

WOLFEBORO PLANNING BOARD
October 19, 2010
MINUTES

Members Present: Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Chuck Storm, Selectman's Representative, Chris Franson, Richard O'Donnell, Members, Steve Buck, Alternate.

Members Absent: Dave DeVries, Jennifer Haskell, Members, Fae Moore, Dave Alessandroni, Alternates.

Staff Present: Rob Houseman, Director of Planning & Development, Lee Ann Keathley, Secretary.

Chairman Barnard opened the meeting at 7:00 PM.

Chairman Barnard appointed Steve Buck, Alternate, to sit in for Jennifer Haskell, Member.

Friends of Wolfeboro Town Hall

Joyce Davis reviewed the history of previous renovation proposals for the Town Hall; noting the current proposal is a reduced scope renovation plan based on the plans prepared by McKinley Kalsow and Associates.

Richard O'Donnell reviewed the proposed renovations for the Town Hall; see attached presentation.

Bob MacArthur questioned the cost for such.

Richard O'Donnell replied \$3.9 million.

Judy Breuninger stated the vaulted area already exists and is not new construction.

Kimball Family Realty Trust

Paul Kimball stated he received approval in June 2004 for two outside storage areas at 26 Bay Street and questioned why there is no signed copy of the plan in the Town files. He requested a copy of the signed plan and an explanation as to why he hasn't received such.

PUBLIC HEARING

• **2011-2020 CIP**

Stacie Jo Pope thanked the CIP Committee and Staff for their efforts in developing the CIP.

Rob Houseman reviewed the 2011-2020 Capital Improvements Program, see attached.

Chairman Barnard opened the public hearing.

Richard O'Donnell agreed that maintenance should not be bonded and should be included in the CIP.

Rob Houseman reviewed the recommendations of the CIP Committee.

Steve Buck questioned whether \$500,000 should be set aside and included in the CIP for building maintenance for the Town Hall given the difficulties in the past regarding failed warrant articles related to renovations to the Town Hall.

Rob Houseman stated the CIP is a planning tool and not a budgeting tool; noting the CIP Committee reviews the recommended projects and prioritizes such over a ten year period.

Richard O'Donnell expressed concern that volunteer committees establish the information and present it to the BOS and Budget Committee; noting there is no promotional efforts for the warrant articles from the Town for Town Hall proposals.

Rob Houseman stated that if the BOS recommend the warrant article it is then the BOS, Town Manager and Department Head's responsibility to educate and inform the public. He stated the CIP should be viewed as a planning tool to assist the BOS and Budget Committee on the capital budget aspect of the process.

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

It was moved by Richard O'Donnell and seconded by Chuck Storm to adopt the 2011-2020 CIP including the recommendations of the CIP Committee. All members voted in favor. The motion passed.

WORK SESSION

- **Planning Board Rules of Procedure**

Referencing SB 448, Kathy Barnard stated the amendment allows for alternate members of land use boards to participate in meetings as nonvoting members and requires that the procedural rules of the board include when and how the alternate may participate. She questioned whether the Board would like to amend the newly adopted Rules of Procedure to reflect prior practice of the Board relative to alternate involvement.

Steve Buck stated it is difficult to have an alternate sit in the audience and continue to be engaged in the discussion

Following discussion, the Board agreed to amend the Rules of Procedure to reflect the Board's previous procedures regarding alternate member participation.

- **Paul Zimmerman's presentation ~ Vendors**

Kathy Barnard verified vendors are currently prohibited on private property.

Following discussion, the Board agreed that the ordinance does not need to be amended to include vendors and requested Staff write a letter to Mr. Zimmerman informing him of the Board's decision.

- **Sign Ordinance**

Kathy Barnard stated she and Stacie Jo Pope attended the Chamber of Commerce meeting in which the sign ordinance was reviewed. She reviewed the complaints with the current sign ordinance from that meeting.

Rob Houseman stated the Chamber of Commerce Board of Directors has not forwarded formal recommendations for changes to the ordinance. He reviewed the draft sign ordinance.

In regard to the color of the signs, Stacie Jo Pope stated that when the Board changed the ordinance in 2009, the Board was trying to go for a village community feel and chose the black and white color.

Chris Franson stated she is not opposed to changing the color; noting colors may be easier to identify businesses.

Richard O'Donnell stated different colors would be distracting and difficult to read. He questioned the purpose of the signs and stated he disagrees with the material of the posts; noting such wears easily.

Rob Houseman read the purpose and intent and referencing the posts, he stated the issue is one of maintenance and cost; noting such is borne by the applicant.

Stacie Jo Pope stated the directional signs were placed in the ordinance because the signs were nonconforming.

Rob Houseman noted that signs placed on State highways are uniform in color.

Richard O'Donnell stated he is opposed to the existing allowance for signage and questioned the number of signs needed for a business.

Steve Buck questioned whether the 2'x3' includes the ornamental and logo of the business.

Rob Houseman reviewed the definition of sign size; noting the size speaks to the face of the sign without supportive structures.

Richard O'Donnell questioned whether there is a code that requires fire retardant materials be used for the sign.

Rob Houseman stated the sign has to be code compliant however, is unaware if fire retardant material is required.

Following further discussion the Board agreed to the following;

- 175-44 E.b.; leave signs as black and white in color
- Clarify material of sign
- Page 2, E., 2nd sentence; change "with" to "within"
- Page 6, 1st (c), 2nd sentence; strike "be limited to," and "to" between "not" & "exceed"
- Page 6, (d); strike "Temporary sale or event" & replace with "Special commercial promotion"
- Page 7, 1st paragraph; change "principle" to "principal"

- Page 7, N., 3rd sentence; strike “abate the violation by application for injunction or other lawful means.” & replace with “take enforcement action.”
- No marquee signs for shopping centers

- **Wetlands Ordinance**

Kathy Barnard stated the subcommittee used the model NH DES ordinance for the basis of the changes to the ordinance.

Rob Houseman reviewed the draft changes to the Wetlands Ordinance. He stated Randy Tetreault, member of the subcommittee stated he could schedule Rene Pelletier, NH DES, to attend a Planning Board meeting to review future changes at the State level regarding buffering and setbacks.

Chris Franson stated the Committee felt it was important to have regulations for pre-2003 lots.

It was moved by Stacie Jo Pope and seconded by Chuck Storm to move Wetlands Ordinance to public hearing. All members voted in favor. The motion passed.

- **Parking Ordinance**

Roger Murray expressed concern for provision 175-138; noting that when outside of the business district businesses should be required to meet parking requirements and the Board should not grant waivers. He stated the provision will place the Town in a difficult position and would be unenforceable.

Rob Houseman stated changes of use will occur; questioning how new uses would be created and reutilization of existing buildings (such as Wickers or Huggins Hospital) occur without the provision.

Roger Murray stated the provision applies to everything and not just Wickers or Huggins Hospital. He stated that if the parking standards are accurate and correct then why does the waiver standard exist.

Rob Houseman stated there are a range of parking requirements and use changes.

Chris Franson stated she doesn't agree with the school multipliers.

Rob Houseman stated schools don't comply; noting the Governor Wentworth School District is exempt.

Steve Buck questioned who develops the Parking Management Plan.

Rob Houseman replied the applicant's engineer.

Steve Buck verified the waiver is nontransferable and ends with the change of use or sale of the building.

Following further review of draft ordinance, the Board made the following changes;

- "addition" to include decks
- Page 1, 175-128; strike "Objective" & replace with "Purpose and Intent"
- 175-130(b); change "principle" to "principal"
- Page 2, 175-131, A.; rewrite
- Page 3, 175-132, 2.; strike last sentence "This provision shall not apply to the CBD District."
- Page 3, Minimum Parking Space & Aisle Dimensions for Parking Lots table; change "122" to "12"

It was moved by Chuck Storm and seconded by Richard O'Donnell to move Parking Ordinance to public hearing. All members voted in favor. The motion passed.

It was moved by Chris Franson and seconded by Stacie Jo Pope to adjourn the October 19, 2010 Wolfeboro Planning Board meeting. All members voted in favor.

There being no further business, the meeting adjourned at 10:41 PM.

Respectfully Submitted,
Lee Ann Keathley
Lee Ann Keathley

**2011-2020
Capital Improvements Program**

October 19, 2010
Planning Board Public Hearing

October 19, 2010

**2011-2020
Capital Improvements Program**

- **Process**
- **Review of Town Meeting.** The annual review and update process begins in the spring of each year with a review of the decisions made at the Wolfeboro Town Meeting. This review examines the capital improvement related decisions that were acted upon by the voters.
- **Meetings with Project Sponsors.** Throughout the spring, the Committee meets with Boards, Commissions, Committees and Department Heads to discuss any updates to existing information, and to review and discuss any newly identified projects.
- **Formulation of CIP Recommendations.** In the summer, the Committee conducts final meetings with project sponsors if necessary.
- **CIP Adoption.** The CIP Committee presents its recommended program to the Planning Board at a public hearing. This is an opportunity for the public to comment on the CIP prior to its adoption by the Planning Board.

October 19, 2010

Capital Improvements Program

- CIP Committee Members
- Stacie Jo Pope, Chairman, Planning Board Representative
- Linda Murray, Board of Selectmen Representative
- Joyce Davis
- James Shieldneck
- Robert J. Tougher

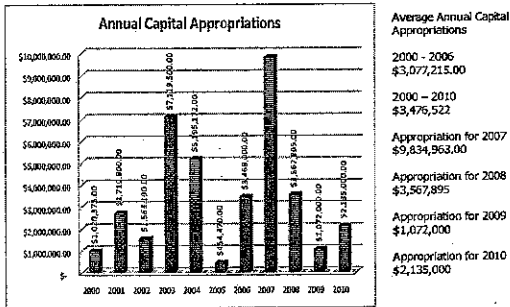
October 19, 2010

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 are provided in accordance with the Town's financial capabilities.
- **Why?** Prioritize Capital Spending
- Department Heads have submitted project requests 2010 to 2019 Capital Improvements
(More than \$100,000.00 in total expense)
- CIP is complete for use in the 2010 budget cycle

October 19, 2010

Capital Improvements Program



October 19, 2010

2000 - 2006	\$3,077,215.00
2000 - 2010	\$3,476,522
Appropriation for 2007	\$9,834,963.00
Appropriation for 2008	\$3,567,895
Appropriation for 2009	\$1,072,000
Appropriation for 2010	\$2,135,000

Capital Improvement Program

FY 2011 -2020 Capital Improvements

- Total Request (11'-2020) \$48,428,690
- Total Request for 11' \$ 6,179,600
- Total Request for 12' \$ 4,916,714

Note: above are CIP numbers -- prior to BOS and Budget Committee consideration

October 19, 2010

Capital Improvement Program 2011 RECOMMENDATIONS

General Government

- **Town Hall Repair/Replacement** – This is a placeholder until a recommendation is made by BOS
- **Recommendation:** \$4,000,000 in 2011.
- **Rationale:** Funding is necessary for all options being considered for the Town Hall.
- **Recommendation:** Bond authorization for the project in 2011. The project continues to undergo additional refinement.

Capital Improvement Program 2011 RECOMMENDATIONS

Parks and Recreation

- **Reconstruct Basketball and Tennis Courts**
- **Recommendation:** \$210,000 in 2011
- **Rationale:** The current court surfaces have exceeded its expected useful life. The surface is heaving creating tripping hazards to the users. This facility is critical to the core Parks and Recreation spring, summer and fall programs at Foss Field.
- **Recommendation:** General Fund authorization for the project in 2011.

- **Sprinkler System – Pop Whalen Arena**
- **Recommendation:** \$149,600 in 2011
- **Rationale:** The building lacks a sprinkler system and is operation under a one year waiver issued by the NH Fire Marshall. The sprinkler will bring the building into fire code compliance and allow for year round use of the facility.
- **Recommendation:** Bond authorization for the project in 2011, funding bond payment through the Pop Whalen Enterprise Fund.

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Capital Improvement Program 2011 RECOMMENDATIONS

Municipal Building Maintenance Fund

- **Recommendation:** \$150,000 in 2011
- **Rationale:** The Town, through a consultant, has completed a code and conditions analysis of 5 of its buildings. This proposed program, modeled after the road maintenance program, is designed to seek a baseline annual appropriation that will allow the Town to make annual improvements to its buildings in a prioritized and cost efficient manner.
- **Recommendation:** General Fund authorization for the project in 2011.

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Capital Improvement Program 2011 RECOMMENDATIONS

Electric Department

- Voltage Conversion to 12kV, Pleasant Valley Road Stepdown Area (333kVA)
- Recommendation: \$675,000 in 2011
- Rationale: This area is a significantly loaded, remote step-down area (333kVA). It is a high priority to convert due to the number of customers potentially affected by a step-down transformer failure, and the limited capacity for future load growth available from the largest step-down transformer that can be safely pole mounted (333kVA).
- Recommendation: Bond funded by the enterprise fund for 2010.

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Capital Improvement Program 2011 RECOMMENDATIONS

Public Works

- Road Upgrades (annual road maintenance program)
- Recommendation: \$750,000 in 2011
- Rationale: The analysis of the road conditions clearly indicates that more maintenance funds are necessary if the Town is ever going to be able to bring its road infrastructure up to a base level condition. This amount, an increase in \$200,000 over the 2010 level, represents the Public Works Department annual road maintenance and upgrade program.
- Recommendation: General Fund authorization for the project in 2011.

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Capital Improvement Program 2011. RECOMMENDATIONS

Infrastructure Improvements (Recommend in 2011)

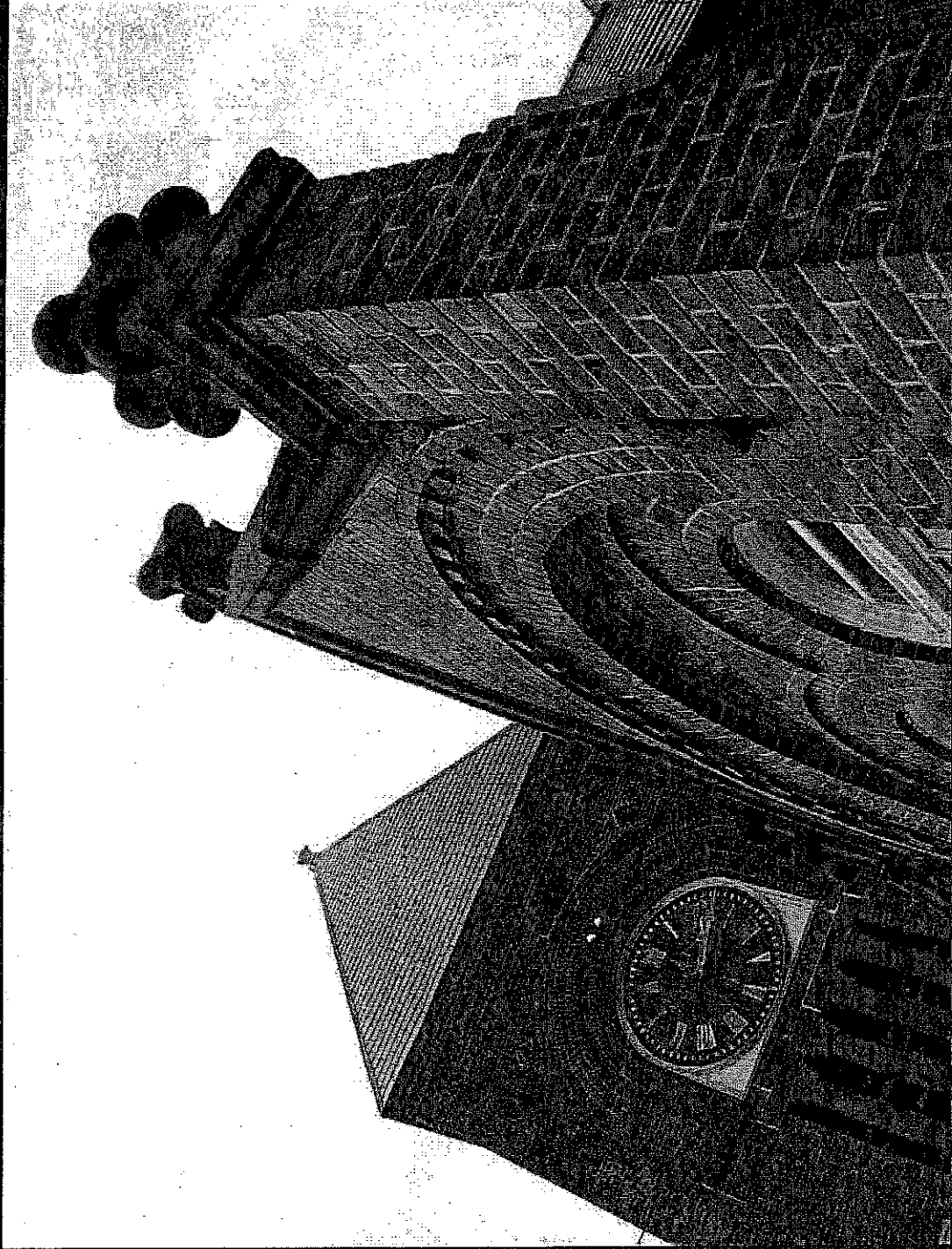
- Glendon Street Parking Lot Construction \$ 300,000
- Sidewalk Improvements, Phase I Downtown \$ 100,000
- Pine Street/Crescent Lake Ave Design
- Highway, Drainage, and Water \$ 95,000
- These projects are part of the long range infrastructure improvement program.
- Recommendation: General Fund authorization for the project in 2011.

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2011 - 2020
Capital Improvements Program

- Questions or Comments.....

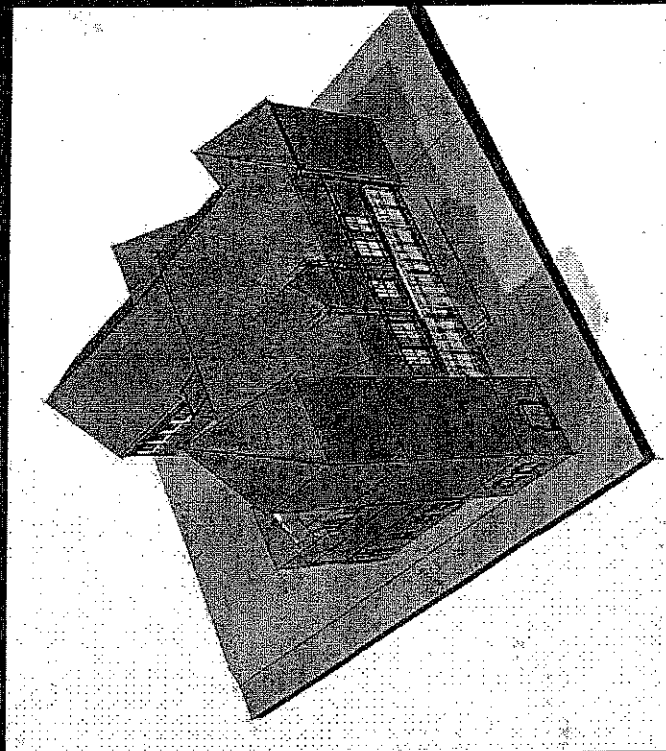
October 19, 2010



Wolfeboro Town Hall Rehabilitation

The proposed

Wolfeboro Town Hall Rehabilitation

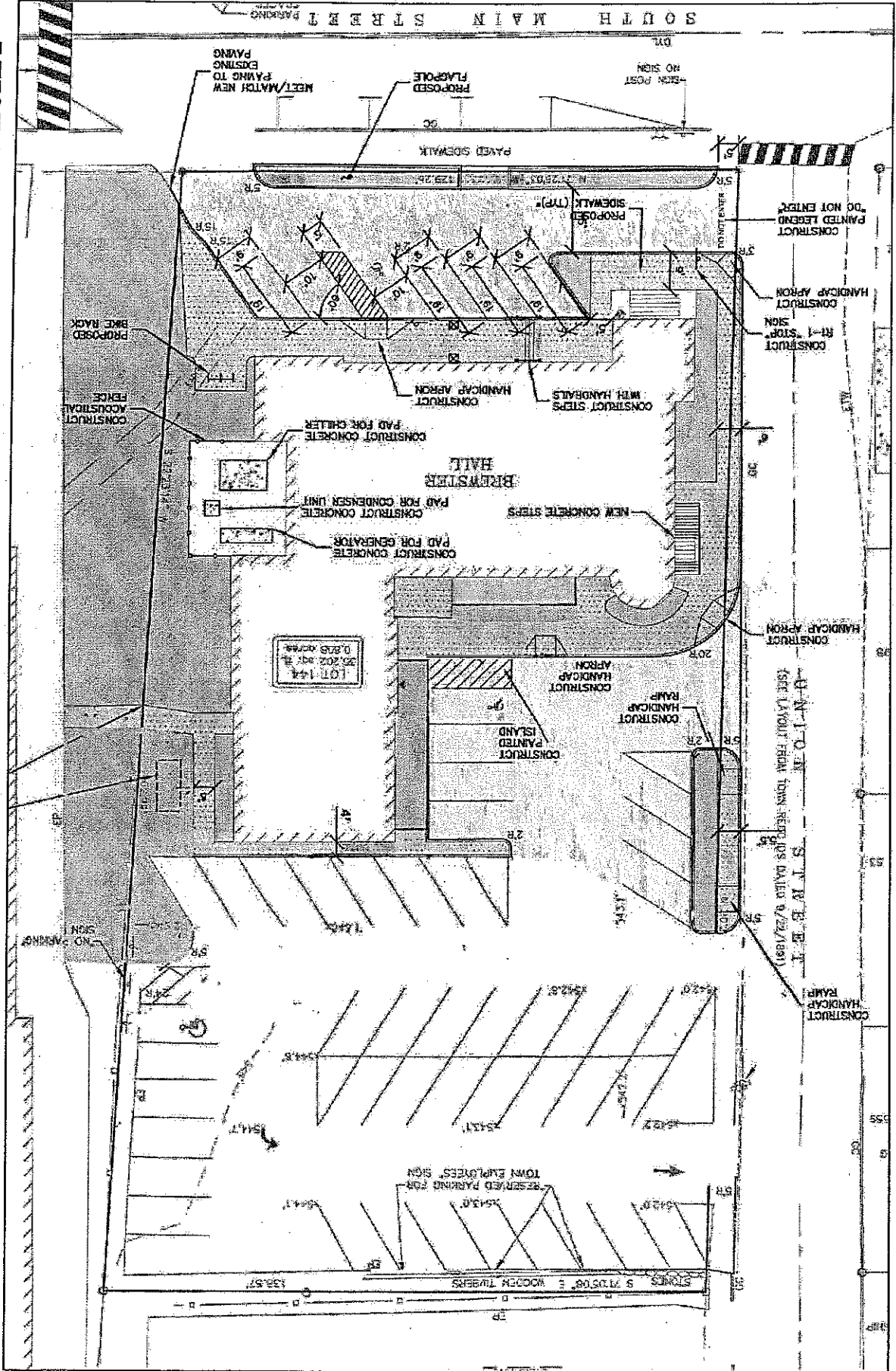


Built as Brewster Hall 1888-1890

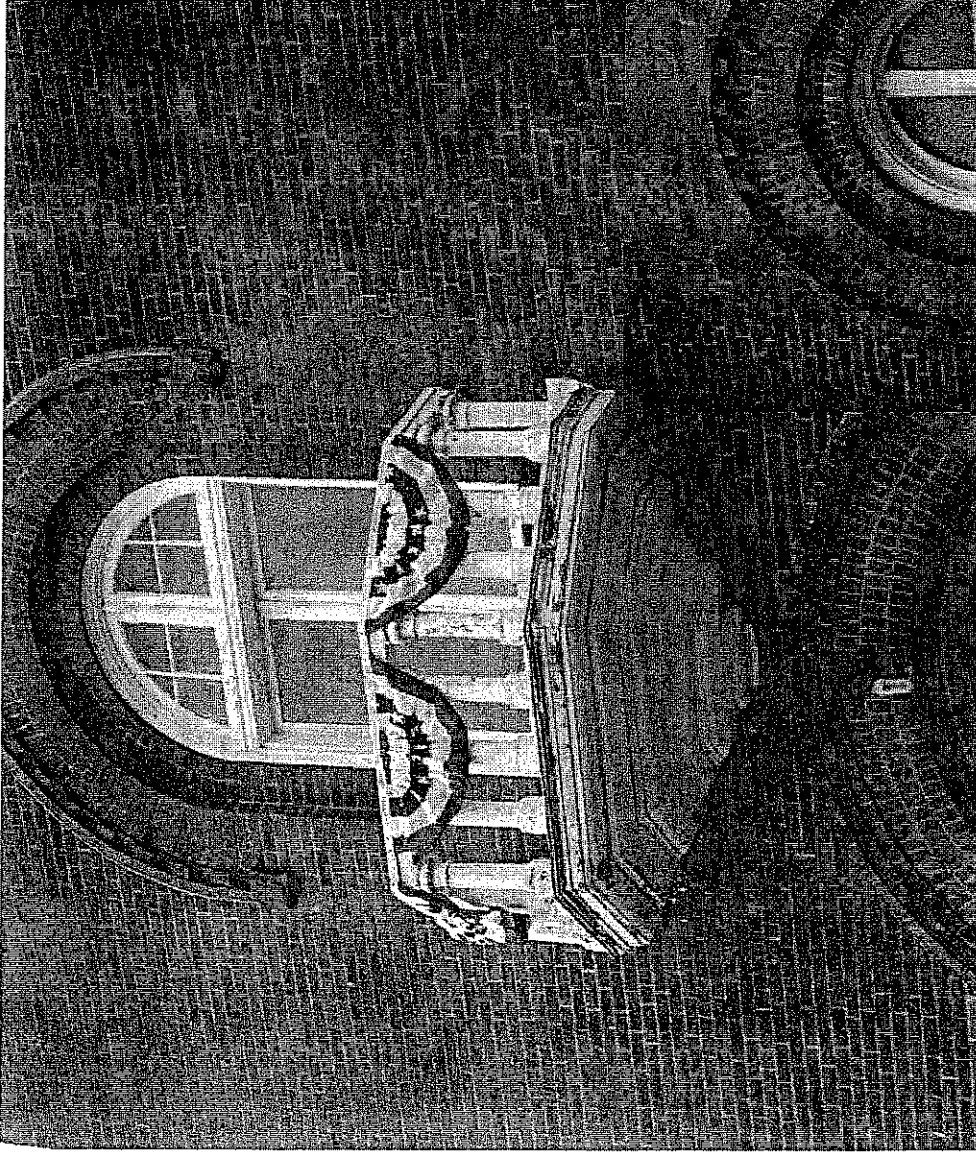
Newport Collaborative Architects, Inc.



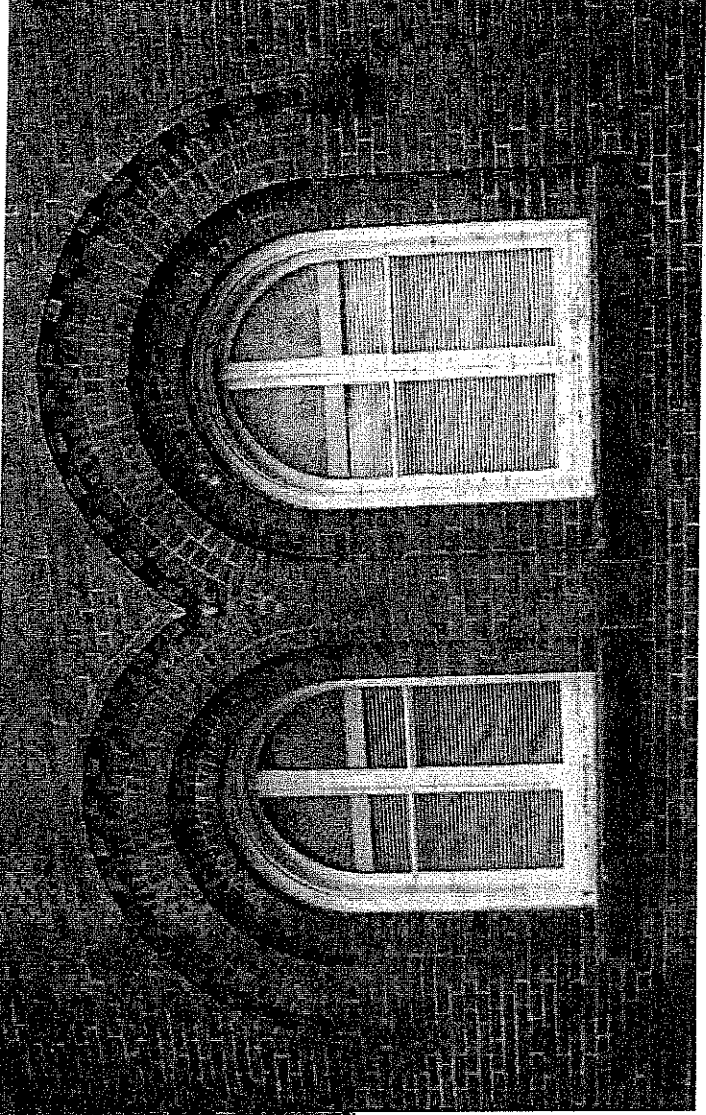
Site Plan



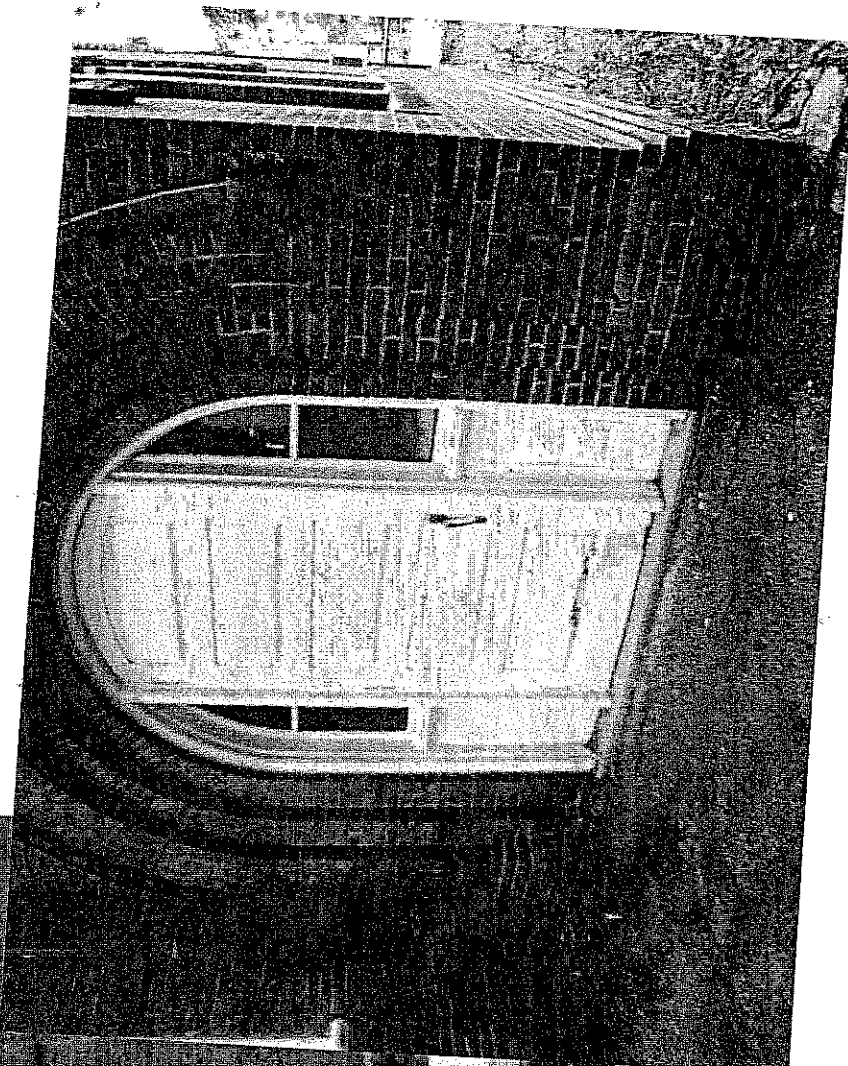
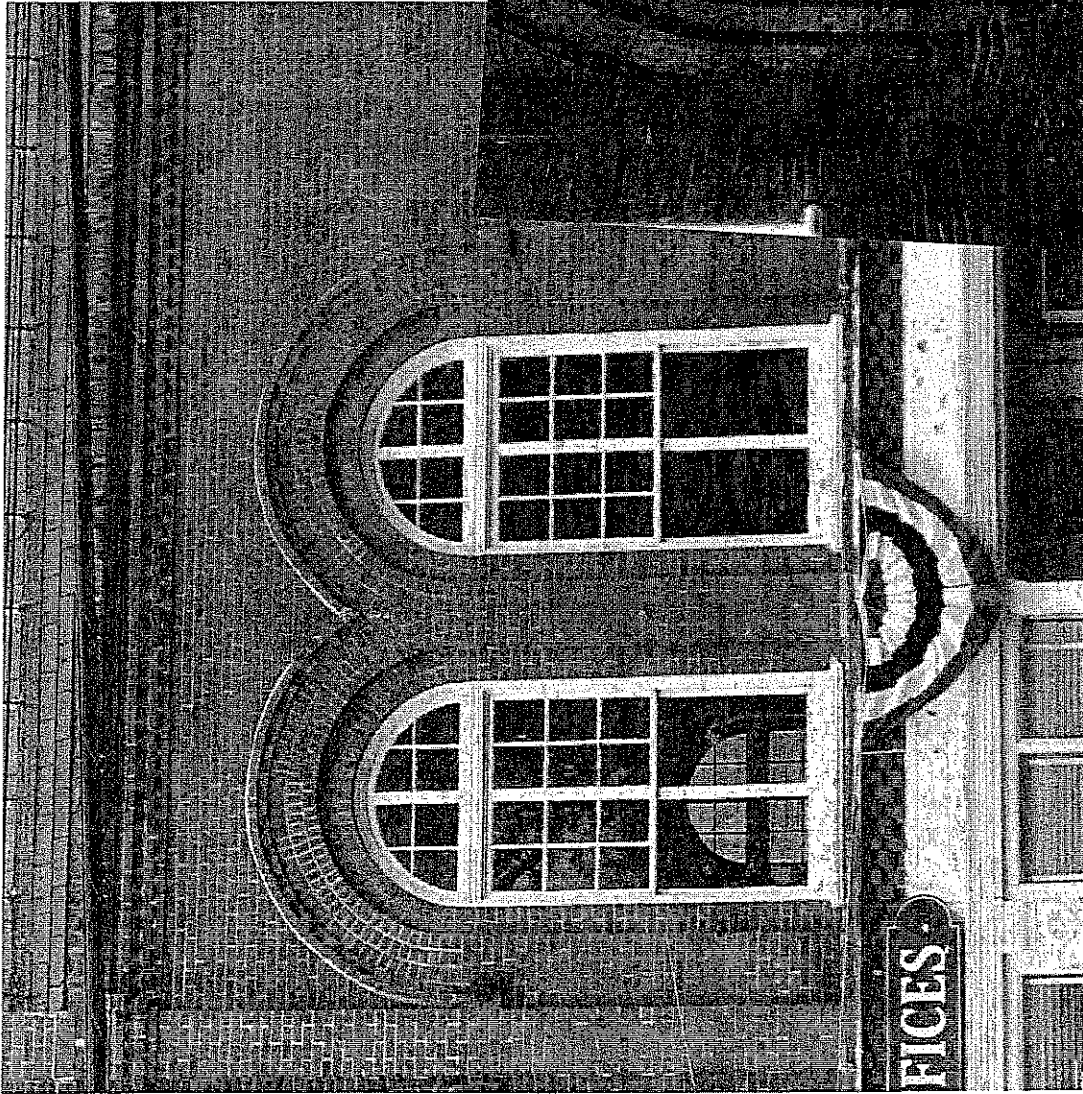
Exterior Repair



Renovate and repair the exterior façade with new paint and brick repointing



Exterior Repair

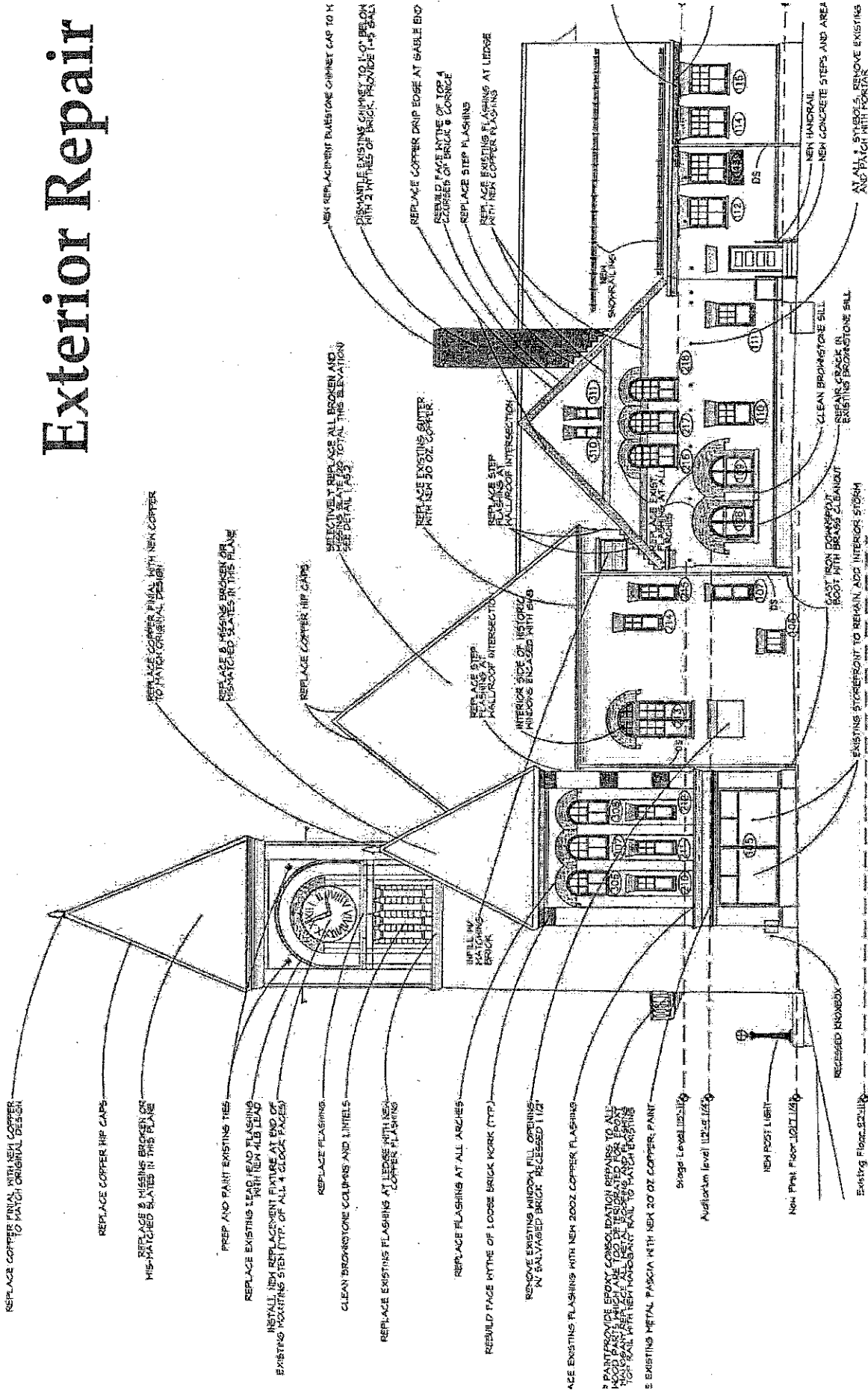


Repair and insulate the windows and walls, but maintain the historic character of the existing features

Newport Collaborative Architects, Inc.



Exterior Repair

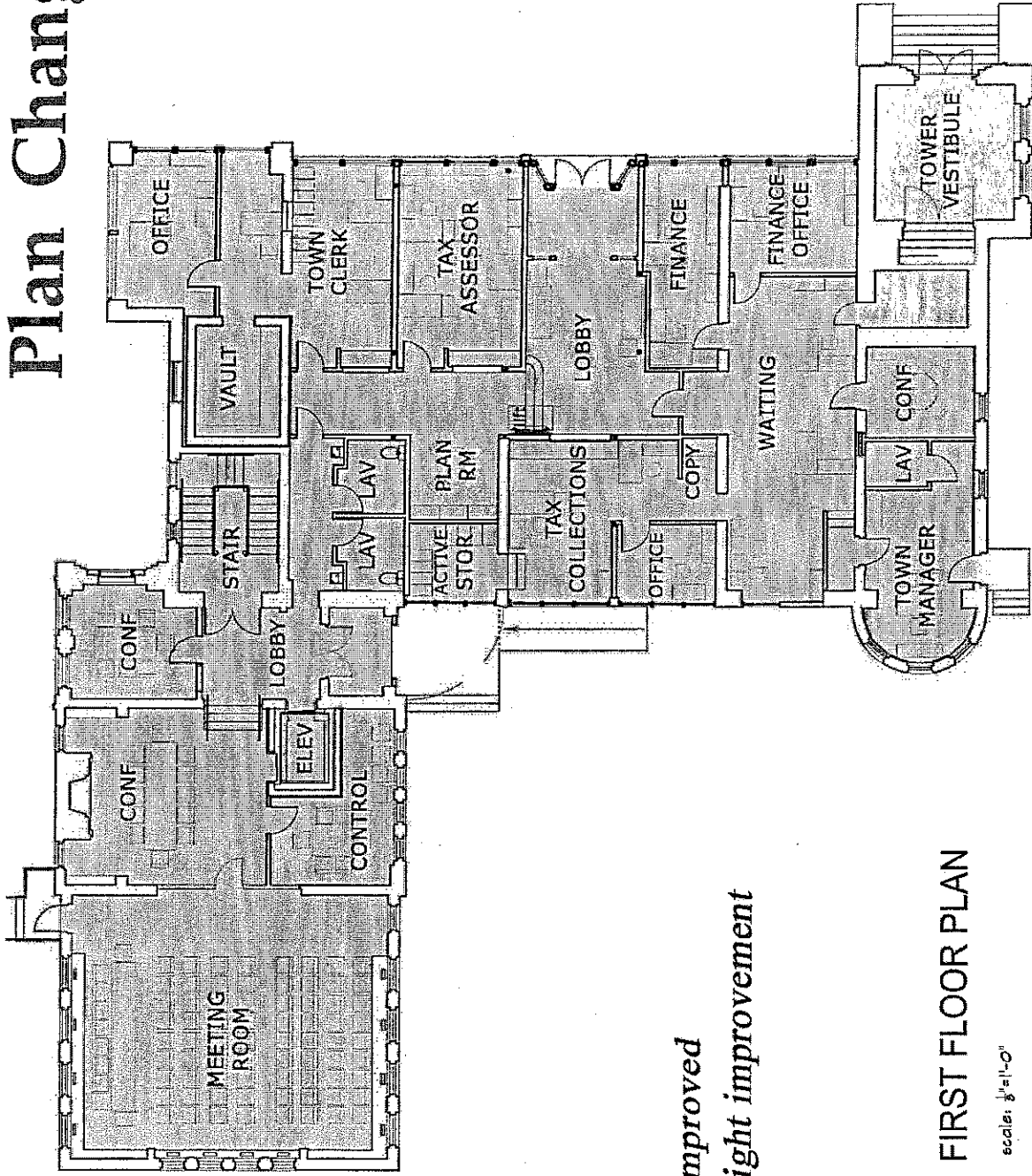


EAST ELEVATION:

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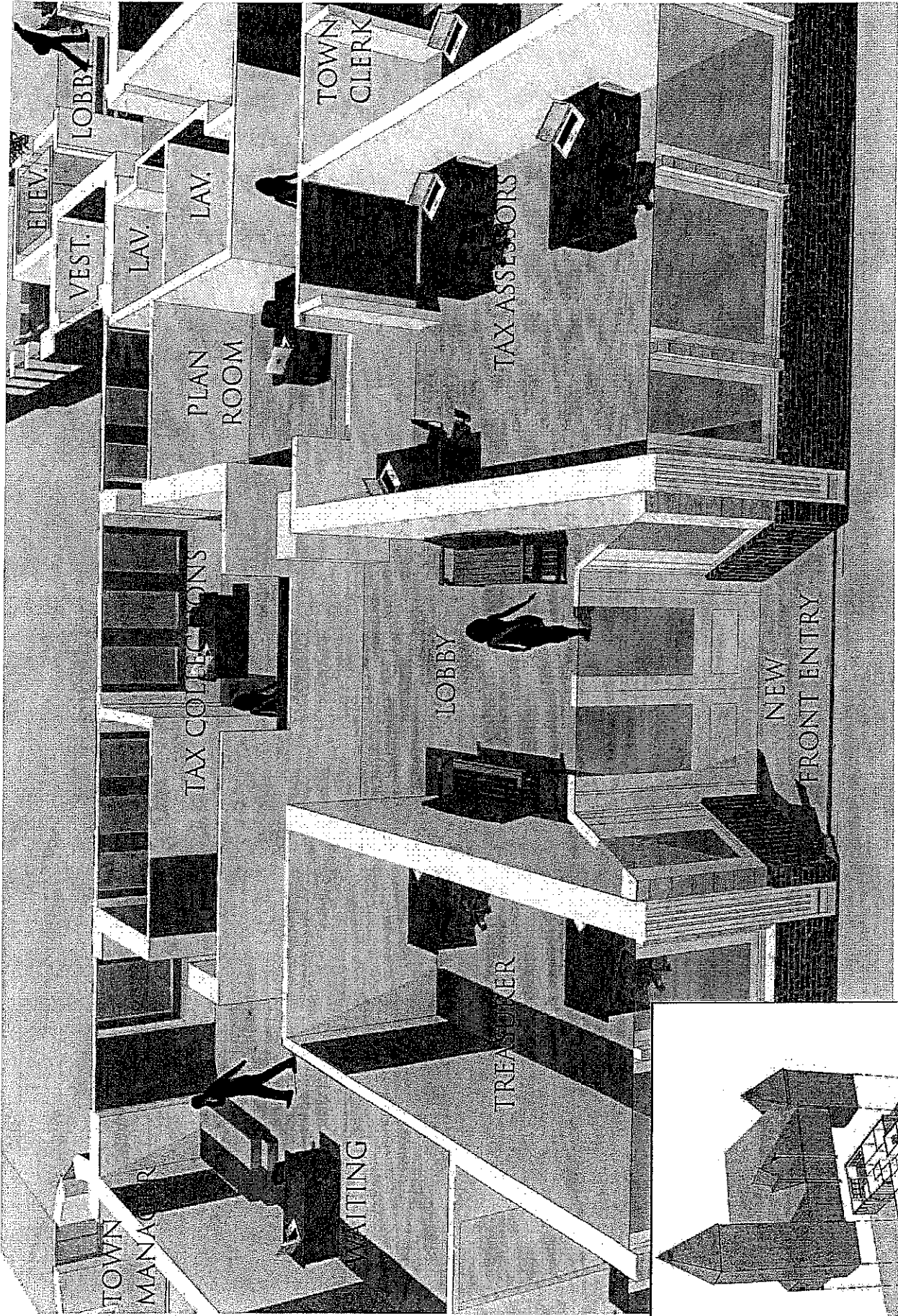
Plan Changes



5,950 nsf improved
144 nsf light improvement

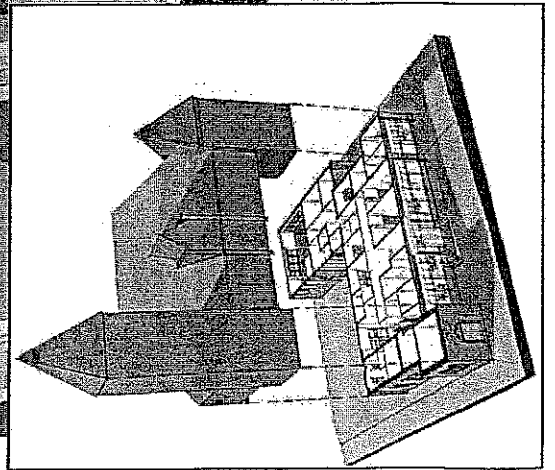
FIRST FLOOR PLAN
scale: 3/8"=1'-0"

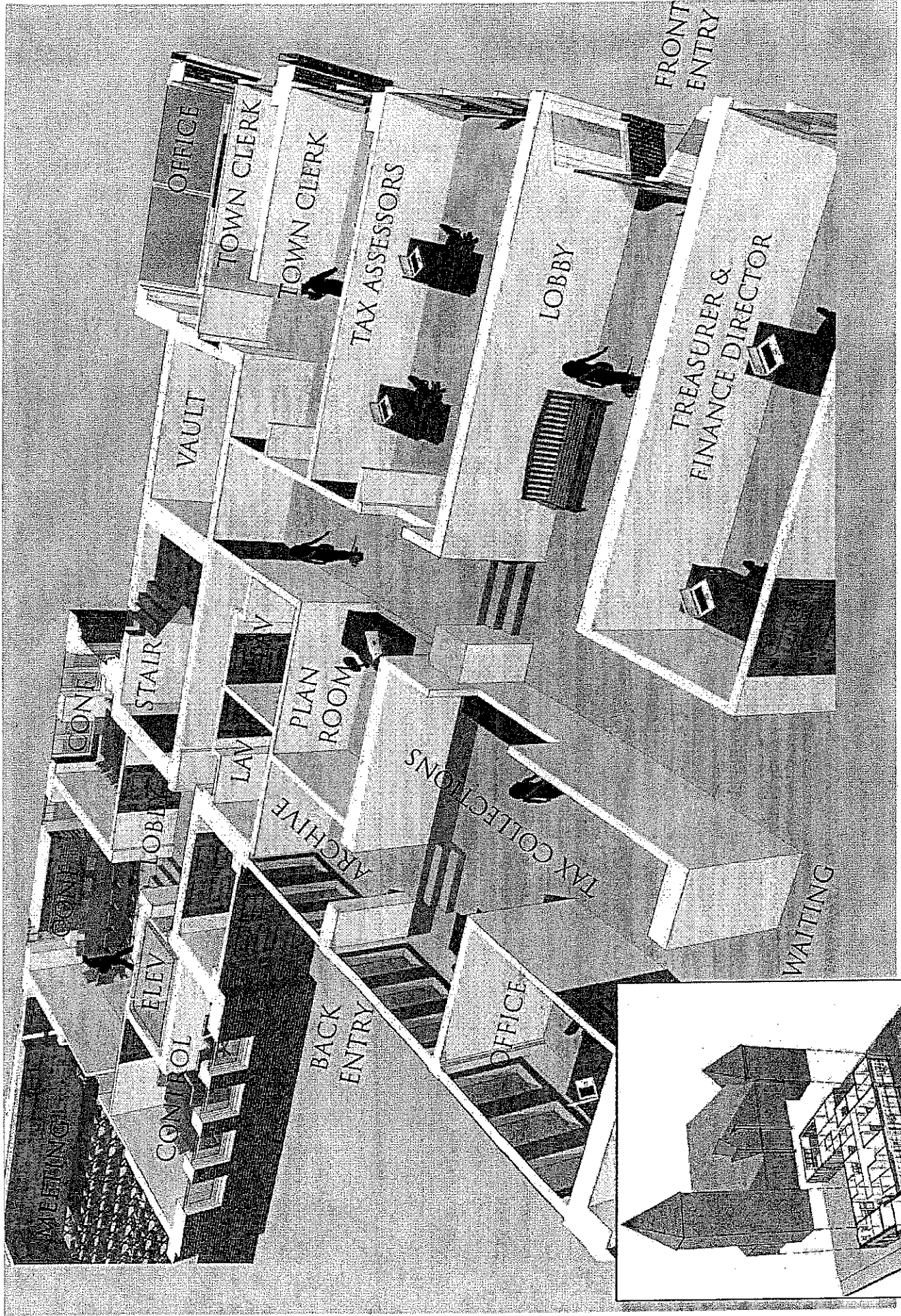




First Floor Plan

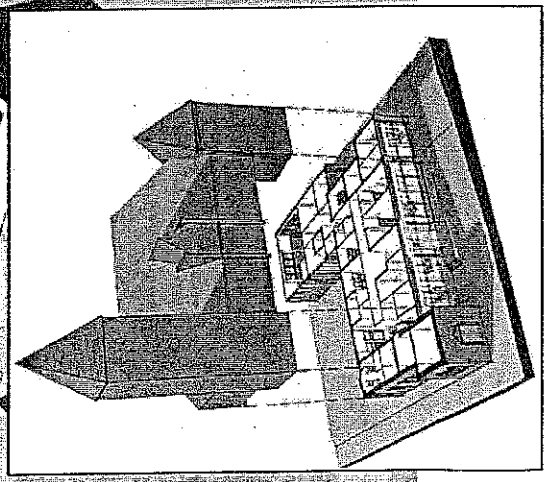
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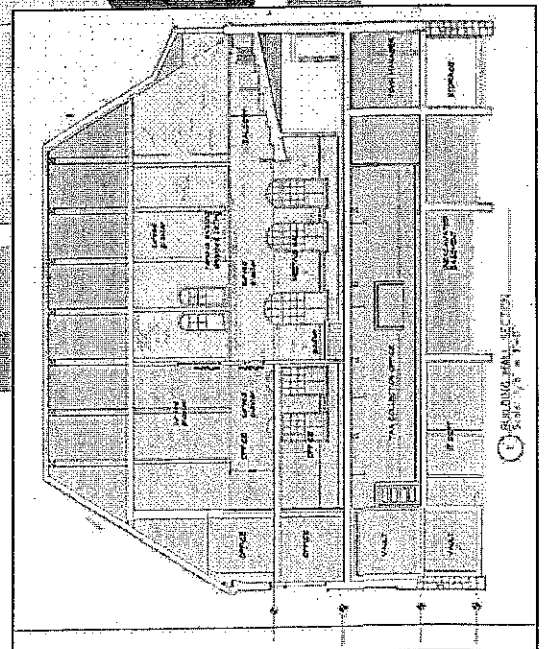
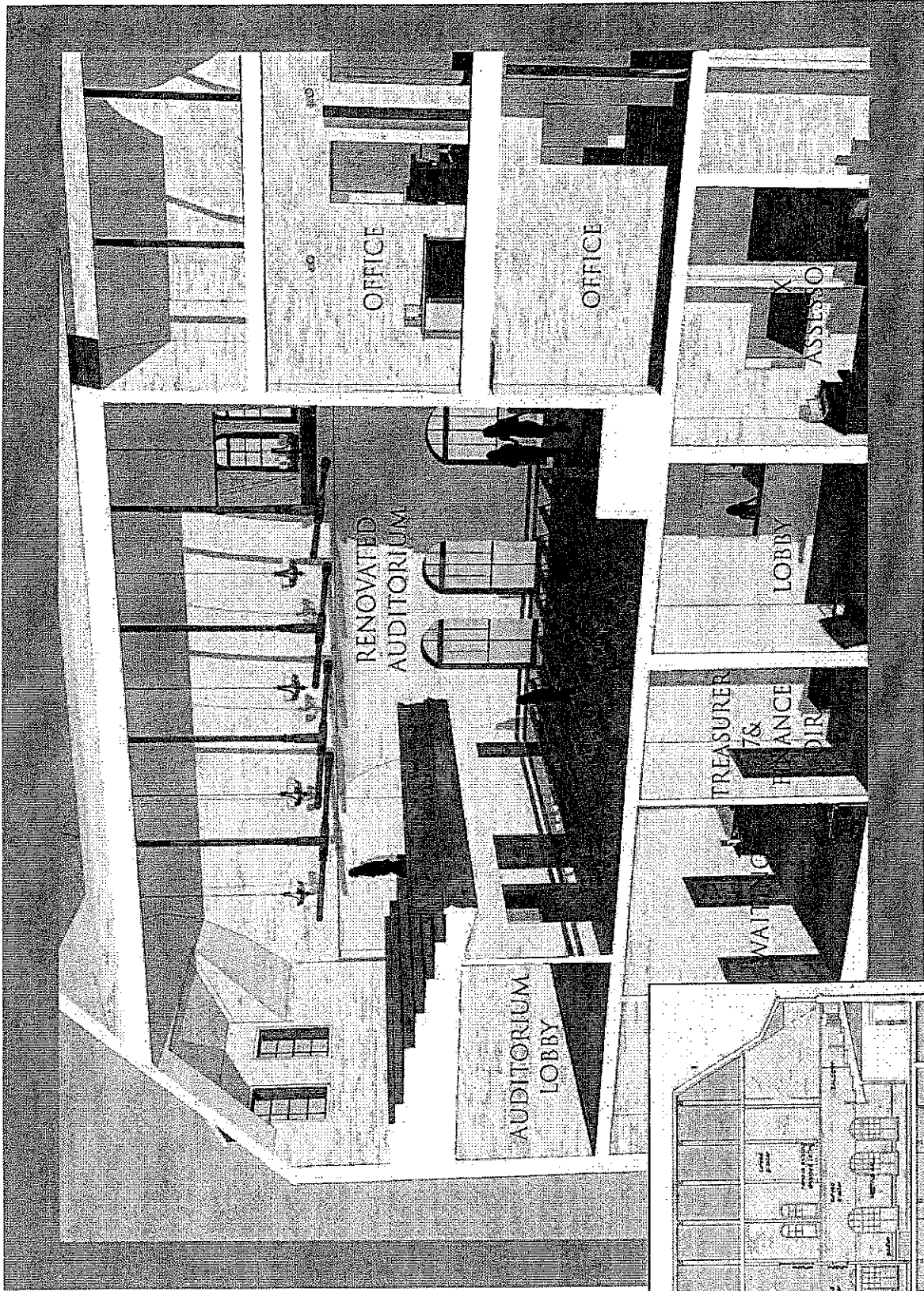




First Floor Plan

Newport Collaborative Architects, Inc.



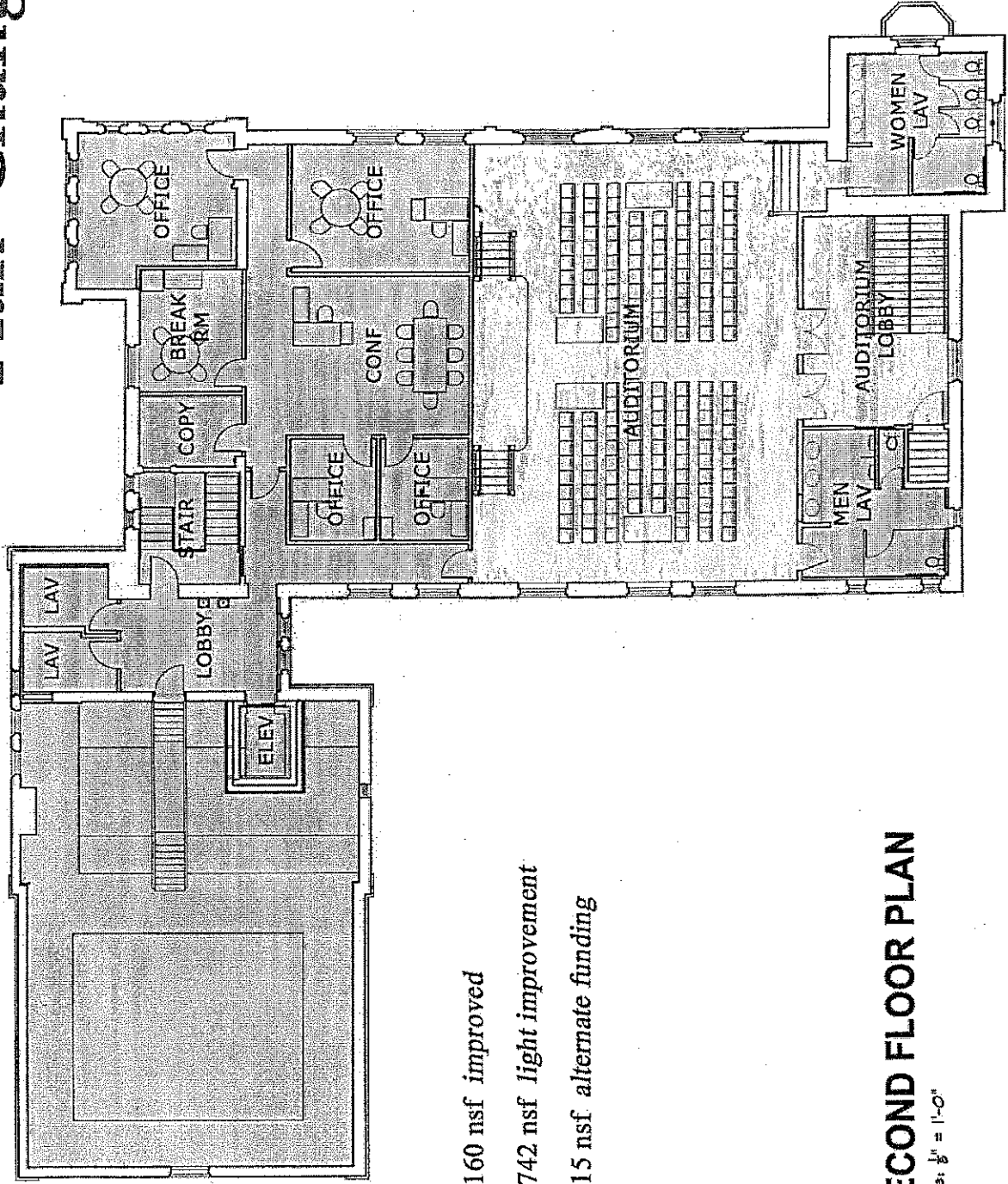


Building Section

Newport Collaborative Architects, Inc.



Plan Changes



2160 nsf improved

1742 nsf light improvement

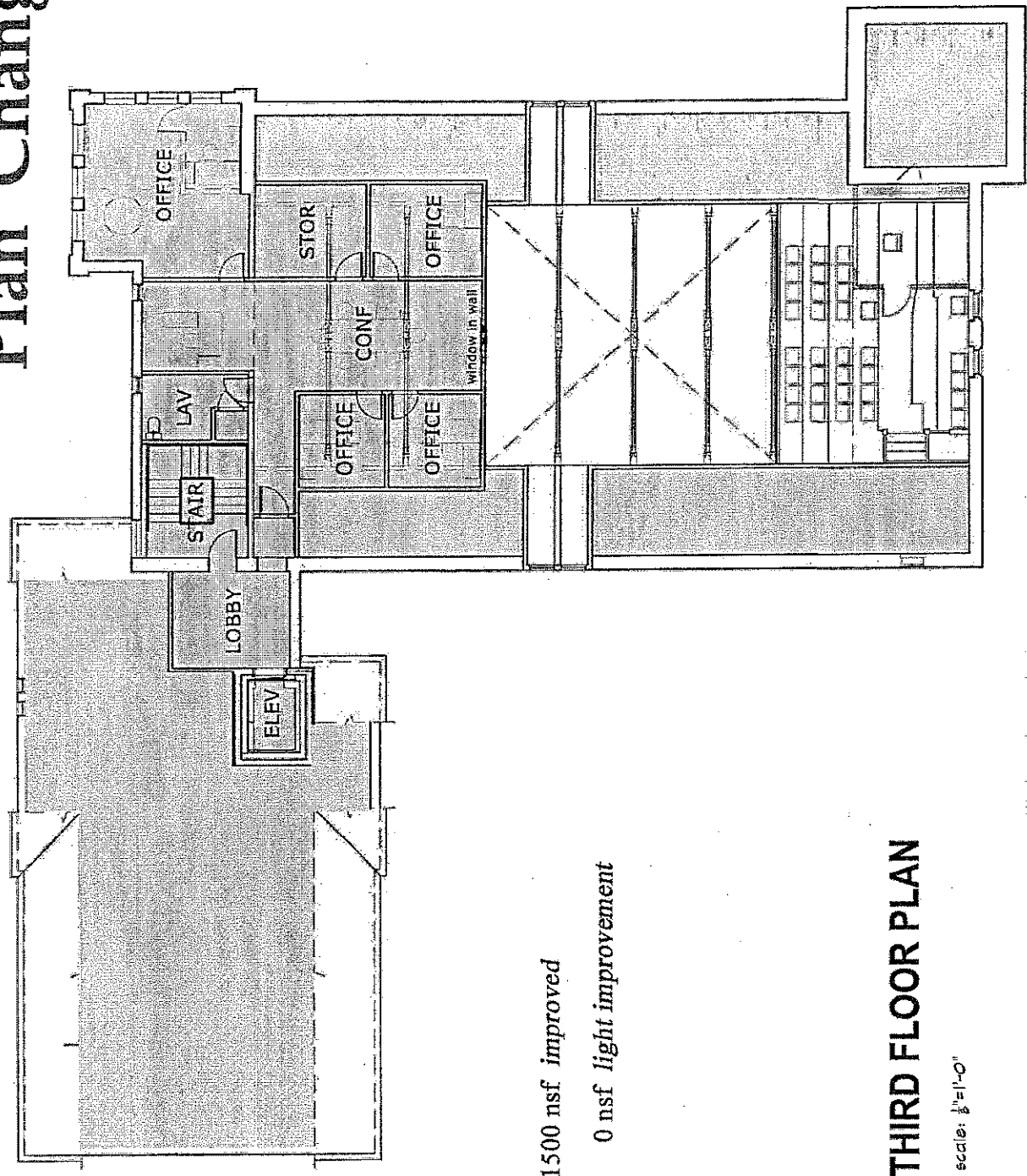
515 nsf alternate funding

SECOND FLOOR PLAN

scale: $\frac{1}{8}'' = 1'-0''$



Plan Changes



1500 nsf improved

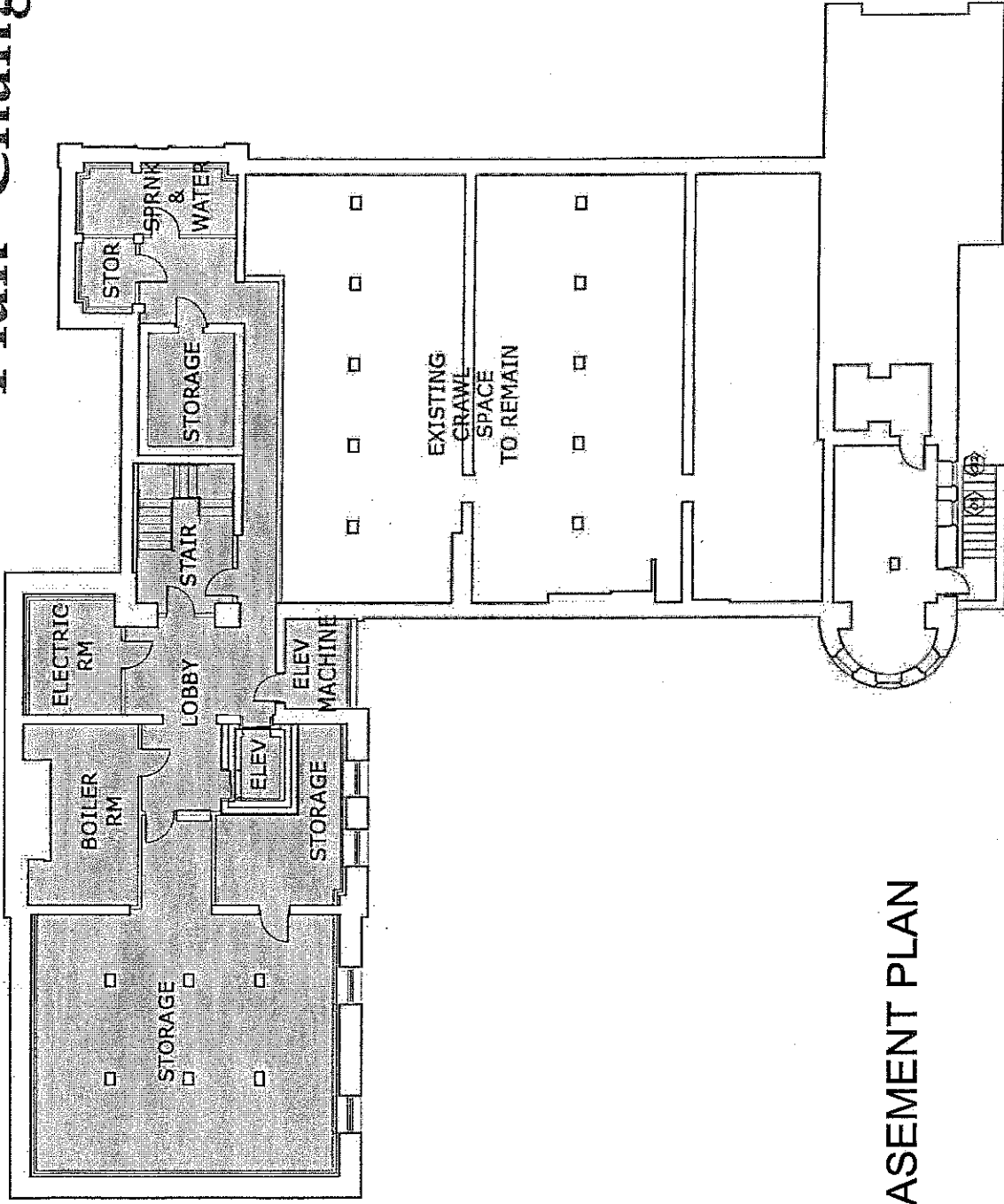
0 nsf light improvement

THIRD FLOOR PLAN

scale: 1/8" = 1'-0"



Plan Changes

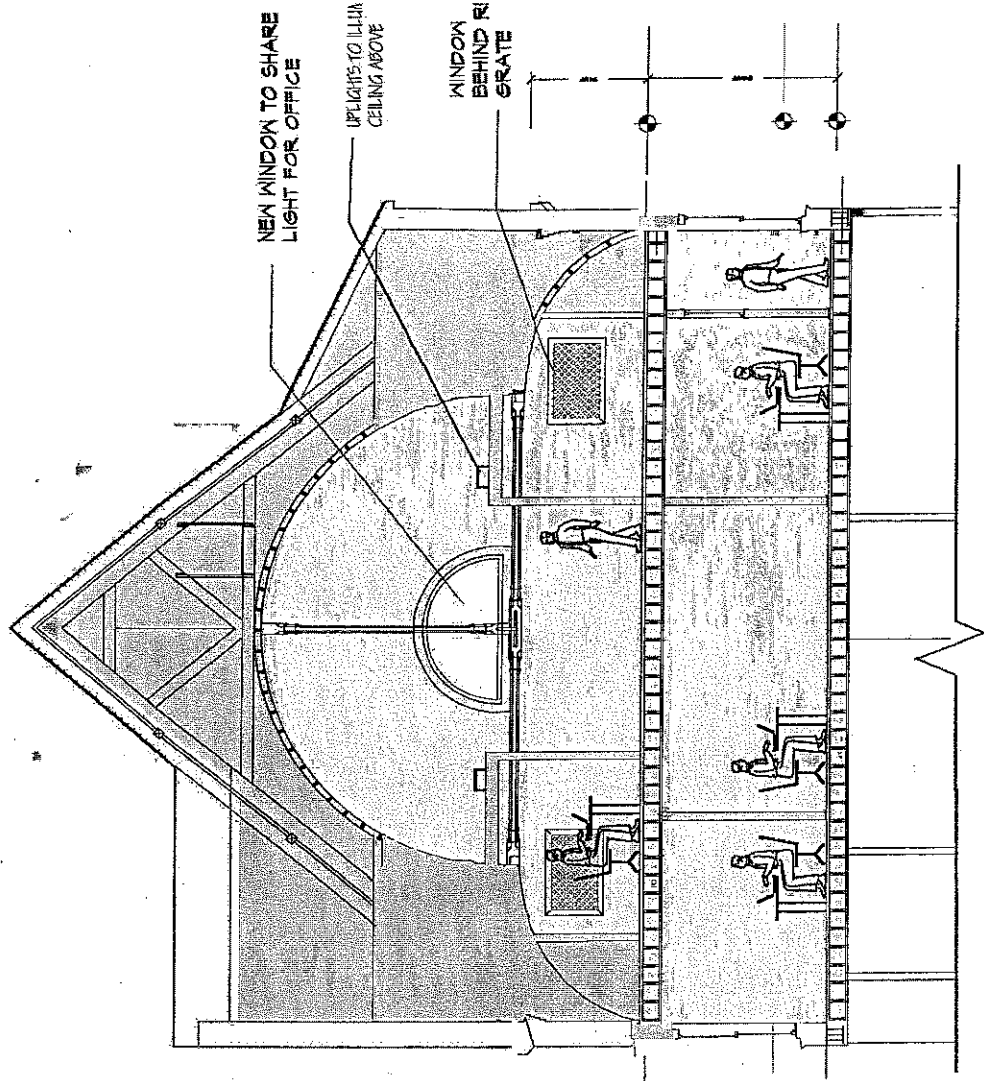
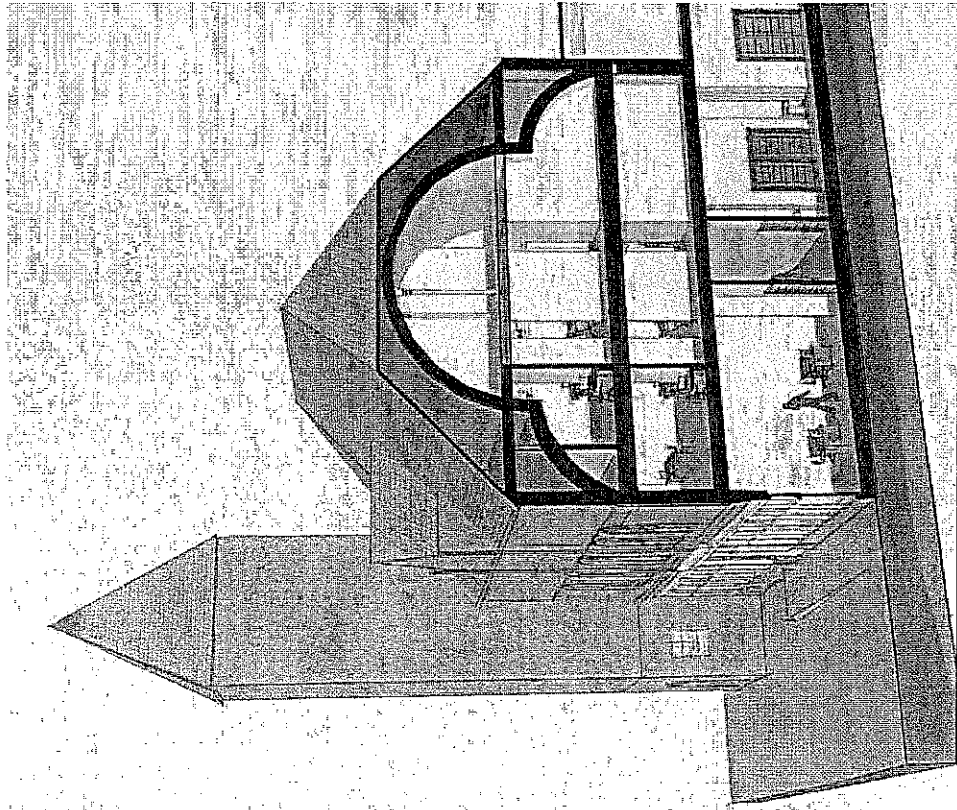


BASEMENT PLAN



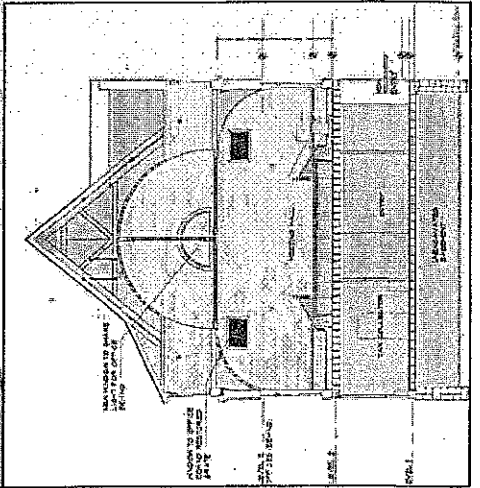
New Office Space

Reusing the Vaulted space of the Auditorium



LEVEL 3
OFFICES

LEVEL 2

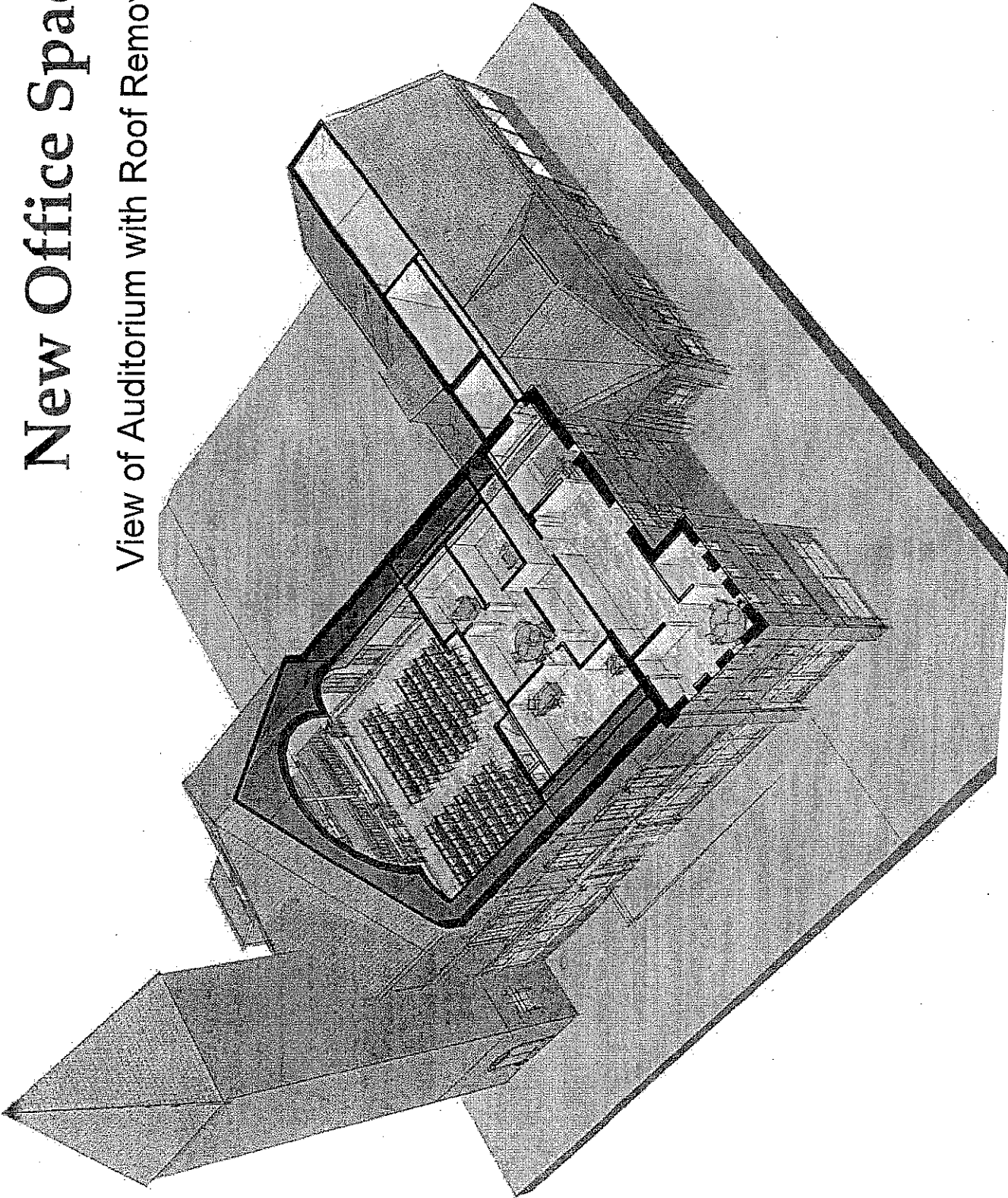


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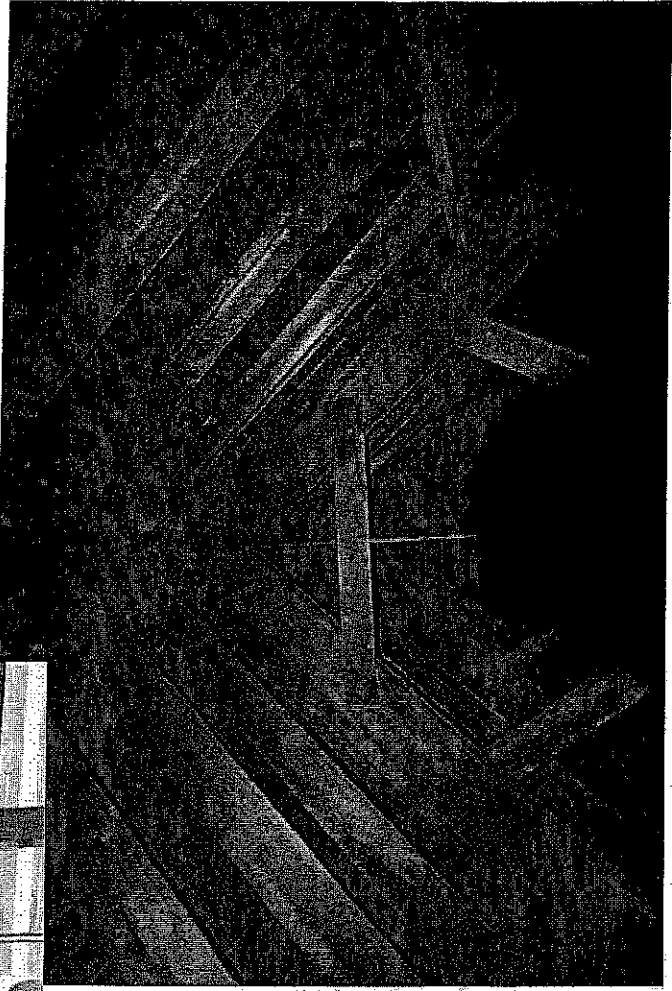
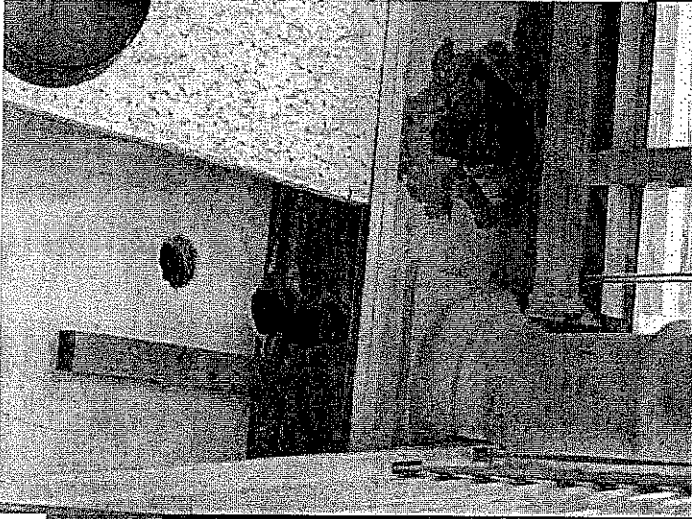
New Office Space

View of Auditorium with Roof Removed



Building Restoration

Many of the original fine architectural details in Brewster Hall lie hidden above the ceilings and behind partitions.

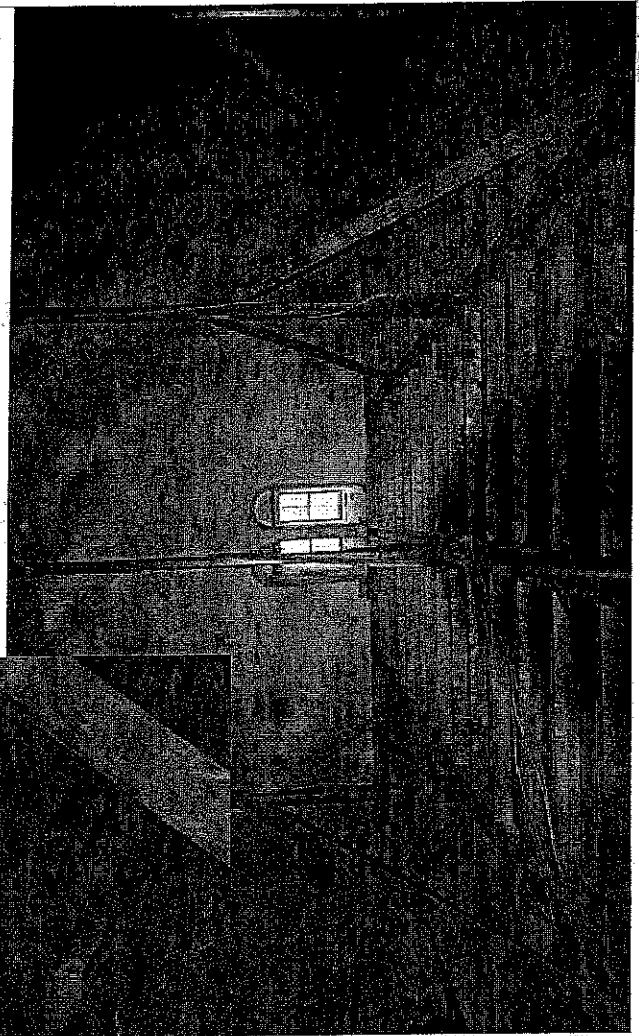
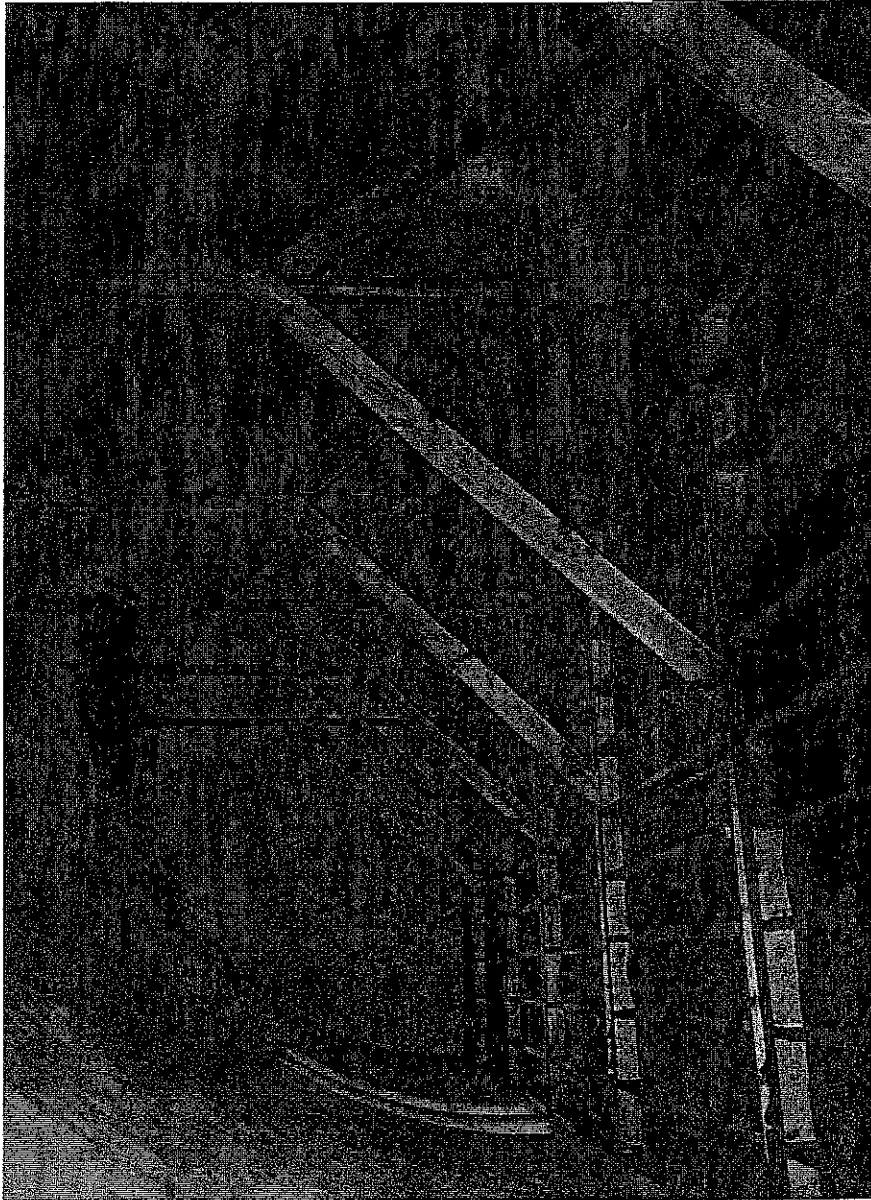


Newport Collaborative Architects, Inc.



Building Restoration

The plaster vault of the auditorium remains in good condition above the ceiling, but the structure supporting the plaster vault will need steel reinforcement from behind.



The proposed

Wolfeboro Town Hall Rehabilitation

**Renovation builds on
Good Materials**

Materials

...most historic and many other
older buildings were built to last.
Their durability gives them
almost unlimited renewability...

*Richard Moe, President, National Trust for Historic Preservation;
Sustainable Stewardship, Dec 13, 2007*

Newport Collaborative Architects, Inc.



The proposed

Wolfeboro Town Hall Rehabilitation

Are Old Buildings Energy Hogs?

...in 1999, the GSA found that utility costs for historic buildings were 27% less than for more modern buildings.

Energy Efficiency

...buildings constructed before 1920 are actually more energy-efficient than buildings built at any time afterwards...

*Richard Moe, President, National Trust for Historic Preservation;
Sustainable Stewardship, Dec 13, 2007*

Newport Collaborative Architects, Inc.



The proposed

Wolfeboro Town Hall Rehabilitation

**Preservation
Is the
Ultimate Recycling**

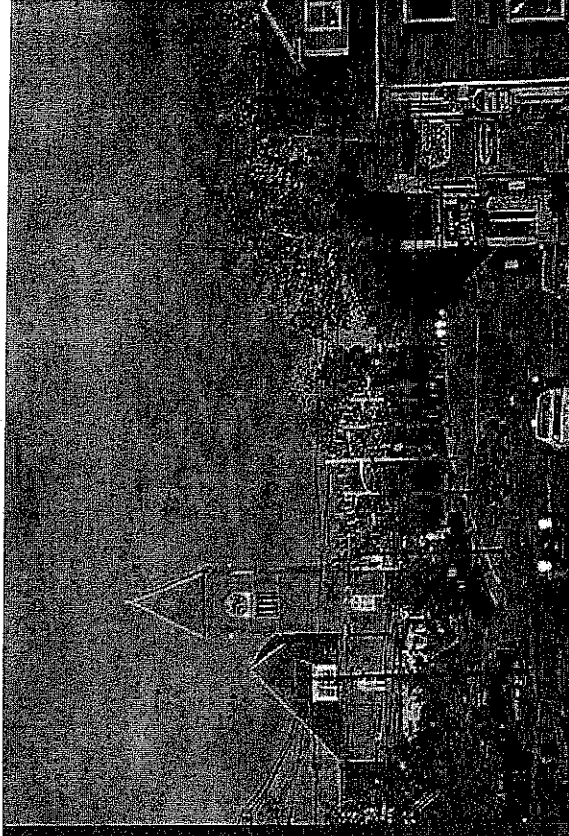
Energy Efficiency

... it takes approximately 65 years for a green, energy-efficient new office building to recover the energy lost in demolishing an existing building. And let's face it: most new buildings aren't designed to last anywhere near 65 years.

The proposed

Wolfeboro Town Hall Rehabilitation

No matter how much green technology is employed in its design and construction, any new building represents a new impact on the environment.



The bottom line is that the greenest building is one that already exists.

*Richard Moe, President, National Trust for Historic Preservation;
Sustainable Stewardship, Dec 13, 2007*