

**TOWN OF WOLFEBORO
PLANNING BOARD
March 20, 2018
MINUTES**

Members Present: Kathy Barnard, Chairman, Vane Dugan, Vice-Chairman, Brad Harriman, Selectmen's Representative, John Thurston, Mike Hodder, Members.

Members Absent: Paul O'Brien, Peter Goodwin, Dave Alessandroni, Tom Brown Alternates.

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. Public Comment

None.

III. Scheduled Appointment / Public Hearings

David Houle

Agent: Loralie Gerard, Thaddeus Thorne Surveys, Inc.

3-Lot Subdivision

Tax Map #41-2

Case #2018-05

Loralie Gerard stated the property is located at 661 Beach Pond Road. She stated the applicant is seeking a three lot subdivision in the Municipal Watershed District; noting proposed Lot 1 will have 700' of road frontage on 5.18 acres, proposed Lot 2 will have 377.5' of road frontage and 9.82 acres and proposed Lot 3 will have 435' of road frontage and 5.10 acres. She stated the wetlands were delineated by Gregory Howard and noted a HISS map and 2' contour map have been prepared. She stated each lot can support its own septic (4 bedroom) and will be serviced by a private well. She noted the TRC imposed a restriction regarding chemicals and fertilizers therefore, a Landscape Restriction note has been added to the plan reflecting such. She submitted revised plans that reflect the addition of 4,000 SF septic areas for the lots.

Matt Sullivan stated the note on the plan satisfies Dave Ford's concerns. He questioned the date of the revised plans that were submitted.

Loralie Gerard replied 3/20/18; noting the frontage has been corrected on the plans (reflected in the revision block). She noted the property has been logged which opened up the soils. She stated silt fences and hay bales were installed to alleviate sedimentation; noting Dave Ford walked the site following the installation of such and noted the measures to be adequate. She stated such occurred following the wetland delineation.

Matt Sullivan questioned whether the applicant intends to revegetate the existing cleared area.

Loralie Gerard stated she does not know. She stated the buffer to the wetland was maintained and noted there has been no substantial erosion as a result of the storms this past fall.

John Thurston questioned whether a condition of approval should include/require hay and mulch.

Loralie Gerard stated the applicant has taken measures to maintain the area; noting nothing is grossly scarred at this time. She stated the area has been seeded appropriately.

Matt Sullivan stated Dave Ford is concerned about the drainage given the location of the driveway; noting additional review will included as part of the driveway permit process in which Dave Ford is involved in. He stated Mr. Ford will address additional swales and culverts at that time. He noted the applicant is compliant with the form factor.

Vaune Dugan asked if the slope issue has been analyzed relative to the Steep Slope Ordinance.

Matt Sullivan stated topography has been discussed however, it is difficult to identify the steep slope issue at this time.

Loralie Gerard stated the plan depicts the area of construction for the proposed dwellings.

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

Chairman Barnard opened the public hearing.

Joe Moses, abutter, asked if the property owners require permission from the Town for landscaping and fertilizers.

Matt Sullivan stated permits are not required rather, a discussion with the Public Works Department.

Joe Moses confirmed the lots are proposed for residential dwellings and questioned agricultural use.

Matt Sullivan stated agricultural use is not permitted.

A member of the public asked if there are covenants that go with the approval to control the size and nature of the dwelling.

Loralie Gerard stated no restrictions are set on the subdivision.

Joe Moses questioned his responsibility with regard to a wetland that abuts the property.

Loralie Gerard stated the wetlands scientist reviewed abutting properties and did not delineate wetlands from the Moses property.

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: Sheet 1 of 3, Three Lot Subdivision Plan, Prepared for David Houle, 661 Beach Pond Road, Wolfeboro, New Hampshire, Tax Map 041-002, Prepared by Loralie Gerard, LLS, Thaddeus Thorne Surveys, Inc., 1164 Brownfield Road, Center Conway, NH 03813, Dated February 12th, 2018.
Plan 2: Sheet 2 of 3, Three Lot Subdivision Plan - Soils , Prepared for David Houle, 661 Beach Pond Road, Wolfeboro, New Hampshire, Tax Map 041-002, Prepared by Loralie Gerard, LLS, Thaddeus Thorne Surveys, Inc., 1164 Brownfield Road, Center Conway, NH 03813, Dated February 12th, 2018.
Plan 3: Sheet 3 of 3, Three Lot Subdivision Plan - Topography , Prepared for David Houle, 661 Beach Pond Road, Wolfeboro, New Hampshire, Tax Map 041-002, Prepared by Loralie Gerard, LLS, Thaddeus Thorne Surveys, Inc., 1164 Brownfield Road, Center Conway, NH 03813, Dated February 12th, 2018.
2. 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.

3. The applicant shall be responsible for the payment of all recording fees.
4. The applicant shall submit a Mylar plan for recording at the Carroll County Registry of Deeds.
5. The applicant shall be responsible for monumentation and the submittal of the Certificate of Monumentation and updated plans.

Kathy Barnard questioned whether a condition regarding the utility easement should be added.

Matt Sullivan stated such is not necessary.

Vaune Dugan noted an error on the plan; noting there should be a comma after "Scott".

Matt Sullivan stated such would be addressed administratively.

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

It was moved by Mike Hodder and seconded by Vaune Dugan to approve the David Houle 3-Lot Subdivision application, Tax Map 41-2, Case #2018-05, subject to the recommended conditions of approval. All members voted in favor. The motion passed.

IV. Action Items
Sandra Albee
Lot Merger
Tax Map #147-5

Matt Sullivan stated Town Counsel reviewed the proposed lot merger and is comfortable with such. He reviewed Jim Rines' letter, dated 3/6/18, see attached. He stated approval by the Board would remedy the issue noted in Mr. Rines' letter.

It was moved by Mike Hodder and seconded by John Thurston to approve the Sandra Albee Lot Merger, Tax Map #147-5. All members voted in favor. The motion passed.

Tracy Whitehead, Valerie Sandford, Catherine Morgan, Sarah Sandford Miller
Lot Merger
Tax Map #223-10, 223-8 & 223-7

Matt Sullivan stated the applicant originally requested a lot merger of Tax Map 223-10, 8, 7, 12, 13 and 14 however, a right-of-way runs down the middle of the latter three lots which creates a legal issue. Therefore, he stated the applicant has requested a lot merger for only Tax Map 223-10, 8 and 7.

Vaune Dugan asked why the other lots cannot be merged.

Matt Sullivan stated the status of the right-of-way is unclear.

Mike Hodder asked if the right-of-way is in dispute.

Matt Sullivan replied no, the status of such is unclear to all parties.

John Thurston verified lots 1 and 11 cannot be merged.

It was moved by Mike Hodder and seconded by John Thurston to approve the Tracy Whitehead, Valerie Sandford, Catherine Morgan, Sarah Sandford Miller Lot Merger, Tax Map #223-10, 223-8 and 223-7. All members voted in favor. The motion passed.

V. Approval of Minutes

February 13, 2018

Corrections: Page 1, Members Absent: strike "Vaune Dugan" and include as a member present
Page 6, 11th paragraph; strike "unbuildable" & replace with "not buildable"

It was moved by Mike Hodder and seconded by Vaune Dugan to approve the February 13, 2018 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.

February 20, 2018

It was moved by John Thurston and seconded by Mike Hodder to approve the February 20, 2018 Wolfeboro Planning Board minutes as submitted. Kathy Barnard, Brad Harriman, John Thurston, Mike Hodder voted in favor. Vaune Dugan abstained. The motion passed.

March 6, 2018

Corrections: Page 4, insert new 3rd paragraph to include the conditions of approval reviewed by Matt Sullivan
Page 4, 3rd & 6th paragraphs (motions); change "(8-0)" to "(7-0)"
Page 5, 1st paragraph; change "plan" to "regulation"
Page 5, 2nd paragraph (motion); change "(8-0)" to "(7-0)"

It was moved by Mike Hodder and seconded by John Thurston to approve the March 6, 2018 Wolfeboro Planning Board minutes as amended. All members voted in favor. The motion passed.

VI. Communications & Miscellaneous

N/A

VII. Unfinished Business

Master Plan Forum

Vision Statement

Matt Sullivan stated the goal is to endorse a Vision Statement for the subcommittees.

Per the comments at the public forum, Kathy Barnard stated references to children and young families should be added in addition to the Town of Wolfeboro being a place to live, work and visit. She questioned whether retirement living is overplayed.

Vaune Dugan stated the Vision Statement should support/facilitate families and young people to stay in Wolfeboro.

Mike Hodder stated he feels the Vision Statement should address what is seen as protecting in the next ten years. He stated he doesn't see anything the Town is going to do to short circuit the aging population.

Vaune Dugan questioned the premises that the Master Plan reacts to something that is happening. She stated the Town needs to become a year-round destination; noting the businesses need four-season activities.

John Thurston reviewed his thoughts for the Vision Statement, see attached.

Brad Harriman stated the Town lacks a younger generation to feed the workforce; noting there is no interest in the construction workforce or trades. With regard to the aging population, he stated the Town and surrounding areas have great assets and feels the Town is on the right track.

Matt Sullivan stated the Town doesn't provide a lot of industry employment opportunities. He noted the Master Plan needs to reflect the fact that Wolfeboro can be a bedroom community for young families.

Mike Hodder stated at the hotel forum, the Board heard the hotels have jobs however, no one wants to work for them. He stated at the Community Facilities meeting it was noted that after the opening of the Calgary Church four families moved to be closer to the church. He stated the Mormon Church is expanding; noting these are draws that the Board has not previously thought about or expected.

Matt Sullivan stated the comments he heard from the public forum was that business complacency is the biggest issue.

The Board discussed such and agreed to the following changes;

- 2007, 1st paragraph, 1st line; strike "In the future," "a community that is" & "quality destination"
- 2007, 1st paragraph, 1st line; insert "community" after "premier"
- 2007, 1st paragraph, 1st line; add "s" to "Lake"
- 2007, 2nd paragraph, 1st line; strike "In the future,"
- 2007, 2nd paragraph, 2nd line; strike "also" & change "location" to "community"
- 2007, 2nd paragraph, 3rd line; strike "retirees" & "varying"
- 2007, 2nd paragraph, 3rd line; insert "all ages and" prior to "income"

Chapter Development Guidance Memo

Matt Sullivan reviewed the following changes to such;

- Page 1, 4th paragraph; added "Subcommittees are expected to have drafts prepared by September of 2018."
- Page 1, Committee Meeting Rules, 2nd bullet; added "Terry Tavares and"
- Page 2, 3rd bullet; added "Terry Tavares and"

Google Drive Guide

Matt Sullivan reviewed such; noting he would provide the document to the subcommittee members.

Committee Recruitment

Staff and the Board reviewed such and noted the following changes;

- Dave Senecal – add Community Facilities
- Lynne Palmer – strike
- Brad Harriman – strike
- Paul O'Brien – add name, email and chapter

Committee Updates

Mike Hodder stated the Community Facilities Committee has agreed to begin by performing site visits to the facilities prior to discussing the facilities. He asked who would be chairing the Energy Committee.

Matt Sullivan stated such has not yet been decided however, Steve Whitman would be devoting resources to such in the interim.

2018 Work Program

Matt Sullivan reviewed the proposed 2018 Work Program.

Kathy Barnard asked the Board if they were interested in revisiting increasing the number of rooms for hotels/motels/inns.

The Board agreed not to consider increasing the number of rooms for hotels/motels/inns due to the impact to existing lodging facilities.

The Board discussed such and agreed to the following;

- Add Lodging Forum follow-up
- Update Impact Fee Study
- Organize work program by priority

Vacancies in Membership

Matt Sullivan stated Paul O'Brien resigned from his position as Planning Board member. He stated the existing alternate members are not interested in becoming a full member. He recommended posting the position in the Granite State News and online. He reviewed 673:12.

Response to Claude Roessigner's letter

Matt Sullivan requested guidance from the Planning Board with regard to a response to said letter. He stated the current zoning reflects Mr. Roessigner's letter.

The Board requested Staff to acknowledge the letter and invite Mr. Roessigner to participate in the Master Plan update process.

John Simms' letter re: snowmobile trail

Matt Sullivan stated such is an informational item for the Board.

Brad Harriman stated such was addressed at the BOS meeting.

VIII. New Business

N/A

IX. Planning Board Subcommittee Reports

N/A

X. Nonpublic Meeting

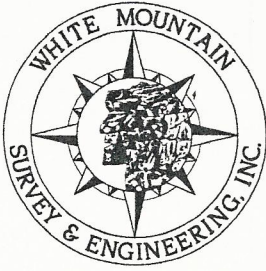
N/A

It was moved by Mike Hodder and seconded by John Thurston to adjourn the March 20, 2018 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:03 PM.

Respectfully Submitted,
Lee Ann Hendrickson
Lee Ann Hendrickson

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



WHITE MOUNTAIN SURVEY & ENGINEERING, INC.

1270 ROUTE 16, POST OFFICE BOX 440

OSSIPEE, NH 03864-0440

TELEPHONE (603) 539-4118 FACSIMILE (603) 539-7912

WEB ADDRESS: www.whitemountainsurvey.com

March 6, 2018

Advance Copy via Email (planningdirector@wolfeboronh.us)

Matthew Sullivan, Director of Planning and Development
Town of Wolfeboro
PO Box 629
Wolfeboro, NH 03894-0629

Re: Sandra Albee Voluntary Lot Merger
71 Trotting Track Road
Tax Map 147, Lot 5

Dear Matt:

Attached you will find a Voluntary Lot Merger form and the accompanying deeds and a plan for the Planning Boards consideration and approval.

For the benefit of the Planning Board, the merger is designed to confirm action taking by the Albees, Fraziers and the Planning Board in 2014 and to clean up a title flaw that was created through a series of events. I will explain below.

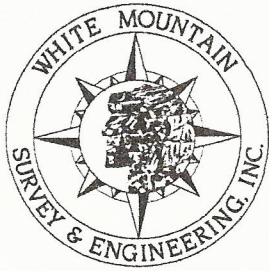
The November 19, 2014 boundary line adjustment that this office submitted and the Planning Board approved identified the owners of the two properties as John R. & Lora E. Frazier and Sandra Albee. The source deeds were taken from the town records and confirmed by our office as being correct (note to self – don't rely on latest deed and individuals telling you they own property).

The plan was approved, recorded and a deed executed by the Fraziers to transfer area "A" to Sandra Albee to become part of her 25 acre parcel.

Sandra's husband Everett Albee, II has since died. In the process of settling his estate it was discovered that, in spite of Everett Albee, II individually conveying Sandra Albee the 25 acre property (TM 147-5) in a deed on Jun 25, 2013, at CCRD 3087/323 (the source deed the town listed), Everett no longer owned the property because he had previously transferred the property to the Everett S. Albee, II Revocable Trust of 2002 on November 12, 2003, at CCRD 2250/540. Jon Hanson missed this transfer when he prepared the subsequent deed to Sandra Albee.

To "cure" this problem, the Everett S. Albee, II Revocable Trust of 2002 conveyed a corrective quitclaim deed to Sandra Albee on December 21, 2017, confirming the original erroneous transfer and that deed was recorded on January 17, 2018 at CCRD 3371/468.

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Matthew Sullivan, Dir. of Planning and Development

March 6, 2017

Page 2 of 2

The result is that now legally, Sandra own "Area A" transferred to her by the John R. and Lora E. Frazier by a deed recorded at the CCRD 3186/904, which is depicted on the tax map as being part of TM 147 Lot 5. However, "Area A" could not be attached to that parcel because the Everett S. Albee, II Revocable Trust of 2002 owned the lot that "Area A" was to be appended to. Sandra also now owns the other portion of property depicted on TM 147 Lot 5 that the Everett S. Albee, II Revocable Trust of 2002 conveyed to her which is recorded at CCRD 3317/468. It is these two parcels, which Sandra now has good title to, that are depicted on the tax map as a single lot, which she wishes to have merged into the single lot as all parties believed occurred in 2014.

Approval of this voluntary lot merger will confirm the intent and action of all three of the property owners originally involved in 2014 in this action as well as that of the Planning Board when it approved the Boundary Line Adjustment in 2014.

If you have any questions or concerns regarding this matter, please feel free to contact me directly at (603) 539-4118, extension 315. In thanking you for your attention to this matter, I remain

Sincerely,
White Mountain Survey & Engineering, Inc.

James F. Rines, P.E., L.L.S., C.P.E.S.C.
President

John Thurston – Aspirational Statements

We have to continually work harder to think ahead for a developing vision. Each one of us has ideas, aspirations and principles that should coordinate with a vision.

Wolfeboro, a historical community transformed by its most precious water resources.

My number 1 aspiration is wake up the community to prevent water pollution to our water resources. As a town, we need to be more thorough we should be testing, monitoring and charting a baseline of water quality in the downtown.

- Stormwater collection + distribution points to water bodies.
- Expand and establish a water monitoring system at all town owned locations where there is public use.
- Determine if phosphate loads by private septic systems increase or decrease near local water bodies over time.
- If so, should sewer extensions be considered? Out Route 28?
- Results need to be on town website.
- Who will do this?

My number 2 aspiration is to aspire to involve community individuals to share their wisdom and serve on local committees and boards. We can help make the town more inclusive.

My number 3 aspiration is to encourage opportunity for our young people to work and invest in our community. Local ventures created here.

- As a town, do we need to foster reaching out to restaurant + current businesses for discussion on current regulations that help or hamper business?
- As a town, how would we work with new land owners with new land uses that could contribute to local community in jobs?
- We as a town, need to establish a workforce demographic, currently and projected.
- We may want to know what jobs our town is dependent on.
- is the need greatest for education, healthcare, technology or trades?

My number 4 aspiration is a creation of a community facilities manager, sub- committee supported recommended.

- To oversee and provide maintenance repairs to town facilities
- Create a system where the responsibility of the facilities is a full time position.
- How much can we afford to pay to safeguard our multi-million dollar buildings that the town is positioned for in its future?
- Facilities- town hall, library, fire/rescue, parks/rec, municipal electric/water.

My number 5 aspiration is how do we, as a town, present to landowners' options and solutions to access and build?

- Challenges include
- Private rd. access.
- Rural development for access over a town rd.
- Rural development for access to a building lot over a town rd. then a request for a sub-division.

Aspirational Statements

Prepared for the Planning Board

3/10/2018

Paul O'Brien

- 1 Wolfeboro resists the temptation to behave like a small city. Instead of focusing only on department initiatives, the Town has adopted a project focus for its capital projects, thereby drawing on skills and resources from all departments in the completion of the Town's major priorities. Voters see direct benefits. CIP committee becomes less of a spreadsheet and form filling exercise and moves towards a comprehensive way of evaluating community projects.
2. Wolfeboro sets goals and time frames to reduce carbon based energy use by xx %. Town facilities, electric infrastructure and public works projects lead the effort.
- 3 Wolfeboro adopts standards that reduce phosphorus and pollution infiltration into our waterways and lakes by XX%. Annual report cards are developed and published describing measurable infrastructure, zoning, pollution control and public works projects all aimed at the issues.
- 4 Wolfeboro becomes an internet savvy town. Cable and wireless providers come together to address coverage. cost and reliability. Healthcare, Emergency Management and small business growth occurs. Annual report cards published
5. Wolfeboro becomes a smart street community. Town roads, internet and electric infrastructure built to accommodate smart vehicles and two way electric grid usage. Wolfeboro traffic congestion reduced by XX during busy periods. Wolfeboro MEP and Highway Department provide leadership. Annual report card published.
- 6 Wolfeboro opens state of the art community center that brings people of all ages together. The community center was yet another private/public partnership aimed at providing athletic, fitness, swimming and conferencing capabilities for guests and lecturers. The project is a collaboration among our Healthcare/Academy/ Public School and Museum communities.
- 7 Wolfeboro takes a stand on architecture and design standards.