

**TOWN OF TUFTONBORO
PLANNING BOARD
April 18, 2019
MINUTES**

Members Present: Matt Young, Chairman, Tony Triolo, Vice-Chairman, Bill Marcussen, Selectmen's Representative, Jack Parsons, Kate Nesbit, Members, Gary Qua, Alternate.

Members Absent: John Cameron, Laureen Hadley, Members, Russ Steensma, Alternate.

Staff Present: Lee Ann Hendrickson, Administrative Secretary.

*Chairman Young opened the meeting at 7:00 PM at the Town House, 247 Middle Road.
Chairman Young appointed Gary Qua, Alternate, to sit in for Laureen Hadley, Member.*

I. Public Comment

Ed Bean informed the Board that the survey plan was not correct and questioned what needs to be done to move an interior boundary line.

Jack Parsons stated the boundary line was not placed in the correct place when the boundary line adjustment was previously presented and approved by the Board.

Matt Young stated the Board needs to research the question and review the plans. He stated the Board would contact him once a determination is made on how to proceed.

**II. Consideration of Minutes
April 4, 2019**

It was moved by Kate Nesbit and seconded by Tony Triolo to approve the April 4, 2019 Tuftonboro Planning Board minutes as submitted. All members voted in favor. The motion passed.

**III. Scheduled Appointments/Public Hearings
Town of Tuftonboro, Tuftonboro Free Library
Site Plan Review; Expansion and Renovation of Library
Tax Map #42-3-2**

Matt Young stated municipalities fall under an exemption (RSA 674:54); noting technically the Library does not have to submit an application because they are exempt from all Town zoning regulations. He stated they are not exempt from State regulations. He stated the Library has decided to come before the Board and the application will be treated like any other application. He requested a motion that the Library applies under RSA 674:54 and that under RSA 674:54. II the project does not apply which requires written notice to the BOS and Planning Board 60 days prior to construction because it does not constitute a substantial change of use.

It was moved by Tony Triolo and seconded by Jack Parsons to make a determination that the RSA 674:54 applies to the Tuftonboro Library project and per RSA 674:54, II., written notice to the BOS and Planning Board sixty days prior to construction is not required because the proposed project does not constitute a substantial change of use. All members voted in favor. The motion passed.

Matt Young stated the application has been reviewed and deemed complete.

It was moved by Kate Nesbit and seconded by Tony Triolo to accept the application as complete. All members voted in favor. The motion passed.

Kevin Leonard, NorthPoint Engineering, distributed plans to the Board. He stated the Library is located on Middle Road on a 22-acre parcel; noting a one story addition is proposed. He stated the existing front door would be an emergency and staff entrance and the main entrance to the building would be relocated. He noted there were concerns noted regarding plowing snow in the area of the book drop (currently there is a two-way traffic pattern at the northerly and southerly entrance). He stated the proposal includes a one-way circulation pattern at the book drop. He stated a secondary entrance at the back of the building for after hour use; noting such is a handicap accessible. He stated currently the lighting consists of different types of lighting; noting all lighting would be replaced with LED night sky compliant lighting. He submitted a catalog cut sheet of such. He stated the existing well to the south of the building will continue to serve the building and the old well that is currently not in use will be fully removed. He stated the septic system has been updated to accommodate the increase in flow. He reviewed the site plan and noted 45 parking spaces are proposed, including two ADA parking spaces. He noted a berm is proposed to catch the runoff.

Matt Young questioned the water flow through the parking lot.

Kevin Leonard stated the sidewalk has been designed with no curb due to the relatively high water table in the area and noted there will be a 2% slope to allow for sheet flow off the driveway. He stated drainage swales are proposed to protect the building and ensure the water drains into the wetlands. He noted there is no impact to the wetlands.

Matt Young questioned the use of the existing fire pond.

Kevin Leonard stated such was discussed however, the point of the fire pond is to be able to draw on it and noted there is no excess storage. He stated that by the time the fire pond is reached they would be at or near the water table. He stated he met with Fire Department to review drainage; noting they asked why the pond isn't being drained and a cistern is not being installed. He stated the Library is not using the fire pond for fire suppression therefore, the fire pond will remain as is.

Matt Young questioned an exemption for clean outs.

Kevin Leonard stated he reached out to NHDOT District 3 to retrieve a permit.

Matt Young requested a copy of the NHDOT permit and the septic system approval when received.

Kevin Leonard reviewed the landscaping plan; noting 6-8' tall balsam firs are proposed. He stated storm drip edges on the front and back of the roof of the building are also proposed. He reviewed the photometric plan.

Jack Parsons asked if the lighting would be motion sensor and/or on timers.

Jeffrey Lewis replied yes, the lighting would be on photocell timer and LED.

Matt Young asked if anything different is proposed to the foundation.

Kevin Leonard stated a technical report is being prepared and he is expecting recommendations relative to such.

Jeffrey Lewis stated the use of geotextile fabric is proposed to be used under the footings.

Kevin Leonard reviewed the erosion control plan and construction details for striping, lighting, signage, etc.

Jeffrey Lewis stated all existing windows will be replaced; noting the new windows would be double hung Pella windows. He stated insulation will be added, the exterior brick will be repaired and a portion of the roof

replaced. He noted the following additional construction details; asphalt shingles, cement board siding, PVC trim and replacement of trusses where the old building and building addition meet due to anticipated snow load.

Matt Young questioned the specs for the snow load.

Jeffrey Lewis stated the structural engineer designed such and would retrieve the information for the Board.

Gary Qua requested additional relative to the insulation.

Jeffrey Lewis reviewed such.

Gary Qua asked if insulation is proposed for the old section of the Library.

Jeffrey Lewis replied no and noted the existing walls are not being impacted.

Gary Qua questioned the heating specs.

Jeffrey Lewis stated the design includes radiant heating and the new addition will have four zones if the budget allows for it; noting the existing area has two units to satisfy that zone. He stated the Library has invested in air conditioning and they are trying to keep down the BTUs to avoid cost (both short term and long term). He stated they have met with the NH Electric Co-OP to discuss options.

Matt Young confirmed the Fire Department has signed off on the project.

Jeffrey Lewis replied yes. He stated the existing entrance will become an emergency egress only. He stated the Fire Department expressed concern for access to the mechanical units therefore, pull down ladders and hatches were discussed. He stated the Fire Chief questioned fire detection; noting the building will be monitored by a local company that is currently monitoring the Library.

Matt Young requested a letter from the Fire Department noting their sign off of the project.

Jeffrey Lewis noted the building code will be fully met. He noted there is currently a dead end corridor issue that is considered an existing noncompliant issue however, a window will be installed that is coded as an egress so that a door will not be required and the issue will then be resolved (egress window is sufficient). He stated they met with Chief Thompson, Captain Pike and the Codes Officer; noting he left a set of construction drawings with the Fire Chief. He noted the final drawings will be completed in three weeks.

It was moved by Tony Triolo and seconded by Kate Nesbit to open the public hearing. All members voted in favor. The motion passed.

No public comment.

It was moved by Tony Triolo and seconded by Kate Nesbit to close the public hearing. All members voted in favor. The motion passed.

It was moved by Bill Marcussen and seconded by Tony Triolo to approve the Town of Tuftonboro, Tuftonboro Free Library, Site Plan Review application, Tax Map #42-3-2. All members voted in favor. The motion passed.

IV. Action Items

Release of Financial Security; Jean P. Whitten 1999 Trust

Matt Young stated the applicant has requested a release of financial security; noting there is a Construction Observation Agreement with Norway Plains Associates. He read the site work observation from Scott Lawler, Norway Plains Associates, dated February 15, 2016; noting the outstanding corrective actions had been fulfilled. He noted the financial security should have been released following the completion of the project.

Jack Parsons confirmed the project is complete.

It was moved by Jack Parsons and seconded by Tony Triolo to release the financial security for the Jean P. Whitten 1999 Trust in the amount of \$1,225.00. All members voted in favor. The motion passed.

V. Discussion Items

Status of Planning Board Chair & Codes Officer's site visits to conditionally approved excavation operations

Matt Young stated he and Jack Parsons walked and blazed all of the conditionally approved excavation operations (Fred Sargent, Fred & Eunice Sargent, Mary Jane Sargent, Fenton Varney and Dolly Thompson). He noted the final outstanding condition for each of the applicants is having a test pit done.

Steve Hunter; Site Plan Review Compliance (Self-Storage Facility)

Matt Young stated such was reviewed at the Board's previous meeting.

Scott & Christine Bailey Site Plan Approval

Jack Parsons stated Mr. and Mrs. Bailey misunderstood the condition of approval relative to the driveway; noting they thought they needed to get approval for a new driveway which is not something they wanted. He stated he informed them a second driveway is not necessary rather, the existing permit needs to be updated to reflect a change of use.

VI. Informational Items

N/A

VII. Other Business

Mike Carleton Excavation Operation

Mike Carleton stated the Alteration of Terrain application has been submitted and he has received the NHDOT Driveway permit and a Special Exception from the ZBA.

Matt Young questioned the removal of the berm.

Mike Carleton stated his father had an agreement with Sue Weeks that the berm would be removed.

Planning Board Chairman Position

Matt Young stated that due to his work schedule he is unable to continue as Chairman on a permanent basis. He stated Gary Qua has expressed interest and volunteered to do a lot of the work until he feels comfortable assuming the position of chairman; noting he would remain the Chair until such time occurs.

Gary Qua stated the intent is for him to back up the Chair and Vice-Chair.

Bill Marcussen questioned whether Mr. Qua should become a full member.

Matt Young also noted that Mr. Qua would be putting together an informational packet for new Board members.

The Board agreed to the above noted arrangement.

Merrimack Valley Development Corp./Shaw View Subdivision

Dave Jordan, MHF Design Consultants, Inc., stated most of the conditions of approval have been met; noting the Construction Observation Agreement and posting of a Performance Guarantee remain outstanding. He questioned when final approval could be given.

Staff noted that final approval cannot be given without the posting of a Performance Guarantee for site improvements; noting the Board received legal opinion from counsel regarding such.

VIII. Public Comment

Joe Kowalski questioned the status of the Master Plan update.

Matt Young stated the Board contracted with Lakes Region Planning Commission however, LRPC has not provided good service with regard to the update.

Staff noted she is in the process of writing a letter to LRPC to address the issue.

Joe Kowalski questioned Jack Parsons leaving the Board.

Jack Parsons stated his term is expiring in June.

It was moved by Jack Parsons and seconded by Kate Nesbit to adjourn the April 18, 2019 Tuftonboro Planning Board meeting. All members voted in favor.

There being no further business before the Board, the meeting adjourned at 7:51 PM.

Respectfully Submitted,

Lee Ann Hendrickson

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