

**TOWN OF TUFTONBORO  
PLANNING BOARD  
July 20, 2023  
7:00 PM  
Tuftonboro Free Library, 221 Middle Road**

**MINUTES**

**Members Present:** Gary Qua, Chair; Carol Bush, Vice Chair; Tony Triolo, Member; George Maidhof, Member; Bob Murray; Selectman's Representative; Anthony Mirando, Alternate Member; Jeff Reisner, Alternate Member

**Absent:** Kate Nesbit, Member; Laureen Hadley, Member; Matt Young, Alternate Member

**Staff:** Susan Burnside

**Public:** Mr. and Mrs. Kevin Van Brunt from Camp Sentinel

**Other:** Members of the Capital Improvement Program Committee – Jill Cromwell, Tim Galvin, Barbara Maidhof, David Carle

7:00 PM Call to Order

**I. Public Comment – none**

**II. Administrative:** Gary asked for a motion to designate Anthony Mirando, Alternate Member to sit as a full member at this meeting in place of Kate Nesbit, who was unable to attend this meeting. Carol so motioned and Tony seconded. The motion passed.

**III. Approval of Minutes** The June 15, 2023 meetings were approved as written

**IV. Camp Sentinel Site Plan Review:** Kevin Van Brunt, Executive Director of Camp Sentinel presented an overview of his Site Plan Application for the construction of an 8 toilet seasonal bathhouse next to the Wigwam Building at the Camp. The bathhouse will be connected to a new septic system designed by Peter Cooperdock and is undergoing review and approval by the NH DES. The bathhouse will operate seasonally only and will be winterized at the end of the camping season. Water will be piped from the main well at the Camp. Kevin also mentioned that the Community Activity Building that was reviewed at a Planning Board meeting several months ago is on hold pending the receipt of financial donations. In addition, the Camp will renovate the Hobby House building using the same footprint. Kevin previously discussed this renovation with Jack Parsons, the Tuftonboro Code Officer, who determined that review by the Planning Board is not required.

Gary asked for a motion to accept jurisdiction of the Site Plan Review Application for the bathhouse. Carol so motioned and Tony seconded. All were in favor and the motion passed.

Gary asked for a motion to open the public session. Anthony so motioned and Tony seconded. All were in favor and the motion passed. There were no comments or questions from the public. Tony motioned to close the public session and Carol seconded. All were in favor and the motion passed.

Gary read the waiver requests from Camp Sentinel as follows:

- Site Plan Review Regulations Section 4.3.2: - “Existing Conditions Plan”  
(specifically, subsections 4.3.2.A, 4.3.2.E, 4.3.2.G, 4.3.2.I, and 4.3.2.J)

The subject property is greater than 600 acres and the proposed site improvements are approximately 800-FT from the nearest abutting property. Given the size of the property and proximity of the work to adjacent properties the applicant did not feel a comprehensive existing

conditions plan was practical or necessary. A licensed land surveyor was not hired as part of the preparation of these plans.

The existing wetlands shown were delineated by Peter Cooperdock, CWS in accordance with industry standards. A “engineering survey” was prepared by Peter Cooperdock of Fernstone Associates which field located existing features, topography and the wetland flags he had hung. This plan serves as the base plan for design and the applicant feels this should be adequate given the nature of the work.

- Site Plan Review Regulations Section 4.3.3.G - “... Proposed Landscaping & Screening...”

The proposed Seasonal Bathhouse is nestled into a forested area like the other Camp Sentinel buildings, and it does not seem necessary or consistent with the other structures on the Camp property to provide formal landscaping. One of the draws of the camp is its ability to create a connection with the natural environment and its associated beauty. No formal landscaping is proposed.

- Site Plan Review Regulations Section 4.3.3.J - “Surveyed Property Lines showing their Bearings and Distances...”

The subject property is greater than 600 acres and the proposed site improvements are approximately 800-FT from the nearest abutting property. Given the size of the property and proximity of the work to adjacent properties the applicant did not feel a boundary survey was necessary.

- Site Plan Review Regulations Section 5.1.F – “Parking areas and drives shall be paved if public use is intended”

The facilities at Camp Sentinel are for invited guests and are not generally in use by the general public. The proposed drives and parking areas for the new Seasonal Bathhouse are intended to be gravel in keeping with the other facilities on the property. For the most part guests park their vehicles in designated locations for the duration of their visit and are primarily walking to all destinations on the property. Obviously, there may be occasions where vehicles may be used to assist physically disabled or elderly visitors to get from place to place. Vehicles are also used on campus to deliver equipment, goods, and perform maintenance activities.

- Site Plan Review Regulations Section 5.2 – “Landscaping & Screening”  
(Specifically, subsections 5.2.A and 5.2.C)

The proposed Seasonal Bathhouse is nestled into a forested area like the other Camp Sentinel buildings, and it does not seem necessary or consistent with the other structures on the Camp property to provide formal landscaping. One of the draws of the camp is its ability to create a connection with the natural environment and its associated beauty. No formal landscaping is proposed.

- Site Plan Review Regulations Section 5.8.2 – “Outdoor Lighting Design Factors”

The proposed Seasonal Bathhouse is nestled into a forested area like the other Camp Sentinel buildings and the applicant is not looking to propose excessive outdoor lighting. No parking lot pole lighting is proposed, and exterior lighting will be limited to modest building mounted lights along the exterior.

Gary briefly reviewed the Site Plan Regulations that did not apply to this application and noted that the Site Plan Review Regulations include regulations that cover more extensive Site Plan Applications.

Gary asked for a motion to open the public session to discuss the waiver requests. Tony so motioned and Anthony seconded. All were in favor and the motion passed. There were no questions from the public. Tony motioned to accept the waivers requested and Carol seconded. All were in favor and the motion passed. Tony motioned to close the public session and Carol seconded. All were in favor and the motion passed.

Gary read the conditions for approval of the application as follows:

1. Submit copies of local, State and Federal agency approvals as applicable.
2. The completion date is 1 year from July 21, 2023.
3. The approval is not for the expansion of the number of campers.
4. The approval is for the health and well-being of the current campers.
5. Final Fire Department sign off is required.

Facts of finding: The construction of the 8-toilet bathhouse is needed as currently there is only 1 toilet facility serving the Wigwam, which is the main meeting space and dining area. The 1 toilet is insufficient to accommodate the campers following meetings and meals and results in long lines for campers to use the facility. The new 8-toilet bathhouse will alleviate the lines.

Gary asked for a motion to approve the application with the above conditions. Tony so motioned and Anthony seconded. All were in favor and the motion passed.

V. Gary discussed the intersection of the Capital Improvement Program and the Planning Board and explained that the Planning Board is not a Board that requires Capital Expenditures. The largest budgetary item required for the Planning Board over the past several years was the cost of the Master Plan and this expense would not be required for 10 or more years in the future. The Planning Board only requires its operating budget. Further discussion took place about communication between the CIP and the Planning Board. Gary explained the implementation plan in Chapter 8 of the Master Plan and the items that would not require a town vote. He also explained the sub-committee that Anthony would manage and that the time line for implementing any changes is currently being developed and could take several years to complete – Gary explained that this is an evolving process and both he and Anthony would meet with other Boards and Commissions as needed.

Following this discussion, the members of the CIP left the meeting.

VI. Gary discussed several administrative items related to the Master Plan, the Lake Winnepesaukee Association, meetings with Parks and Recreation and the completion of the Verizon Notices of Decision items. The Lake Winnepesaukee Association Chair will attend the August 17, 2023 Planning Board meeting to discuss possible grant opportunities.

The meeting was adjourned at 8:45.

**Respectfully submitted by Susan Burnside**