

**TOWN OF WOLFEBORO
PLANNING BOARD
August 18, 2015
MINUTES**

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

Member Absent: Dave Alessandroni, 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.

I. Public Forum; Heritage Commission

Mike Hodder stated the Planning Board appointed a subcommittee to research Heritage Commission; noting Vaune Dugan, Maggie Stier and he served on that Committee.

Maggie Stier, NH Preservation Alliance, noted that she is also a Town resident. She reviewed a presentation on Heritage Commissions, see attached.

Brad Harriman asked whether the BOS or Town have input with regard to Rules of Procedure for the Heritage Commission.

Maggie Stier stated that a BOS representative serves on the Commission to provide oversight.

Mike Hodder stated that typically individual boards/committees develop its Rules of Procedure without review by the BOS.

Vaune Dugan noted the Heritage Commission is not a governing body rather, it is an advisory committee.

Maggie Stier stated a Historical Society is a private based organization and not accountable to the Town. She stated it is very important to incorporate a Historical and Cultural Resources Chapter in the Master Plan.

Vaune Dugan stated the Commission also serves to educate such as providing information on grants, funding and tours of historical properties.

Paul O'Brien asked who or what organization would write the grants.

Maggie Stier stated the members of the Heritage Commission would write the grants. She noted the Commission could also engage in private fundraising campaigns to match the grants.

Paul O'Brien asked if there have been grants the Town could have pursued.

Maggie Stier replied yes, there have been opportunities with the Town Hall and Libby Museum. She stated the repairs on the Town Hall clock were completed by grant funding. She noted Middleton and Moultonborough have had great success with grants.

Vaune Dugan stated the Town received Moose Plate Grant funds for the tower however, did not qualify for funds for the windows.

Brad Harriman stated the Town of Ossipee received LCHIP and federal funds to restore a covered bridge.

John Burt, Treasurer, Town of Wolfeboro, asked if the Heritage Commission would be similar to the Conservation Commission in that it would require a separate Town controlled account or would there be a mix of private/public funds.

Mike Hodder stated there would be a separate account if there is a need to deposit money.

Jim Ladd, North Wolfeboro resident, stated he is a former member of the Historic District Commission. He asked what would prevent the Heritage Commission from creating a Historic District Commission.

Mike Hodder replied the law and noted a Heritage Commission is not a Historic District Commission.

Maggie Stier stated the Heritage Commission may take on the responsibility of the Historic District Commission however, only if the latter exists and the two (Heritage Commission and Historic District Commission) is combined.

Jim Ladd noted the Town has a Historic District without a Historic District Commission.

Mike Hodder read RSA 674:44 B.III; noting the Town does not have a Historic District Commission in place.

Paul O'Brien verified the creation of a Historic District Commission has to be placed on the Town Warrant for a vote of the people.

Ken Perry stated the North Wolfeboro Area Association has proposed an initiative to receive a commemorative designation of the North Wolfeboro area (not specific buildings) as a National Federal location. He stated there are no new restrictions with the designation. He stated the members of the NWAA, at its annual meeting, recommended funding \$1,000 for consulting assistance. He stated the proposed initiative fits well with the Planning Board's proposal of a Heritage Commission.

Vaune Dugan noted a Heritage Commission and the NWAA's initiative are distinct from one another.

Ken Perry agreed however, noted that they are not contradictory to one another.

Mike Hodder noted an aspect of the Heritage Commission is that it can act as an umbrella organization for historic resources that are currently fragmented such as the Libby Museum, Conservation Commission, Historical Society. He noted the shared information would be included as part of Town records and accessible to all.

Rob Houseman noted the Planning Board is hosting the public forum however, the BOS decides whether to move forward and recommend a warrant article. He stated it is not the role of the Board to establish a Heritage Commission rather, it is the BOS' responsibility. He noted that if the BOS does not recommend a warrant article that a Petition Warrant Article could be brought forward.

Kathy Barnard noted the need for a Historic Resource Chapter in the Master Plan; noting such is in the Board's purview to establish such.

Stacie Jo Pope stated she is in favor of including a Historic Resource Chapter in the Master Plan.

Vaune Dugan stated she would prefer the Planning Board recommend to the BOS the establishment of a Heritage Commission rather than having such proposed through a Petition Warrant Article.

Maggie Stier stated she does not recommend having a joint Heritage Commission and Historic District Commission or have the Historic District Commission administered by the Heritage Commission; noting that it would be best to keep the Heritage Commission pure.

Vaune Dugan cautioned against having it appear as a name change from the Historic District Commission to the Heritage Commission. She stated such is not what is being proposed rather, the proposal includes the creation of a Heritage Commission for the purpose of promoting historic preservation.

Mike Hodder stated the Planning Board would remain active regarding the issue and educating the public between the differences of a Heritage Commission and a Historic District Commission. He stated the establishment of such would be at no expense to the Town.

Kathy Barnard stated she supports moving forward with such; noting the community supports historic preservation.

It was moved by Vaune Dugan and seconded by Stacie Jo Pope to recommend to the BOS the establishment of a Heritage Commission. All members voted in favor. The motion passed.

Brad Harriman requested Maggie Stier's presentation at the BOS meeting.

Rob Houseman stated he would review the language for a warrant article prior to the submittal of the recommendation to the BOS.

II. Work Session

Inns

Paul O'Brien recused himself.

Rob Houseman stated WEDCO commissioned a Beds Space Needs Study; noting such has been completed however, the study has not yet been released or presented to the Economic Development Committee. He noted the study determined that Wolfeboro has the ability to support a 75-bed facility. He questioned whether the Board wishes to redefine hotel, where such is permitted and height limitations for such. He stated the Board could discuss form base rather than number of beds; noting form base standards could address mass and scale issues. He stated hotels (50-bed capacity) are currently permitted on Bay Street and questioned whether the Board wishes to increase the number of beds.

John Thurston questioned whether the Board would want such in the Downtown core or prefer inns on Bay Street.

The Board requested Staff to provide information regarding height limitations, location and other communities that use form based standards.

Master Plan Update

Kathy Barnard stated Rob Houseman is in the process of preparing the Board's budget therefore, requested direction by the Board relative to funding for the Master Plan update.

Rob Houseman reviewed costs associated with the previous Master Plan in addition to the process for the update. He noted the following options; define a broad scope and prepare a Request For Proposal to facilitate the process, conduct update in-house, prepare a revised executive summary and adopt the existing recommendations of the 2007 Master Plan and/or target critical chapters. He noted concern regarding a substantial financial request not being supported by the BOS and/or Budget Committee due to a potential increase in the tax rate (noting significant debt service is affecting the tax rate).

Stacie Jo Pope stated the Master Plan Implementation Committee has not met for two years and questioned whether the chairman of the Committee should be contacted for an update of the Master Plan Implementation Matrix. She stated the Committee should be reviewing the matrix annually.

Rob Houseman stated the Master Plan is a guide developed by the Planning Board and used as the foundation of zoning and land use regulations. He stated the Master Plan has no legal standing however, by statute, the Board

is required to implement and review the Master Plan. He stated Wolfeboro's Master Plan is unique in that it places responsibility on organizations outside of Town government; noting that such creates a collective vision of the community. He stated Wolfeboro's character is critical to the Master Plan and how to preserve, protect and enhance its character should be incorporated into the Master Plan.

Brad Harriman recommended establishing a capital reserve account for future Master Plan updates.

The Board agreed to update the Master Plan and add a Historical and Cultural Resources Chapter to the Master Plan. The Board requested the Master Plan Implementation Matrix be distributed to the members.

III. Public Comment

None.

IV. Informational Items

None.

V. Approval of Minutes

None.

VI. New/Other Business

Planning Board Escrow Accounts

John Burt stated there are a number of Planning Board funds/escrow accounts that have to be carefully administered and reconciled with the bank. He stated he is currently handling 17 cash escrow accounts and reviewed said accounts. He noted that some of the accounts do not have enough money to cover inspections and other accounts have been inactive for a substantial period of time. He stated two accounts have expired (March and July 2015); noting that he has provided this information to the Planning Department's administrative assistant. He stated he cannot move the money without direction from the Board.

Vaune Dugan asked Mr. Burt what he would recommend to the Board.

John Burt asked the Board to review each project and inspect completion of the project. He stated he would like to close out accounts that are no longer needed.

Kathy Barnard stated the Board would review such and provide Mr. Burt with an update.

Rob Houseman stated Line of Credits or financial securities require a vote of the Board. He stated the Board could incorporate expiration dates as a condition of approval. He stated most of the projects listed are vested; noting the Board has voted not to release the money. He stated he would review the projects and provide an update to the Board.

It was moved by Paul O'Brien and seconded by Stacie Jo Pope to adjourn the August 18, 2015 Wolfeboro Planning Board meeting. All members voted in favor. The motion passed.

There being no further business, the meeting adjourned at 9:04 PM.

Respectfully Submitted,

Lee Ann Keathley

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