

**WOLFEBORO PLANNING BOARD**

**October 15, 2013**

**MINUTES**

**Members Present:** Kathy Barnard, Chairman, Stacie Jo Pope, Vice-Chairman, Brad Harriman, Selectmen's Representative, Vaune Dugan, Paul O'Brien, John Thurston, Chris Franson, Members, Chuck Storm, Alternate.

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

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

*Chairman Barnard opened the meeting at 7:00 PM at the Wolfeboro Public Library.*

**Public Presentation ~ 2014-2023 Capital Improvements Program**

Rob Houseman reviewed the 2014-2023 Capital Improvements Program, see attached.

John Thurston questioned the value of the Public Works Garage salt shed.

Rob Houseman stated the salt shed cannot handle a large storm and doesn't meet NHDES salt storage requirements. He stated the existing hanger is comprised of telephone poles.

Referencing annual road improvements, Paul O'Brien stated he confirmed that Dave Ford has a metric with regard to road paving and asked if that metric would be altered if funding is decreased.

Kathy Barnard stated it was Dave Ford's recommendation to reduce the funding for road improvements.

Paul O'Brien asked if sidewalks are proposed in locations where sidewalks don't currently exist.

Rob Houseman stated that conversation is currently underway.

John Thurston asked if the Town is considering spear heading efforts in previous pavement relative to sidewalk improvements and construction.

Rob Houseman stated the Town is seeking federal funding for storm water drainage improvements (to correct deficiencies) from the high school to Morrissey's Front Porch.

John Thurston reviewed the existing condition of the sidewalks from Downtown to the hospital.

Rob Houseman stated those sidewalks have recently been put back on the State's 10-year plan.

Kathy Barnard stated once the Stormwater Management Regulations are adopted Dave Ford will be notified of such in order to plan accordingly.

Paul O'Brien verified there is no anticipation of adding capacity to the WWTP.

Rob Houseman stated previously approved projects, once developed, will add flow (ie: Harriman Hill).

Paul O'Brien verified there is no anticipation of expanding sewer on North Main Street.

Rob Houseman stated the sewer line was extended on Sewall Road and noted such was privately funded.

Kathy Barnard stated the CIP Committee recommended the creation of a Municipal Facilities Plan.

Vaune Dugan stated every Town building and property should have a plan and asked if each Town building has its own maintenance staff.

Rob Houseman replied yes, each department manages the buildings associated with that department.

Vaune Dugan asked if a facilities manager has been considered for all Town buildings and properties. She questioned whether the Board could recommend such.

Rob Houseman stated it is not within the purview of the Board to create projects within the CIP; noting the addition of staff is not a CIP item.

*Chairman Barnard opened the public hearing.*

John Thurston asked if a public water system on Route 28/Center Street would be incorporated in the CIP; noting a member of the public asked that question at the Center Street rezoning public forum.

Rob Houseman stated the 10-year plan does not include such.

John Thurston stated there should be efforts to have the houses along the lake that exist within the Center Street corridor connect to a public sewer system.

Paul O'Brien asked the differences in the current Town Hall funding request from previous requests.

Rob Houseman stated the proposal is \$3.9 million cheaper and includes finishing the second floor. He stated the Friends of Town Hall have offered to raise funds for the project. He stated the first project was considered a preservation project and renovations had to meet preservation threshold standards for both the interior and exterior of the building. He stated the second and third floor office space has been eliminated and the original intent for the basement to be well lighted has also been eliminated. He noted the incremental improvements will be maintained (fire alarm, roof, windows and dehumidification).

Paul O'Brien recommended the differences be noted to the public.

**It was moved by Vaune Dugan and seconded by Paul O'Brien to recommend hiring a Municipal Facilities Manager to manage Town assets.**

*Discussion of the motion:*

Chris Franson stated Ms. Dugan's recommendation is not within the purview of the Board.

Stacie Jo Pope stated the CIP cover letter recommends a Municipal Asset Inventory and Management Plan. She stated it is not in the best interest of the CIP and Planning Board to recommend the hiring of staff.

Vaune Dugan expressed concern for overloading current staff that is not qualified to manage the assets.

Stacie Jo Pope stated the CIP Committee recommended a facilities plan to the BOS.

Kathy Barnard stated the first step needs to be taken which is recommending a facilities plan.

Rob Houseman stated the cover letter could include a request to the BOS to evaluate the need for a property manager.

Stacie Jo Pope stated such is not the intent of the CIP Committee. She stated the Committee wants the department heads and Town Manager to communicate with one another to prepare a facilities plan.

Kathy Barnard stated she is uncomfortable adding such a recommendation and feels that such would undermine the CIP Committee.

It was moved by Vaune Dugan and seconded by Paul O'Brien to recommend hiring a Municipal Facilities Manager to manage Town assets. John Thurston, Paul O'Brien, Vaune Dugan voted in favor. Chris Franson, Stacie Jo Pope, Kathy Barnard, Brad Harriman opposed. The motion failed.

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

It was moved by Chris Franson and seconded by Stacie Jo Pope to adopt the 2014-2023 Capital Improvements Program as presented. Kathy Barnard, Stacie Jo Pope, Brad Harriman, Chris Franson, John Thurston, Paul O'Brien voted in favor. Vaune Dugan abstained. The motion passed.

Chris Franson expressed thanks and appreciation to the CIP Committee for their efforts.

Brad Harriman stated he understands Ms. Dugan's concerns however, feels the recommendations of the CIP Committee will move forward with regard to the establishment of a facilities plan.

#### **Work Session**

- **Center Street/Route 28 Mixed Use Business District**  
Center Street/Route 28 Mixed Use Business District public hearing scheduled for 11/19/13, 7 PM at the Wolfeboro Public Library.
- **Stormwater Management Regulations**  
Stormwater Management Regulations public hearing scheduled for 11/5/13, 7 PM at the Wolfeboro Public Library.
- **Lots With No Frontage Ordinance**  
Lots With No Frontage Ordinance public hearing scheduled for 12/3/13, 7 PM at the Wolfeboro Public Library.
- **Shorefront Ordinance**  
Shorefront Ordinance public hearing scheduled for 12/3/13, 7 PM at the Wolfeboro Public Library.
- **Center Street Overlay District**  
The Board tabled the Center Street Overlay District to the 2014 Work Program to allow for input from summer residents.
- **Master Plan Population Chapter Update**  
Paul O'Brien verified the reason to ensure an accurate population count is for federal and state funding. He recommended the Board appeal the population count since the Town relies on such for funding. Therefore, he recommended the following language be incorporated into the Population Chapter update; "The Town's (name the function or organization) believes that the methodology used to calculate the Census in 2010 effectively undercounted our population by approximately 15% (Rob provide this number). The Town depends on both State and Federal funds and annually receives \$xx which are used for xxx and xxx. These funds are determined, in large part, by population. We believe that the Census undercount in 2010 has effectively reduced the Town's revenue by \$xx and will continue to do so until the next Census in 2019(?). The Town's (name the function or organization) intends to appeal this issue and will seek funds to build the necessary research to appeal this situation."

Chris Franson stated population figures continue to change and questioned the expense of challenging the Census Bureau.

Paul O'Brien questioned the amount of money the Town is not eligible for.

Rob Houseman stated the purpose of the Master Plan and Population Chapter is to help the community plan for future growth and long range planning. He reviewed the process and rationale for the undercount in population; noting any statement included in the chapter will not change the way the money is allocated.

Chris Franson stated the Master Plan is a 10-year working document that projects into the future. She stated she doesn't feel Mr. O'Brien's recommended language meets the intent of the Population Chapter update.

Paul O'Brien stated that as a citizen, he feels revenue to the Town should be optimized.

Stacie Jo Pope recommended the Board request the BOS perform a localized census. She questioned whether including Mr. O'Brien's language would be as effective as forwarding a recommendation to the BOS.

Paul O'Brien stated he is disappointed that the Board hasn't received information, as previously requested, of how much money is received by State and Federal funding.

Kathy Barnard stated she feels Mr. O'Brien's language should be more general.

Stacie Jo Pope agreed.

Following further review of the proposed change in language, the Board recommended the following;

- Associate a date with the statement
- Title; change "update" to "update"
- Table further action until revisions have been submitted and reviewed by the Board
- 3<sup>rd</sup> paragraph, 3<sup>rd</sup> sentence; replace "housing" with "residents"
- Include the following language; "The Town's (name the function or organization) believes that the methodology used to calculate the Census in 2010 effectively undercounted our population by approximately 15%.

The Town depends on both State and Federal funds and annually receives \$xx which are used for xxx and xxx. These funds are determined, in large part, by population.

We believe that the Census undercount in 2010 has effectively reduced the Town's revenue by \$xx and will continue to do so until the next Census in 2019(?).

The Town's (name the function or organization) intends to appeal this issue and will seek funds to build the necessary research to appeal this situation." \*\*\*Add: "A localized census will be conducted prior to the 2020 Census."

#### ➤ **Sign Illumination**

Kathy Barnard stated the Town amended the sign ordinance in 2009 and 2011.

Chris Franson stated the Board also reviewed such when the Board reviewed the lighting ordinance.

Rob Houseman reviewed the definition of sign; noting if the sign is internal to the building and against the glass, it is regulated. He stated if a sign is against a window and illuminated such is considered an illuminated sign. However, if a sign is illuminated but placed against a wall away from the glass then such does not constitute an illuminated sign. He stated the Town has a process in place to deal with such issues and noted that building orientation and layout plays a part in determining compliance. Referencing Town Counsel's email, he stated the Town cannot regulate content.

Chris Franson stated in some cases there is a lack of knowledge regarding the regulations.

Paul O'Brien asked if the Town enforces its codes.

Rob Houseman stated Town codes and policies are adopted by the BOS which dictates the standards of enforcement. He reviewed the Town's enforcement policy; noting such is a progressive process.

Vaune Dugan stated she believes there is an issue with how people perceive enforcement.

Chris Franson stated the Board provided many opportunities for public input with regard to changes to the ordinance.

Rob Houseman stated health, safety and welfare trumps everything and the goal is to seek compliance. He stated most people comply with issues immediately.

Paul O'Brien asked if the Chamber of Commerce provides input to the Town.

Rob Houseman replied yes, the Chamber of Commerce held a form with their membership and provided feedback. He stated the Board of Directors has placed this issue on the agenda of their next meeting.

Paul O'Brien asked if the EDC has provided input.

Rob Houseman replied no.

John Thurston questioned the next step by the Board; noting there is currently no catalog of illuminated signs.

Referencing the recent issue raised by Paul Zimmerman, Rob Houseman stated Town staff, on its own, sought affidavits from previous owners to determine whether the sign was grandfathered. He stated staff demonstrated an effort that isn't being recognized. He stated it has been determined the sign is grandfathered and documentation is in the file. He stated the Town issues sign permits because regulatory changes occur.

Paul O'Brien stated the Town has a sign ordinance which appears to be working.

➤ **Drive-Thru Establishments**

Chris Franson stated per the Master Plan, people value the old time feel and appearance of Wolfeboro. She stated she doesn't feel drive-thru establishments should be permitted.

John Thurston stated the Town is affected by the property owned by Paul Zimmerman (corner of Pine Street and Center Street); noting the property is blight.

Kathy Barnard stated there are many permitted uses in the district and the use of the property is not being denied.

Vaune Dugan questioned enforcement of such and asked how the Board can say no to drive-thru establishments but, yes to banks. She stated the Board should work on criteria and be consistent.

Paul O'Brien verified that a response needs to be provided to Mr. Zimmerman.

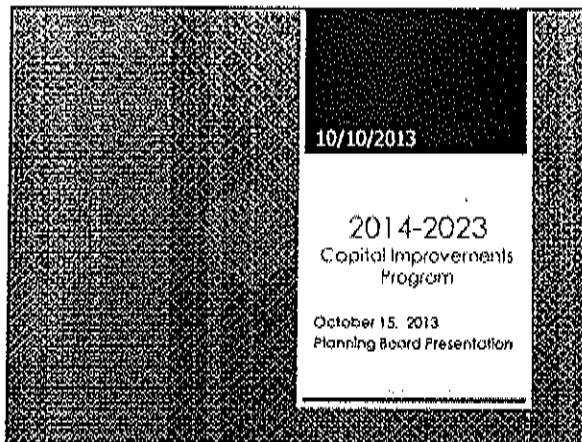
Rob Houseman reviewed the history of zoning changes with regard to drive-thru establishments; noting the Board cannot regulate ownership however, can regulate architectural style. He stated banks are not prohibited.

The Board agreed to further review drive-thru establishments, including design review standards, and place such as an agenda item on the 2014 Work Program.

**It was moved by Paul O'Brien and seconded by Stacie Jo Pope to adjourn the October 15, 2013 Wolfeboro Planning Board meeting. All members voted in favor.**

*There being no further business, the meeting adjourned at 9:17 PM.*

Respectfully Submitted,  
*Lee Ann Keathley*  
Lee Ann Keathley



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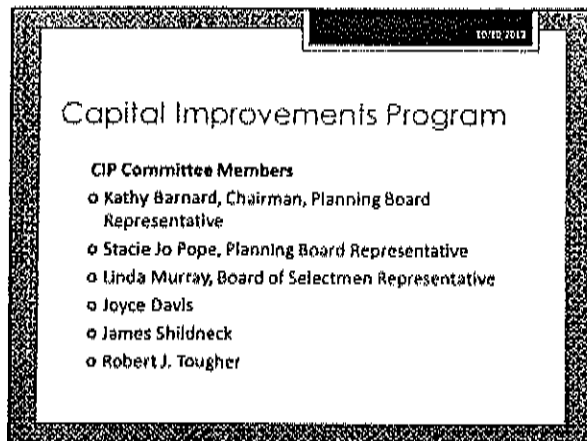
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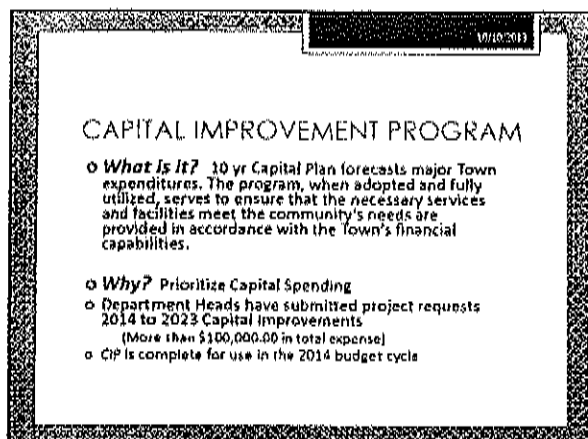
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10/10/2013

## 2014-2023 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 summer, 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 fall, 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.

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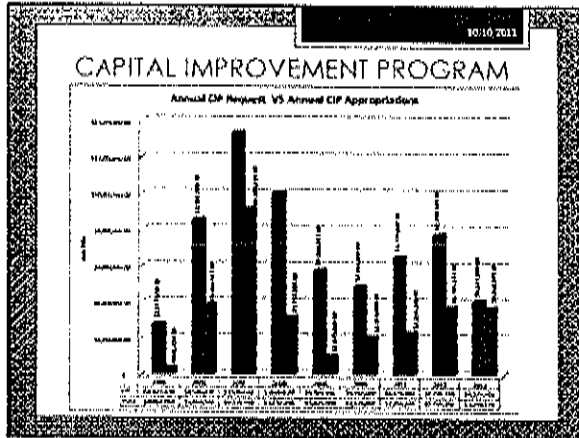
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10/10/2013

## Capital Improvement Program

YEAR	CIP	VOTE
2005	\$ 2,817,650.00	\$ 408,420.00
2006	\$ 8,586,830.00	\$ 3,866,547.00
2007	\$ 13,402,424.00	\$ 9,195,480.00
2008	\$ 10,067,485.00	\$ 3,217,895.00
2009	\$ 5,809,685.00	\$ 1,075,000.00
2010	\$ 4,914,000.00	\$ 2,135,000.00
2011	\$ 6,579,600.00	\$ 2,356,248.00
2012	\$ 7,798,109.00	\$ 3,785,153.00
2013	\$ 4,125,000.00	\$ 1,268,575.00
	\$ 64,100,783.00	\$ 29,808,318.00

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10/10/2013

## Capital Improvement Program

### FY 2014-2023 Capital Improvements

- o Total Request (2014-2023)     \$48,307,022
- o Total Request for 2014         \$ 6,860,000
- o Total Request for 2015         \$ 4,650,000

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

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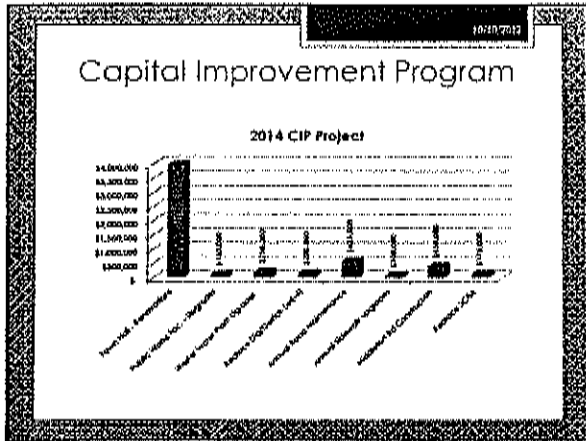
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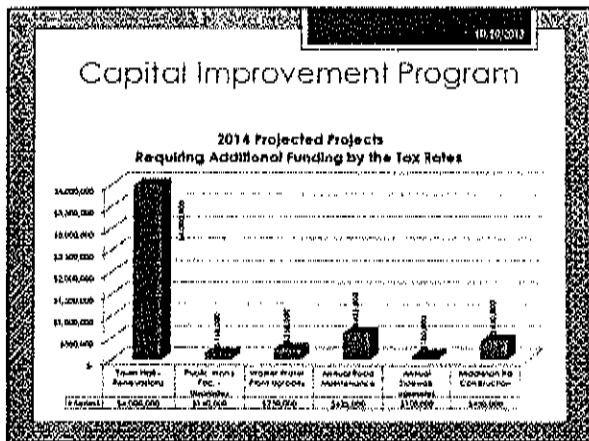
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10/19/2013

## Capital Improvement Program 2014 RECOMMENDATIONS

**General Government**  
**Town Hall Repair/Replacement** - This is a placeholder until a recommendation is made by BOS.

- o **Rationale:** Funding is necessary for all options being considered for the Town Hall. The project continues to undergo additional refinement.
- o **Recommendation:** \$4,000,000 in 2014 (The FTH will raise up to \$1,000,000. Bond authorization for the project in 2014.)

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10/19/2013

## Capital Improvement Program 2014 RECOMMENDATIONS

**Police Department**  
**MT-4 Replacement (Dip/Dutch Truck)**

- o **Recommendation:** \$200,000 in 2014
- o **Rationale:** This is a front-line Pacific Dept. vehicle that has exceeded its useful life. It should be noted that 2014 authorization would result in a 2015 delivery because of the lag time between ordering and delivery.
- o **Recommendation:** Use surplus in current enterprise fund for 2014.

**Fire and Rescue**  
**Replace SCBA**

- o **Recommendation:** \$175,000 in 2014.
- o **Rationale:** The Fire-Rescue Department's breathing apparatus is a vital part of the safety equipment used by firefighters. The current equipment was purchased in 2004 and has a life expectancy of 10 years. It is critical to replace all breathing apparatus of one line. This is part of the equipment replacement program addressed in the Master Plan.
- o **Recommendation:** Capital Reserve Fund withdrawal for the project in 2014.

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10/19/2013

## Capital Improvement Program 2014 RECOMMENDATIONS

**Public Works Department**  
**Public Works Facilities Upgrade**

- o **Recommendation:** \$160,000 in 2014 - as part of the tax rate.
- o **Rationale:** Existing Salt Shed is in rough shape and was scheduled to be replaced in 2013, however the Highway Garage Fire necessitated a change and Salt Shed/Hangers project was delayed until 2014. The PW Garage is circa 1970's low cost building that has served the Town well and an important asset that now requires repairs and upgrades to extend its useful life.

**Road Upgrades (annual road maintenance program)**

- o **Recommendation:** \$625,000 in 2014 - as part of the tax rate.

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2014 – 2023

Capital Improvements  
Program

• Questions or Comments.....

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