

**TOWN OF WOLFEBORO  
PLANNING BOARD  
September 5, 2017  
MINUTES**

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

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

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

**Town of Wolfeboro**

**Agent: Christine Collins, Director of Parks & Recreation**

**Site Plan Review; Foss Field Pavilion**

**Tax Map #218-6, 218-8 & 204-36**

Vaune Dugan stated she did the original design as part of a volunteer effort and feels that she can be unbiased.

Christine Collins, Director of Parks and Recreation, stated the department demolished the building for the day camp registrants in 2010 and implemented portable toilets at the site. She stated the proposed building would consist of an office for summer day camp staff, three year round working bathrooms, heated storage area, kitchen/concession area and covered pavilion. She noted the doors to the pavilion are visible from the playground.

Matt Sullivan stated the dimension of the building is 36'x54'; noting the structure will be placed completely within the parcel bounds. He stated the project also includes the following; 6' concrete sidewalk surrounding the proposed building, removal of bituminous curbing and replacement within the parking area adjacent to ADA parking spaces, relocation of existing handicap signage, removal of several trees for building placement, installation of stone drip edge and roof guttering, construct additional drainage infrastructure including a catch basin and piping, create/restore 2,325 SF of historically filled wetlands on TM #218-6 and impact to 1,865 SF of palustrine wetlands for building placement. He noted the proposal has received a NHDES Dredge & Fill Wetlands permit and abutters were notified.

Peter Goodwin questioned the removal of trees.

Matt Sullivan replied yes, for building placement.

Mike Hodder asked if the Conservation Commission reviewed the NHDES application.

Staff replied yes, and noted the Commission had no objection to the proposal.

John Thurston questioned the size of the trees to be removed.

Matt Sullivan stated he is not aware of the dimensions however, a birch and apple tree will be removed.

John Thurston asked if the trees would be replaced.

Matt Sullivan stated additional tree plantings are not proposed however, such could be a conditional of approval.

*Chairman Barnard opened the public hearing.*

Mrs. Kelley, 77 Lehner Street, stated the trees have already been removed and construction has started. She questioned the hours of construction, pavilion lighting, whether the restrooms would be open all night, whether an alternative location for the building was considered, if there is an arrangement with the Police Department to patrol the area and if additional trees will be planted. She requested trees be planted between Lehner Street and the building and expressed concern regarding impact to neighbors; noting the area doesn't appear to be patrolled and she can currently hear noise from the basketball and tennis courts.

Christine Collins stated construction would end at 3PM daily.

Matt Sullivan stated he would confirm the hours of construction with Dave Ford. He stated the restrooms will not be open through the night, similar to the Railroad Station and Albee Beach restrooms. He stated he is unaware if the proposed lighting would be motion sensor. He stated the day camp has always been held in that location therefore, it was agreed to place the building in the same location of the previous building. He stated the park hours are dawn to dusk and is currently patrolled by the police however, he would speak to Police Department to discuss an increase in patrol presence. He agreed that additional trees should be planted however, the location of such should be determined following the completion of the placement and construction of the building.

Mrs. Kelley stated the park is only supposed to be open dawn to dusk however, whoever is supposed to be enforcing such, is not. She stated she wants to share the neighborhood with the kids but, also wants quiet therefore, she wants to know what the expectation is. She stated siting of the building is now a moot point since construction began this morning.

John Thurston stated lighting would conform to the ordinance. He stated the building that was torn down was there when he was a child; noting it has always been a public area. He stated lighting would be consistent with other buildings.

Mrs. Kelley requested consideration of the neighboring residential homes through mitigation and planting of trees that would block lighting and noise. She stated there is vandalism on the walking trails and wants to know who'll enforce these issues.

Mrs. Kelley asked if the building would be available to rent for weddings.

Christine Collins replied no, however noted the property is open to the public.

Kathy Barnard noted that events are required to be approved by the BOS.

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

The Board agreed to recommend the following;

- Dark sky compliance, timing of lighting
- Restroom hours
- Hours of construction
- Shade tree plantings between Lehner Street and the building; streetscape buffer
- Confirm park hours
- Placement of signage; rules and restrictions, "dawn to dusk"

**Brewster Academy**

**Agent: Lisa Braitermann, Chief Financial & Operating Officer**

**Site Plan Review; Terrace with Walkway and Seating**

**Case #2017-28**

**Tax Map #218-150**

Lisa Braitermann, Chief Financial & Operating Officer, stated Brewster Academy proposes to construct a seating area and patio overlooking Brown Field. She stated currently there is no seating area around the field therefore, seating is proposed to be located on a steep slope which is often used as a thoroughfare from the field to other buildings. She stated the patio and seating area would include granite steps extending from the walkway around the turf field to the upper level adjacent to Wilson Center and Rogers Building. She noted there would be two rows of seating on either side of the steps and a paved walkway from the patio to the southern lakeside entrance of the Wilson Center. She stated Corey Hunter has volunteered his labor and designed a patio to be located on top of the sloped area with a walkway to the Wilson Center (ADA accessibility) and steps down to the field. She stated the Class of 2017 and other classes have raised money for the project. She stated the patio is of residential scale and would include two landings (Techno-Bloc permeable pavers) with granite benches and plantings.

Matt Sullivan noted the patio is 41x30 and questioned whether outdoor lighting is proposed. He stated snow storage and utilities are not applicable; noting the proposal complies with the Zoning Ordinance.

Lisa Braitermann stated lighting is not proposed at this time.

Mike Hodder requested clarification of the size of the patio and asked Staff if he is satisfied with the plans.

Matt Sullivan stated the proposal is a borderline site plan review proposal however, within the context of Brewster Academy projects he feels comfortable with the plans.

Paul O'Brien asked what triggered site plan review; noting the proposal appears to be a landscape design.

Matt Sullivan replied the project is an exterior change to an existing nonresidential use property governed by State statute and local ordinances and is subject to site plan review.

Paul O'Brien requested a work session to further discuss such.

**It was moved by Vaune Dugan and seconded by Mike Hodder to accept the application as complete. All members voted in favor. The motion passed.**

*Chairman Barnard opened the public hearing.*

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

Peter Goodwin stated he has an issue with the fact that the project entails a reasonably large space and if not designed properly, the project could negatively impact the area. He stated he doesn't want to see more impermeable surfaces on the property; noting he is in favor that the proposal includes the use of permeable pavers.

Matt Sullivan reviewed the following recommended conditions of approval;

1. The following plans, as amended to the date of this approval, are incorporated into the approval:  
**Plan 1.** Site Plan, Turf Field Patio, Owner: Brewster Academy, 80 Academy Drive, Wolfeboro, NH, 03894, Project Location: 80 Academy Drive, Wolfeboro, NH, 03894, Tax Map 218 Lot 150 prepared by Brewster Academy, Dated August 15<sup>th</sup>, 2017.

**Plan 2.** Site Plan, Turf Field Patio, Owner: Brewster Academy, 80 Academy Drive, Wolfeboro, NH, 03894, Project Location: 80 Academy Drive, Wolfeboro, NH, 03894, Tax Map 218 Lot 150 prepared by Brewster Academy, Dated August 15<sup>th</sup>, 2017.

**Plan 3.** Site Plan, Turf Field Patio, Owner: Brewster Academy, 80 Academy Drive, Wolfeboro, NH, 03894, Project Location: 80 Academy Drive, Wolfeboro, NH, 03894, Tax Map 218 Lot 150 prepared by Brewster Academy, Dated August 15<sup>th</sup>, 2017.

2. The applicant shall be responsible for the payment of all recording fees.
3. The application, as submitted, does not satisfy all requirements for a building permit.
4. All components of the application package and any requirements imposed by other agencies are part of this approval unless otherwise clarified in some manner, or superseded in full or in part. The most recent documentation and this notice herein shall generally be determining.

John Thurston recommended approval of the project without plan approvals; noting the applicant shouldn't be subject to restrictions because the project doesn't fall meet the threshold of site plan review.

Vaune Dugan stated any project on a hill with a slope that includes steps should be allowed to make minor adjustments.

John Thurston recommended the approval not include conditions 1 through 3.

Matt Sullivan noted the plans are not recorded rather, only the Notice of Decision is recorded. He clarified the size of the patio being 40.8'x41'.

It was the consensus of the Board to include a description of the project as condition #1 and eliminate the reference to the plan sets.

**It was moved by John Thurston and seconded by Paul O'Brien to approve the Brewster Academy Site Plan Review Terrace project, Case #2017-28, Tax Map #218-150, subject to the following conditions;**

- 1. Site Plan Review approval includes the construction of a 40.8'x41' terrace/patio, seating area, granite benches, planter areas and ADA accessible walkway to the Wilson Center.**
- 2. The applicant shall be responsible for the payment of all recording fees.**
- 3. The application, as submitted, does not satisfy all requirements for a building permit.**
- 4. All components of the application package and any requirements imposed by other agencies are part of this approval unless otherwise clarified in some manner, or superseded in full or in part. The most recent documentation and this notice herein shall generally be determining.**

**Kathy Barnard, Vaune Dugan, Peter Goodwin, John Thurston, Paul O'Brien, Brad Harriman voted in favor. Mike Hodder abstained. The motion passed.**

**Perrin H. Long III, Julie Maher-Long, Cecily Clark, Cecily Long**

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

**Boundary Line Adjustment**

**Case #2017-24**

**Tax Map #6-1 & 6-3**

Randy Tetreault, Norway Plains Associates, Inc. stated the property is located on the westerly side of Pork Hill Road; noting said road is the Town line between Wolfeboro and Ossipee therefore, the Town of Ossipee was noticed. He stated the purpose of the boundary line adjustment is to redraw property lines so that the barn, currently located on Lot 1, is on the same property as Mr. Long's house, located on Lot 3. He stated Tax Map 6-1 consists of 365 acres (vacant land) held in a conservation easement in favor of the Society for the Protection of NH Forests. He stated the 5.05 acre area being adjusted was specifically excluded from the easement. He requested the following waivers; Section 174-7.B.4.g, 174-7.D.4 & 6, 174-9.A.1. & 2.a-f and 174-9.B.1-3; noting Lot 1 was previously surveyed and is restricted to no further subdivision/development, Lot 1 has previously been surveyed and Lot 3 is currently developed with no further development being proposed for either lot.

Vaune Dugan asked if the conservation easement has metes and bounds.

Randy Tetreault replied yes and added the easement includes compass and tape. He noted the exclusion document shows how the conservation easement is addressed.

Mike Hodder noted a discrepancy between the plan and the narrative.

Randy Tetreault stated her erred in the narrative; noting the plan depicts the correct information.

Mike Hodder noted a discrepancy with the names of the zoning districts.

Randy Tetreault stated the amended plan would reflect Residential Agriculture. He stated an addition to the barn is proposed however, because the barn is located on a parcel that has no primary structure, the addition is not permitted. Therefore, he stated the proposal resolves an existing nonconformity.

**It was moved by John Thurston and seconded by Mike Hodder to grant the following waivers; Sections 174-7.B.4.g, 174-7.D.4 & 6, 174-9.A.1. & 2.a-f and 174-9.B.1-3. All members voted in favor. The motion passed.**

**It was moved by John Thurston and seconded by Mike Hodder to accept the application as complete. All members voted in favor. The motion passed.**

Chairman Barnard opened the public hearing.

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

Matt Sullivan reviewed the following recommended conditions of approval;

1. The following plans, as amended to the date of this approval, are adopted by reference as part of this approval:  
Sheet 1, Abutter Plan, Owner: Perrin H. Long, III, Julie Maher-Long, P.O. Box 1079, Wolfeboro Falls, NH 03896, Cecily C. Clark, Cecily C. Long, Perrin H. Long, III, 75 Pork Hill Road, Ossipee, NH Project Location: 92 and 100 Pork Hill Road Wolfeboro, NH, 03894, Tax Map 006 Sub Lot 003 and Tax Map 006 Lot 001, prepared by Norway Plains Associates, Inc., P.O. Box 249, Rochester, NH 03866, dated August, 2017.  
Sheet 2, Boundary Line Adjustment Plan, Owner: Perrin H. Long, III, Julie Maher-Long, P.O. Box 1079, Wolfeboro Falls, NH 03896, Cecily C. Clark, Cecily C. Long, Perrin H. Long, III, 75 Pork Hill Road, Ossipee, NH Project Location: 92 and 100 Pork Hill Road Wolfeboro, NH, 03894, Tax Map 006 Sub Lot 003 and Tax Map 006 Lot 001, prepared by Norway Plains Associates, Inc., P.O. Box 249, Rochester, NH 03866, dated August, 2017.
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. Plans to be amended to show the correct zoning district information
4. The applicant shall be responsible for monumentation and the submittal of the Certificate of Monumentation and updated plans.
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.

Kathy Barnard noted the applicant presented the proposal to the Technical Review Committee.

The Board agreed the proposal eliminates a nonconforming structure (barn) and places the structure on the property that includes the primary residence.

**It was moved by Vaune Dugan and seconded by Paul O'Brien to approve the Perrin H. Long III, Julie Maher-Long, Cecily Clark and Cecily Long Boundary Line Adjustment application, Case #2017-24, Tax Map #6-1 & 6-3, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

**Brian & Margaret O'Donnell & KSP Family Trust**  
**Agent: Randy Tetreault, Norway Plains Associates, Inc.**  
**Boundary Line Adjustment**  
**Case #2017-26**  
**Tax Map #228-12 & 13**

Randy Tetreault, Norway Plains Associates, Inc., stated the purpose of the boundary line adjustment is to exchange nearly equal portions of property along the adjoining property line in order to allow for the construction of a garage without encroaching into the setback. He stated Tax Map 228-13 is currently developed and Tax Map 228-12 is undeveloped. He requested the following waivers; Section 174-7.D.4., 5. & 6; noting Lot 13 is already developed and no further development is being proposed at this time and Lot 12 is remaining intact with no change in acreage/area.

Kathy Barnard noted the applicant presented the proposal to the Technical Review Committee.

**It was moved by Vaune Dugan and seconded by Mike Hodder to grant the following waivers; Sections 174-7.D.4., 5. & 6. All members voted in favor. The motion passed.**

**It was moved by Vaune Dugan and seconded by Paul O'Brien to accept the application as complete. All members voted in favor. The motion passed.**

Chairman Barnard opened the public hearing.

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

Matt Sullivan reviewed the following recommended conditions of approval;

1. The following plan, as amended to the date of this approval, is adopted by reference as part of this approval: Sheet 1, Boundary Line Adjustment Plan, Owner: Brian & Margaret O'Donnell, 281 Forest Road, Wolfeboro, NH 03894, KSP Family Trust, P.O. Box 1863, Wolfeboro, NH 03894, Project Location: 281 Forest Road, Wolfeboro, NH, 03894, Tax Map 228 Lot 012 and Tax Map 228 Lot 013, prepared by Norway Plains Associates, Inc., P.O. Box 249, Rochester, NH 03866, dated August, 2017.
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. 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.

**It was moved by Mike Hodder and seconded by Paul O'Brien to approve the Brian & Margaret O'Donnell and KSP Family Trust Boundary Line Adjustment application, Case #2017-26, Tax Map #228-13 & 228-12, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

**Lawrence A. Polimeno & The Wilensky 2013 Family Trust**  
**Agent: Randy Tetreault, Norway Plains Associates, Inc.**  
**Boundary Line Adjustment**  
**Case #2017-27**  
**Tax Map #188-1-9 & 188-1-10**

Randy Tetreault, Norway Plains Associates, Inc., stated Tax Map 188-1-10 is currently being considered for development for a single family residence and the boundary line adjustment is to allow for a better view; noting both lots would retain reasonable building areas and current setbacks would be maintained. He noted Tax Map

188-1-9 is an undeveloped lot and no development is being proposed. He stated the adjustment will be an equal exchange of land.

Matt Sullivan stated the applicant submitted form factor calculations for both lots; noting the lots comply with the ordinance.

Randy Tetreault reviewed the form factor calculations.

Matt Sullivan asked if the lot configurations are within the requirements.

Randy Tetreault replied yes.

Kathy Barnard noted the applicant presented the proposal to the Technical Review Committee.

**It was moved by Mike Hodder and seconded by Vaune Dugan to accept the application as complete. All members voted in favor. The motion passed.**

Chairman Barnard opened the public hearing.

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

Matt Sullivan reviewed the following recommended conditions of approval;

1. The following plans, as amended to the date of this approval, are adopted by reference as part of this approval:  
**Sheet 1**, Boundary Line Adjustment Plan, Owner: Lawrence A. Polimeno, 151 John Street, Tewksbury, MA 01876, The Wilensky 2013 Family Trust, 17 Mulligan Drive, South Weymouth, MA 02190, Project Location: Ambrose Way, Wolfeboro, NH, 03894, Tax Map 188 Sub 001 Lot 009 and Tax Map 188 Sub 001 Lot 010, prepared by Norway Plains Associates, Inc., P.O. Box 249, Rochester, NH 03866, dated August, 2017.  
**Sheet 2**, Topographic Boundary Line Adjustment Plan, Owner: Lawrence A. Polimeno, 151 John Street, Tewksbury, MA 01876, The Wilensky 2013 Family Trust, 17 Mulligan Drive, South Weymouth, MA 02190, Project Location: Ambrose Way, Wolfeboro, NH, 03894, Tax Map 188 Sub 001 Lot 009 and Tax Map 188 Sub 001 Lot 010, prepared by Norway Plains Associates, Inc., P.O. Box 249, Rochester, NH 03866, dated August, 2017.
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. 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.

**It was moved by Vaune Dugan and seconded by Mike Hodder to approve the Lawrence A. Polimeno and The Wilensky 2013 Family Trust Boundary Line Adjustment application, Case #2017-27, Tax Map #188-1-10 & 188-1-9, subject to the recommended conditions of approval. All members voted in favor. The motion passed.**

### III. **Action Item**

#### **Reappointment of Alternate**

Matt Sullivan stated the Board previously voted to appoint Tom Brown as Alternate to the Planning Board however, at the time of such, Mr. Brown was not a legal resident of the Town. He stated Mr. Brown is resubmitting his request for appointment now that he is a resident of the Town.

**It was moved by Mike Hodder and seconded by Paul O'Brien to appoint Tom Brown as Alternate to the Wolfeboro Planning Board. All members voted in favor. The motion passed.**

#### **Walter W. Fischer 1993 Trust**

##### **Special Exception – RSA 175-55.1 Lots with no frontage**

Matt Sullivan stated the Board reviewed and approved a reconfiguration of nonconforming lots in July 2017 for the above noted applicant; noting only one of the lots previously reviewed by the Board is being considered as part of the Special Exception. He stated under RSA 175-55.1, the Board is requested to review and comment on the Special Exception application; noting the lot is not compliant with area dimensions standards for the Shorefront Residential District. He stated proof of access has been provided by the applicant for both the reconfiguration and as part of the Special Exception application. He noted he provided the Board with a letter from Sheehan & Phinney addressing the deed right-of-way/right to access and a letter from the Code Enforcement Officer determining compliance with zoning.

Mike Hodder requested the letters be included as part of the application packet for review by the ZBA. He submitted corrections to typographical errors to the form titled “Acknowledgement Regarding Ineligibility for Subdivision Approval”.

Following review of the criteria noted in RSA 175-55.1. C. (1) through (7), the Board provided the following comments;

- (2); criteria satisfied via the letter issued by Corey Ryder, Code Enforcement Officer
- (4); criteria satisfied via the letter from Sheehan & Phinney
- (5); consider as a condition of approval by the ZBA
- (6); provided as part of the ZBA application
- (7); provided as part of the ZBA application
- Planning Board recommended review by the Fire Department and a letter regarding such be submitted
- Planning Board consensus that the lot consolidation (elimination of one lot) within the developed area/neighborhood provided improvement to access
- Planning Board recommended receipt of Acknowledgement Regarding Ineligibility for Subdivision Approval

#### **IV. Public Comment**

None.

#### **V. Approval of Minutes**

##### **August 15, 2017**

**Corrections:** Page 1, Section II., 2<sup>nd</sup> paragraph; strike “verified” and replace with “questioned whether”  
Page 2, 11<sup>th</sup> paragraph; replace “far & few between” with “few & far between”  
Page 3, Section VI., 7<sup>th</sup> paragraph; insert “be” prior to “interpreted”

**It was moved by John Thurston and seconded by Paul O'Brien to approve the August 15, 2017 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Vaune Dugan, Peter Goodwin, Mike Hodder, Brad Harriman voted in favor. John Thurston, Paul O'Brien abstained. The motion passed.**

#### **VI. Communications & Miscellaneous**

The Board was provided the following information; Brian C. Lombard v. Town of Wolfeboro and Families in Transition, CIPC minutes and EDC minutes.

**VII. Unfinished Business**

**Public Comment**

Scheduled for discussion at the 9/19/17 Planning Board meeting.

**Master Plan RFP**

Matt Sullivan stated the deadline for submittal of the RFP is 9/6/17 at 3PM.

**VIII. New Business**

None.

**IX. Planning Board Subcommittee Reports**

None.

**X. Nonpublic Meeting**

N/A

**It was moved by Mike Hodder and seconded by Vaune Dugan to adjourn the September 5, 2017 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.**

There being no further business, the meeting adjourned at 8:56 PM.

Respectfully Submitted,

*Lee Ann Hendrickson*

Lee Ann Hendrickson

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