

TOWN OF TUFTONBORO
Planning Board
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Planning Board Meeting Minutes
6:00pm – Town Offices

Wednesday April 18, 2024

Members Present: Carol Bush, Vice Chair; Kate Nesbit, Member; George Maidhof, Member, Anthony Mirando, Member; Bob Murray, Board of Selectmen Representative

Alternative Members Present: Susan Burnside, Alternate Member and Secretary, Mike James, Alternate Member; Kevin McDonnell, Alternate Member

Staff: Ashley Esposito, Clerical Secretary

Absent: Tony Triolo, Member, Matt Young, Alternate Member

Public: Erin Dauphinais, Tuftonboro Resident and Owner of Tuftonboro General Store; Max Ledoux, Tuftonboro Resident; Bryan Berlind, Surveyor from Horizons Engineering

6:00 PM Call to order by Carol Bush, Vice Chair

- 1) **Public Comment: None**
- 2) **Approval of Minutes – March 21, 2024:** The Board reviewed the minutes and had no changes or questions. Carol asked for the motion to accept the minutes as written. Bob motioned and Tony seconded. All agreed and the motion passed.
- 3) **Public Hearings:**
 - a) **Preliminary Consultation for a Boundary Line Adjustment/Subdivision at (Tax Map 62-2-7- & Tax Map 62-2-20)**

Bryan Berlind of Horizon Engineering presented an overview of his client's plans for either a Boundary Line Adjustment (BLA) or a Subdivision (SD) involving the above-mentioned lots. He noted that the applicant is requesting feedback from the Planning Board on whether to apply for a BLA or a SD. He provided a map depicting the 2 options for these lots which are located on 2 seasonal camp roads (Profile Place and Mallard Circle) at the end of Tuftonboro Neck. The 2 lots are co-owned by 2 separate Krey family trusts with 2 brothers listed on one trust and one brother on the other Trust that does not include the other brother. There is a seasonal house located on one lot; however, it is strictly seasonal and not occupied year-round. Bryan stated that the overall goal of the applicant is to isolate his seasonal camp on its own separate lot.

Bryan presented the BLA option, which would involve abandoning 2 stone walls and adding 2 acres from the abutting lot. Bryan presented the SD option which would enlarge the current lot that contains the camp, but leave the lot with the stone walls intact.

The Planning Board asked Bryan for clarification of the map on several points, which he provided. Anthony asked whether there was an issue with creating a subdivision on a private camp road that might require improvements to the road. The Board and Bryan will discuss this with Jack Parsons, the Code Officer.

Bryan asked the Board if they preferred one option over the other. The Board agreed that the option to do a BLA would be easier by removing the 2 stone walls and adding 2-acres from the abutting lot, which would achieve the overall goal of isolating the seasonal camp house on a lot by itself. However, the Board also agreed that both options are acceptable, but the issue of road improvements on the private camp would need to be addressed. Bryan and Susan will discuss the concerns about road improvements with the Code Officer. Bryan stated that he would relay all this information to his client.

b. Tuftonboro General Store: Preliminary Consultation for Indoor and Outdoor Seating area for consuming food, beer and wine purchased at the store

Erin Dauphinais, co-owner of the Tuftonboro General Store provided sketches for her idea to include indoor and outdoor seating for the consumption of beer, wine and food purchased at the store, but stated that her plans are in the very early stage of development and she has many unanswered questions about the feasibility of implementing this plan. She has come to the Planning Board to get their input, but acknowledged that there are still several issues that need resolution. In particular, the issues include parking, State of New Hampshire Liquor Commission requirements/licensing, modifications to the interior of the store and the creation of seasonal outdoor seating. She presented preliminary details, but stated that this will undergo modifications once she obtains more information on what is feasible.

Erin stated that the overall goal of this endeavor is to create a social gathering place for Townspeople and others to enjoy. The Board expressed support for this proposal once the issues are addressed and encouraged Erin to continue with her planning.

Erin stated that she previously met with Jack Parsons, the New Hampshire Liquor Commission and the Tuftonboro Fire Department about her ideas and is taking their suggestions into her planning. She will continue to discuss her plans with them.

Bob mentioned that his primary concern is parking and whether there is sufficient space for patrons to park given that her allowed retail parking and her tenant and personal parking take up much of the available space around the store. He also noted that “head in” parking would not be allowed by the State because it would involve backing out on a State road. The Board also noted that the store’s current retail parking spaces cannot serve “double duty” for both retail and the dining area. Erin stated that she is aware of this and will take this into consideration in the development of her plans.

4) Discussion: Administrative

a) Changes in Board Membership

Carol stated tonight is her last meeting as Vice Chair. She suggested that now that Gary has stepped down as Chair that Anthony Mirando serve as Chair and Susan Burnside serve as Vice Chair and Secretary. Carol asked for a motion to nominate Anthony as Chair and Susan as Vice Chair. Bob so motioned, Kate seconded, both Tony and Sue accepted their nominations. All in favor, motion passed. Carol asked for a vote on these nominations. Bob so motioned and Kate seconded. All were in favor and the motion passed. Both Anthony and Susan agreed to serve in their new positions.

Mike James asked about the role of an alternative when an alternate is needed to fulfill quorum. Carol explained that if an alternate is needed to fulfill quorum when an application or other issue is being reviewed that requires Board approval, the alternate will serve as a full member on that application or issue to its conclusion.

Carol reported that Jeff Reisner resigned as an alternate member, which leaves an open alternate slot on the Board. Carol asked for a motion to recommend Max Ledoux to become an alternate, as he has been attending meetings and previously expressed his interest in serving on the Planning Board. Anthony so motioned and Kate seconded. All were in favor and the motion passed. Bob will bring this recommendation to the next Board of Selectmen's meeting for formal appointment of Max as an alternate to the Planning Board. Once the Board of Selectmen sign this appointment, Max will go to the Town Clerk to be sworn in.

Susan stated that under RSA 673:10, Planning Boards are required to meet at least once per month. Currently, the Planning has a regular schedule of a workshop meeting on the 1st Thursday of the month and a regular meeting with a public session on the 3rd Thursday of the month. Susan suggested making a change to this schedule to hold workshop meetings on an "as needed" basis, which she previously discussed with the Planning Board Consultant and other members of the Board. The Board agreed that holding "as needed" workshops would be appropriate since workshop meetings are often canceled. All members agreed that "as needed" workshops with appropriate advance notice would be an acceptable change to the meeting schedule. Carol asked for a motion to make this change to the meeting schedule. Bob so motioned and Kate seconded. All were in favor and the motion passed. The Planning Board will continue to hold their regular public session meetings on the 3rd Thursday of the month.

Carol asked all members to please review the revised copies of the Rules of Procedures that were provided in the meeting materials and asked that the new alternate members become very familiar with this document. Also included in the meeting materials is a Summary of Changes to the State's Handbook on the Planning Board in New Hampshire for 2023, which should be used as an addendum to the Handbook that was given to each member of the Carol also noted that the meeting materials contain an email from the New Hampshire

Municipal attorney regarding the use of social media by Board members. The email outlines what is acceptable use of social media as it relates to the Planning Board and Planning Board members and what is not. Carol noted that all members must be cognizant of these requirements when posting on social media and should review this email carefully .

5) **Public Comments** – None

6) **Adjournment** At approximately 7:00pm, Bob Murray made a motion to adjourn the meeting; Kate seconded, all in favor, motion passed.

Respectfully Submitted,
Ashley Esposito, Clerical Secretary

DRAFT