

**TOWN OF TUFTONBORO
PLANNING BOARD
September 20, 2018
MINUTES**

Members Present: John Cameron, Chairman, Matt Young, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Jack Parsons, Tony Triolo, Kate Nesbit, Laureen Hadley, Members.

Member Absent: Russ Steensma, Alternate.

Staff Present: Lee Ann Hendrickson, Administrative Secretary.

Chairman Cameron opened the meeting at 7:00 PM.

I. Action Item

Appointment of Chairman & Vice-Chairman

John Cameron stated he has been Chairman for one year and feels the Board should have a chairman that has the time to attend schooling and the working knowledge to be chairman. He stated he feels that he is doing an injustice; noting a noticing error occurred this past week that resulted in rescheduling the scheduled appointments and the Board needs a chairman that has the time and knowledge to assist staff.

Tony Triolo asked the current chairman and vice-chairman if they would stay on until the Board recruits new members.

John Cameron and Matt Young agreed to stay on as chairman and vice-chairman.

It was moved by Tony Triolo and seconded by Kate Nesbit to appoint John Cameron as Chairman and appoint Matt Young as Vice-Chairman to the Planning Board until the Board recruits new members to take over the positions. All members voted in favor. The motion passed.

II. Consideration of Minutes

August 16, 2018

It was moved by Tony Triolo and seconded by Matt Young to approve the August 21, 2018 Tuftonboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

III. Scheduled Appointments/Public Hearings

Scott & Christine Bailey

Site Plan Review; Home Occupation

Tax Map #14-2-41

Clark House Family Trust

Condominium Conversion

Tax Map #2-1-67

Lane's End, Inc.

Site Plan Review; Parking Area

Tax Map #2-1-85

Robert & Jennifer Brennan
Subdivision
Tax Map #46-2-9

John Cameron stated the following applications have been rescheduled to 10/4/18; Scott & Christine Bailey, Clark House Family Trust and Robert and Jennifer Brennan. He stated Lane's End, Inc. has been rescheduled for 10/18/18. He stated an error in the mailing of the notices in that they were not mailed via certified mail.

Sue Weeks stated it is not appropriate to mail notices on a Sunday; noting the notices should have been mailed on Saturday and verified. She stated that the State regulations changed however, the Town's regulations have not. She stated it is the Board's responsibility to know details and all members should be going to classes every year.

John Cameron asked Ms. Weeks if she has the time to be on the Board.

Sue Weeks stated she is willing to give thought to it and help but, is not sure if she has the time to be a full member.

Bob McWhirter asked Mr. Marcussen what the BOS think they could do for support to put a checks and balances in place. He stated there is potential for additional support. He noted quite a few people were impacted due to the administrative error and challenged the BOS to step up; noting it is a process issue.

David Ladd asked if the problem is that people don't want to be on the Board.

John Cameron stated the issue is finding people who have the time available to be educated. He stated things are constantly changing and he doesn't have the time to keep abreast of the changes.

Jim Taylor questioned the application submittal of Scott and Christine Bailey.

Jack Parsons stated the application if for a site plan review to run a business out of their home.

Jill Cromwell asked if all the applications are postponed.

John Cameron replied yes.

Jill Cromwell asked how a person could review a file if the planning clerk is not available.

Bob McWhirter stated there is no process set up to look at files.

Jan Sanders stated she came to the office however, the clerks were unable to help her.

Bill Marcussen stated there needs to be a policy for access to files; noting office staff needs to know where the files are located.

Laureen Hadley asked if it is practical to upload the application to the website.

Matt Young noted opposition to such.

Bob McWhirter suggested uploading only the application.

Jill Cromwell stated staff's cell phone number is not available on the Town's voicemail.

Max Ledoux stated he supports the idea of making the information available on the website; noting such is required by law to have files available. He stated the Town has been very hostile with Right To Know and noted the people have a right to know.

Jack Parsons stated the information was in the office and available and confirmed with Jill Cromwell and Bob McWhirter that they reviewed the information.

Sue Weeks expressed support of placing the application online and requiring the applicants to submit the application and plans on a flash drive when the paper application is submitted.

Matt Young stated he could foresee issues with such; noting it is most important for the Board to meet State criteria.

Tony Triolo stated there may not be the manpower to do such.

Bill Marcussen stated the first thing to do is make the files available; noting the files were physically available however, all staff needs to know where the files are located.

David Ladd expressed support of submitting the application in a pdf to place on the website because a good amount of abutters are not available.

Matt Young stated there are two opposing sides; one side that wants to keep taxes low and the other that wants an increase in goods and services; noting there is an added cost to the extra step of putting information online.

Sue Weeks stated the burden would be on the applicant to submit the application as a pdf.

Guy Pike stated the BOS proposed a part time employee to process 91-A requests and questioned whether that person could handle the extra load.

Bob McWhirter stated he would rather talk about how to get it done rather than the pitfalls.

Steve Hunter stated the Planning Board members need to work as a team; noting it is not staff's or the chairman's responsibility to get things done. He stated the cost of delays to the applicant could be huge; noting the Planning Board is here to help the applicant through the process.

It was moved by Tony Triolo and seconded by Matt Young to reschedule the Scott & Christine Bailey, Clark House Family Trust and Robert & Jennifer Brennan applications to October 4, 2018 and reschedule the Lane's End, Inc. application to October 18, 2018. All members voted in favor. The motion passed.

David Ladd noted that he would no longer own the property at the time of the 10/18/18 meeting. He stated the Purchase & Sales Agreement is contingent upon the resolution of the matter and therefore, would return as agents on 10/18/18.

Matt Young asked if the name of the business would be changed and stated there may be a need to revise the application.

Justin Tetherly
Pre-Application Discussion
Tax Map #55-2-8

Justin Tetherly stated he'd like to construct a 30'x40' building on the property; noting he asked for a building permit however, Mr. Parsons questioned the category for the project. He stated the property is located in the MDR District.

Matt Young asked what previous approvals have been received.

Jack Parsons replied storage of salt and sand and equipment storage.

Justin Tetherly stated he doesn't want to sell anything rather, only wants to build a 30'x40 metal building to store his equipment.

Steve Hunter asked if Carl Hanson had to get Site Plan Review approval.

Jack Parsons replied no, because Mr. Hanson wasn't running a business.

Tony Triolo confirmed that a home occupation requires the person to live at that residence.

Matt Young questioned whether home occupation specifies who lives at the residence.

Justin Tetherly noted his office is located in Wolfeboro therefore, he sells product from the office but, not from the property (in Tuftonboro).

Jack Parsons stated the use could be considered consumer service.

Matt Young confirmed the issue is the use and not the garage.

The Board reviewed the categories and agreed the application would be considered a consumer service and would require a variance from the Zoning Board of Adjustment.

Justin Tetherly confirmed the garage could be used for residential if the variance is denied.

Matt Young informed the applicant he could file both the ZBA and Planning Board application at the same time.

Sue Weeks confirmed there would be daily use.

IV. Discussion Items

a. 2019 Budget

The Board began reviewing such and agreed to consider the 2019 budget at the 10/4/18 meeting; noting Staff would contact LRPC regarding its annual membership dues and calculate the administrative assistant increase (COLA and merit).

b. Excavation Operation; Mike Carleton

Jack Parsons stated Mike Carleton has asked if his excavation operation is grandfathered. He stated the operation does not qualify for such based on how the ordinance is written; noting an operation is grandfathered if an Intent to Excavate was filed in the two years prior to March 14, 2017. He stated Mr. Carlton did not file an Intent to Excavate therefore the operation doesn't meeting the criteria.

John Cameron recommended review by Planning Board Town Counsel.

Matt Young questioned an alternative use for the property outside of what the Planning Board outlined.

It was moved by Tony Triolo and seconded by Laureen Hadley to refer the question of grandfathered use of Mike Carleton's excavation operation to Planning Board Town Counsel. All members voted in favor. The motion passed.

Matt Young suggested the Board consult with a sand pit attorney if the Board receives further inquiries.

c. Availability of Planning Board Applications

The Board discussed such and agreed to further discuss the matter at a future meeting and agreed to include the first page of the application with the abutter notices.

V. Informational Items

N/A

VI. **Other Business**

Zoning Changes for Town Warrant

The Board agreed to place such on the next agenda.

VII. **Public Comment**

No comment from public present.

It was moved by Tony Triolo and seconded by Matt Young to adjourn the September 20, 2018 Tuftonboro Planning Board meeting. All members voted in favor.

There being no further business before the Board, the meeting adjourned at 8:41 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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