

Parks & Recreation

• Replacement of Foss Field Building \$ 100,000

Rationale: This project will address the lack of appropriate restrooms and storage facilities at Foss Field to serve the general public as well as our spring, summer & fall programs. The facility will consist of a picnic pavilion with attached public restrooms and storage space. There is currently no building and the lack of restrooms at Foss Field creates a sanitary problem as we now rely on porta potties for both the general public and program participants.

- **Recommendation: \$ 100,000 (from Capital Reserve Account \$ 203,052 & Remainder Current Funding)**

Capital Improvement Program

Sewer Enterprise Fund

- **Effluent Disposal Study \$ 400,000**

Rationale: The Town and State of NH agreed to an Administrative Order By Consent (AOC), which requires the Town to have an acceptable long term solution to the Town's effluent disposal problem. The request for this additional authorization is to complete the AOC requirements and begin implementing recommended actions including Sewer I/I projects.

- **Recommendation:** \$ 400,000 (from Sewer Fund Balance)

Capital Improvement Program

Public Works Department

- **Replace HD-4 \$ 200,000**

Rationale: HD-4 is a full sized dump truck currently scheduled for replacement in the Public Works Department's vehicle replacement schedule. Having been purchased in 2003 this vehicle is currently experiencing high maintenance costs due to its age. This request includes the cost of purchasing the vehicle as well as equipping it with appropriate plowing equipment.

- **Recommendation:** \$ 200,000 (from Capital Reserve Fund)

Capital Improvement Program Annual Road Maintenance Projects

Road	Distance	Estimated Cost
1. Oakwood Road	4,013 feet	\$ 153,238
2. Port Wedelin	3,200 feet	\$ 65,000
3. Winter Haven	3,400 feet	\$ 300,000
4. Spruce Road	3,160 feet	\$ 150,311
5. Tips Cove Road	1,500 feet	<u>\$ 81,451</u>
Total Estimated Cost		\$ 750,000
Recommendation \$ 750,000 (Current)		

Capital Improvement Program

Public Works Department

• Center Street Reconstruction – Additional Authorization

Rationale: In 2012 the Town authorized \$2.1 million to fund the Municipally Managed NHDOT project. Project was delayed and bid this summer with bids significantly over expectation by \$ 391,043. This request is for additional authorization to complete the project in 2017.

Expected Additional Costs		Funding Sources	
Engineering	\$150,000	NHDOT Highway Fund	\$ 436,000
Construction	\$ 350,000	Current Funding	\$ 100,000
PET Work	<u>\$ 300,000</u>	NHDES PET Fund	<u>\$ 264,000</u>
Total:	\$ 800,000		\$ 800,000

Recommendation: \$ 800,000 (As Described Above)

Capital Improvement Program

Public Works Department

• Mast Landing Parking Lot Upgrades \$ 170,000

Rational: Mast Landing Parking Lot is located off of Center Street and serves the island residents of Lake Wentworth, as well as providing the only public docking for Crescent Lake. Parking lot is getting more use due to the Cotton Valley Path and is in need of an upgrade. Upgrades include parking realignment, grade change between upper and lower lot, as well as need for additional storm-water treatment.

- Recommendation: \$ 170,000 (Current)

Capital Improvement Program

Public Works Department

• Dockside Parking Lot Upgrades \$ 100,000

Rationale: Proposal to make significant parking lot upgrades, provide storm-water treatment and create additional public space along Town owned waterfront. Parking lot has not been upgraded since the early 1990's when the docks were rebuilt. There are many sinkholes which are the result of the lot being built on old fill, cribbing and rocks. Propose reclaim existing pavement, fill voids and create a separation between the file and gravel base layer.

Recommendation: \$ 100,000 (from Capital Reserve Fund \$100,349 & Current Revenue \$ 100,000)

Capital Improvement Program

Proposed Additions To Capital Reserve Funds In 2017

Rationale: The use of Capital Reserve Accounts stabilizes annual capital appropriation expenditures by eliminating the need for bonding requests for rolling stock replacement and maintenance programs.

Below please find the schedule for deposits to be made into various Capital Reserve Fund accounts.

Fire Department Rolling Stock	\$ 186,000
Public Works Rolling Stock	\$ 170,000
Abenaki Ski Area	\$ 16,750
Building Maintenance	\$ 50,000
Water Treatment Plant	\$ 125,000

The Committee also recommends establishing a new Capital Reserve Fund for the Town Docks Improvement at \$ 50,000.

From: David Ford
Sent: Friday, October 14, 2016 10:09 AM
To: John Krebs ; Gregg M. Mikolaities
Cc: Terry Tavares ; Kathy Barnard ; Lee Ann
Subject: Clarke Plaza Self Storage

John and Gregg,

Paul Zimmerman reached out to me with regards to the October 5 letter to his VP of Operations regarding incomplete work required prior to release of surety.

Paul thought I was the engineer to perform the final inspection per the referenced letter, I informed him I was not. In any case he did show me what he had done and I am forwarding my opinion to you for consideration:

- 1- Southern limits have been seeded, but still looks a little bare, no erosion and it looks like area will fill in with time.
- 2- Landscape Island was not installed according to plan, however, as built conditions look fine and much more practicable. Paul tells me it was a design element done by his architect, but has no function and would like to leave as it was built. I agree with him.
- 3- Stop bar was painted at stop sign.
- 4- Steep slopes have Rip Rap installed, some of the rip rap has been covered with gravel as a result of plowing gravel lot (prior to it being paved). Paul did have a wood guardrail installed and top of steep bank and should resolve the concern. Stone wall as shown on plan does not appear to be needed, rip rap bank in this location appears to be adequate and is acceptable in my opinion.

If you have any questions, please contact me,
Dave

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