



TOWN OF WAKEFIELD, NEW HAMPSHIRE
PLANNING BOARD

2 HIGH STREET
SANBORNVILLE, NEW HAMPSHIRE 03872
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MINUTES OF THE PUBLIC HEARING
May 17, 2012

Draft Copy

MEMBERS		ALTERNATES		STAFF	
Paul Winckler, Chairman	X	Richard DesRoches	X	Michelle MacDonald, Secretary	X
John Blackwood, Vice-Chairman	X	Doug Stewart	X	Arthur Capello, Code Enforcement	X
Charlie Edwards, Selectmen's Rep	X	Gerard Levesque	X		
Stephen Royle	X				
Tom Dube					

Attendees present: Annette Fox, Kerry Fox, Dave Mankus, Mike Walsh, Dennis Miller, Janet Miller, Pam Judge, and Relf Fogg.

Chairman Winckler opened the meeting at 7:00pm, with the Pledge of Allegiance to the Flag. Let the record reflect that alternate member Dick DesRoches was sitting in for member Tom Dube.

PUBLIC COMMENT

Chairman Winckler opened the session for public comment. Hearing none, the Chairman closed the public comment session.

PUBLIC HEARING

- Kerry Fox was representing Roland and Valerie Eaton whom has filed a Boundary Line Adjustment Application located at Burley Park Drive & 1496 Province Lake Road, East Wakefield – Wakefield Tax Map 108, Lots 12&13.**

Chairman Winckler invited Kerry Fox to approach the table. Mr. Fox asked if there were any abutters present for this particular hearing. Hearing none he sat down at the table.

Mr. Fox asked if the board was familiar with the location of the two lots in question, stating they were located on Route 153. One lot abutts Province Lake Road and the other lot abutts Burley Park Drive, both lots are owned by Roland and Valerie Eaton. The Eaton's would like to abandon the existing boundary line to expand lot 13 to 9.33 acres while making lot 12 smaller at 3.05 acres. The properties are in the residential three (R3) zone. They meet the 150 ft. road frontage requirement and are at least three acres. The Eaton's will not be doing anything with the road frontage but have used lot 13 for wood splitting for a period of time. Mr. Fox feels that this is a simple Boundary Line Adjustment and hoped to get approval from the Planning Board. Mr. Winckler asked if there were any questions, after hearing none there was a motion.

MOTION: To accept the application
Made by: Steve Royle
Seconded by: John Blackwood

Discussion: None
Vote: Unanimous

Mr. Winckler stated that the application seemed pretty straight forward but with all Boundary Line Adjustments the board would normally consult with Mike Garrepy. For some reason there was a miscommunication and Mr. Garrepy never saw the application and plan so Mr. Winckler suggested that the Board approve the Boundary Line Adjustment pending Mike Garrepy's review. Mr. Royle asked if the application fees have been paid because the box on the application had not been filled out. Michelle MacDonald stated that Mr. Fox had given her multiple copies of the application but only one copy was filled out. Mrs. MacDonald confirmed that the application had been paid in full. Mr. Royle asked if the consulting fee was included in the amount already paid. Mrs. MacDonald stated, yes.

Mr. Edwards asked if the Boundary Line Adjustment is so simple why Mr. Garrepy needs to review it. Mr. Royle stated that he reviewed the checklist and could not foresee any issues. Mr. Capello said if the money is not spent for Mr. Garrepy's services that it will be reimbursed to the property owner. Mr. Winckler asked if there were any more questions. After hearing none he proceeds with he feels Mr. Garrepy is more informed then the Planning Board and should review the application and plans. Mr. Winckler asked Mr. Fox if he was okay with this decision. Mr. Fox asked the Board if he could get a conditional approval pending Mr. Garrepy's review. Mr. Winckler stated, yes. Mr. Royle stated if you follow the checklist of what is supposed to be on the plan you should find most all of the requirements except some minor things. Mr. Blackwood doesn't see why the Board should consult with Mr. Garrepy due to the fact that the property owner only wants to move the lot line not reinvent it. Mr. Edwards and Mr. Fox both agree. Mr. DesRoches didn't feel that Mr. Garrepy could tell them anything different than what they could already see.

MOTION: To accept the Boundary Line Adjustment Application with no conditions
Made by: Charlie Edwards
Seconded by: John Blackwood
Discussion: None
Vote: Unanimous

2. Mike and Megan Walsh have filed a Conditional Use Permit Application located at 80 Chapel Street, Union – Tax Map 244, Lot 26.

Mr. Winckler invited both Mike and Megan Walsh to approach the table. Only Mr. Walsh was present. Mr. Winckler asked Mr. Walsh what he was planning on doing. Mr. Walsh talked about wanting to purchase the old school house on Chapel Street in Union and open it up to families that home school their children. Mr. Winckler asked Mr. Walsh if they were going to expand. Mr. Walsh replied, no. We want to renovate the building as close to original as possible. The Walsh's want to open the doors for community events like Heritage Days, as well as Historical Society Tours. Mr. Walsh may also decide to build a playground behind the school house, where one once existed for the use of the children. They may open it up to the public pending review of their insurance company. Mr. Winckler wanted to know how much renovation they will be doing. "Will you be tearing down the walls?" Mr. Walsh replied, no but there has been some rodent damage so we will be fixing and replacing ceiling tiles, taking care of the mold in the basement and working on the outside of the building as well. Mr. Walsh stated there will be no

structural changes. Mr. Winckler asked if there any questions on this applications. There were no questions.

MOTION: To accept the application
Made by: Dick DesRoches
Seconded by: John Blackwood
Discussion: None
Vote: Unanimous

Mr. Winckler asked if there were any asbestos issues in the building. Mr. Walsh replied no, just the mold issue in the basement. Mr. Blackwood asked how big the building was. Mr. Walsh stated it was 1500 square feet. He also mentioned that the interior had two big school rooms that were approximately 800 square feet each with a little middle area and it had a back kitchen.

Mr. Winckler asked if there were any questions from the board. Hearing none he then asked the public if there were any comments. Pam Judge stated she was the President of the Heritage Commission and that the Heritage Commission is supportive of what the Walsh's are trying to do. Mrs. Judge feels that this is better than the town having to own the building themselves and stated that the Walsh's are doing what the Heritage Commission wanted to do. Mr. Winckler asked Mr. Walsh what the next step would be. Mr. Walsh stated once they get approval from the Planning Board they will take the Notice of Decision to the bank and close. Mr. Walsh would like to start renovations in June and be able to use the building sometime in September.

Mr. Blackwood asked how many students they planned on having in the building at a time. Mr. Walsh stated there is no set number of students at any one time. There could be any number from 6 to as many as 30 kids and their families. Mr. Winckler asked Mr. Walsh if he was looking for any money from the town. Mr. Walsh replied, no. Mr. Winckler asked if there were any questions. Hearing none, Mr. Winckler asked Mr. Walsh if he had a Plan B. Mr. Walsh said yes, Plan b could be selling the building or coming back to the Planning Board and asking if the space could be rented.

MOTION: To accept the Conditional Use Permit with no conditions
Made by: Charlie Edwards
Seconded by: John Blackwood
Discussion: None
Vote: Unanimous

3. Janet Miller, President of the Wakefield Food Pantry has filed a Site Plan Review Application located at 1488 Wakefield Road, Wakefield – Tax map 200, Lot 3.

Mr. Winckler invited Janet Miller to approach the table. Mrs. Miller stated that she was the President of the Food Pantry and introduced Dennis Miller as the building Chairman of said project. Mr. Miller asked the public if there were any abutters present. After hearing none Mrs. Miller briefly discussed that the building was 42' by 48' in size and 2016 square feet. The Food Pantry serves approximately 50 to 60 families per week. The parking area is much larger due to the fact that all their activity happens one day a week. There is an entrance for the recipients on one end of the building and an entrance on the other end for the volunteers. Donations will come

in the North end of the building while recipients will enter through the Town garage driveway. Mrs. Miller stated that the building consists of a food warehouse, waiting area, loading and unloading area, kitchen, office and various other support areas. It will be a one story metal building. It is expected the Food Pantry will pay approximately \$150,000. Mrs. Miller informed the board that the Food Pantry has a benefactor that will match two for one money spent up to \$100. This means that the Food Pantry will have to raise \$50,000 in order to build a \$150,000 building. Mrs. Miller said that they opened the bidding for a contractor on May 16th but has not made a decision yet. Mrs. Miller also mentioned that the lease had already been signed.

MOTION: To accept the application

Made by: Charlie Edwards

Seconded by: John Blackwood

Discussion: None

Vote: Unanimous

Mr. Winckler was concerned that the new building has more space than is needed. Mrs. Miller stated that the shared and exclusive space in the Parks and Rec building totals 1,350 square feet and the new building is 2,000 square feet. Mrs. Miller mentioned that this will allow us to have a larger food warehouse so we can buy in bulk. Mr. Winckler asked how close to the road the building is located. Mrs. Miller replied that Mr. Miller would discuss that when he approached the table. Mr. Winckler then asked about the growth of the Food Pantry. He noticed the huge increase in demand. Mr. Winckler asked how the Town of Wakefield compares with other towns in the number of families being served. Mrs. Miller stated that you have to look at the population numbers but most towns are saying the number of families using the Food Pantry is growing. The elderly are the most common users. Mrs. Miller thinks that Wakefield has become a magnet for retirees. The Food Pantry actually has a small number of families with children.

Mr. Winckler asked if all of the people are really eligible. Mrs. Miller stated that they have implemented a computer system and have added extra questions to determine eligibility and this is all documented. If recipients are receiving food stamps they are eligible because that is a much higher level of proof required. Mr. Royle stated that there was a tremendous growth in 60 and older. Mrs. Miller stated that was one of the reasons they designed the building with an expandable frame so if they ever had to add on to the warehouse part they could. The Food Pantry could also be open for several days a week instead of just one. Mr. Blackwood asked Mrs. Miller if she knew what the electric bill was going to be. Mrs. Miller replied, "I do not know that at this time." The Food Pantry is responsible for approximately \$250.00 a month at the Parks and Rec building. Mr. Blackwood asked if that money came out of the town's budget. Mrs. Miller replied yes, the town pays for that bill because the town owns the parks and Rec building. Mr. Blackwood asked if this was going to be the same in the new building or if the Food Pantry was going to pay their own electric. Mrs. Miller stated "that has yet to be determined depending on the cost." But she feels that they will be looking to the Town because this is actually a town function. The Food Pantry is taking care of low-income families in Wakefield. Mr. Winckler stated "the fact of the matter is the town is responsible for their residents." He believes that the Food Pantry is providing a wonderful service. Mrs. Miller stated that the Food Pantry has 50 volunteers. Mr. Winckler asked if there were any more questions. Mrs. Miller asked if the Planning Board would consider waving the application and abutters fee. Mr. Winckler feels this would be a wise thing to do.

Gerry Levesque asked if the Town would be liable for the heating and air conditioning. Mr. Miller stated that the building will not be air conditioned and the fact that the building hasn't been built yet they are not sure of the operating costs. The fact that the Town is paying the bills now Mr. Miller would not be surprised if the Food Pantry asked for this to be continued at the new building. Mr. Capello, Towns Building Inspector stated that he feels if the Town chooses to give support to the Food Pantry that it would be a lot cheaper than if the Food Pantry didn't exist at all and the residents went to the Welfare Office for help.

Mr. Miller asked the Board if they were familiar with the site. The site is on Route 153 located between the Town and State Shed. The building will be on Town property but abutts State property. The site is defined as one acre of land. Mr. Miller would like to remove the trees near the road and push whatever top soil there is to the back of the lot to make a community garden. The parking lot has 19 parking spaces laid out with an overflow of another 5 spaces. Mr. Winckler asked if this building was exclusively for the Food Pantry. Mr. Miller stated that the building would be owned by the Food Pantry but they have a 99 year lease with the Town of Wakefield on the land. If the Food Pantry was to no longer exist the Town would take ownership because it is on Town land.

Mr. Winckler asked if they had a plan B because they still have to raise \$50,000. Mr. Miller stated the Food Pantry has \$40,000 right now with \$20,000 they would like to save but would use if they had too. Their goal is to raise another \$30,000 but this project would still work with another \$10,000. Mr. Blackwood stated he liked the idea of a community garden. Mr. Miller stated they want to create little plots that they are hoping volunteers can till and the recipients will do the planting and maintaining of their own plots. Mr. Winckler asked if there were any more questions.

MOTION: To wave the application and consultant fees

Made by: Steve Royle

Seconded by: Dick DesRoches

Discussion: None

Vote: Unanimous

MOTION: To approve the Site Plan

Made by: Dick DesRoches

Seconded by: John Blackwood

Discussion: None

Vote: Unanimous

BOARD BUSINESS

1. Public notice advertising fees.

Mr. Winckler stated the fee to advertise in the Carroll County Independent has increased by approximately \$21.00. Mr. Capello stated that the Planning Board is charging the applicant \$100.00 when the fee should be \$121.00. Mr. Winckler said that we should be covering the cost. Mr. Capello stated the Board can't make a decision today but need to schedule a public hearing. Mr. Winckler was wondering how often they increase their fees. Mr. Royle asked if the Board could make a public hearing that says the fees will equal the actual amount. Mr. Capello stated that it would save the Board from having a public hearing for every increase. **Public Hearing scheduled for June 21st.**

2. \$40.00 Road fee.

Mr. Winckler asked Mr. Capello to explain what the new road fee entails. Mr. Capello stated when there is a new subdivision that has a new road the Towns charged \$40.00 by Cartographics to map that new road and add it to the town maps. Mr. Capello suggested if there is a new subdivision where there is a new road being added that part of the application fee include the \$40.00. Right now the Town is not collecting the fee from anyone. Mr. Royle asked if the Board could use the same method as the advertising fee and make the road fee equal to actual cost. Mr. Capello thought that was a good idea. Mr. Blackwood wanted to know if this fee is something that could be negotiated out. Mr. Capello stated that the Board would have to consult with Teresa Williams, Town Administrator. **Public Hearing scheduled for June 21st.**

3. Eastern lakes Region Housing Coalition – Grant

Mr. Winckler stated that there is a grant available from Eastern Lakes Region Coalition which seems to be pretty open ended. Mr. Winckler thought it was only to do with low-income housing but there is more that could be included. For example it could include the Town Hall or bridges and sidewalks that we talked about last meeting. Mr. DesRoches stated that he thought this was just a planning grant not a construction grant. This grant would be to look at zoning issues. If you wanted to re-write zoning, you could apply for a grant or hire a consultant. Mr. Winckler was not aware of this. Mr. Capello stated that this is another thing that Mike Garrepy should review. Mr. Winckler stated some concern that since Mike Garrepy had a very busy schedule that he may not have the time for the Planning Board. Mr. Edwards believed that Arthur Capello could handle just about every application they receive. **The Board has chosen not to pursue the grant at this time.**

OLD BOARD BUSINESS

1. Route 16 Site Walk

Mr. Edwards asked if there was still a date set for the Route 16 Site Walk. Mr. Winckler replied yes, the meeting will be on June 2nd at 9:00 am and the meeting spot will be the Resource Center in Union. Mr. Royle stated that this would have to be posted as a public meeting.

Mr. Blackwood asked what the site walk was about. Mr. Winckler stated the plan is to get together as a group and walk Route 16 while reviewing how Route 16 is zoned now for business-commercial and to see what parts could be zoned business-commercial. Then present the findings to the Town in a questionnaire form for the next election (2013). Mr. Blackwood stated that he has already walked from Union up and he doesn't feel there is any place that could be zoned commercial. Mr. Edwards feels that they should go from the Mobil Station to Wakefield Hill. Mr. Capello feels it would benefit the Board to look at Governors Road- South. He stated he could think of a parcel that was subdivided and zoned residential but was subdivided with the intent of possible business- commercial use. Mr. Winckler agreed that there may be places along Route 16 to look at. Mr. Blackwood doesn't feel that people will want to spend large amounts of money to knock out a mountain just to build when they can go up the street and build or buy. Mr. Capello didn't disagree but stated that they may find someone who would pay \$100,000 to \$200,000 to put a business in. Mr. Winckler feels that the Board should look at the whole Route 16 corridor.

Mr. DesRoches raised a concern about the fact that there are a couple of parcels on the right hand side of Route 16 going North that are the main feed of brooks into the Great East Lake. If that is going to be re-zoned to Commercial then it would be a problem. He feels this is one of the issues the Planning Board needs to be aware of. Mr. DesRoches has a copy of the map on-line and will send a copy to the members of the Board. Mr. Capello stated if it was to be re-zoned Commercial then the Planning Board could have a business come in to set up storm water management to prevent that. Mr. DesRoches agreed and said he didn't say that it shouldn't be resolved. He was just stating that the Board needed to be aware of the fact that the parcel is a main feeder into Great East Lake.

Mr. Mankus stated that he knew of a map that included work that was previously done on the Route 16 corridor and feels that the logical place for the Board to start would be with what was already accomplished instead of starting from scratch. Mr. Winckler would like a copy of the map for all Board members as well as a current colored copy of the Zoning Map.

Public Meeting scheduled for June 2nd at 9:00 am

CORRESPONDENCE AND MISCELLANEOUS

1. Fish Market – license for beer and wine

Mr. Capello stated that the Fish Market has put in an application with the Department of Alcohol Bureau in Concord to get a license to sell beer and wine. Part of that process is to get

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the Planning Board's blessing along with the Board of Selectman and the Building Office. The Building Office and the Board of Selectman do not have any issues with this. Mr. Capello asked the Planning Board if they had any issues. If they do not a letter has been prepared for Mr. Denley to bring to Concord. After a brief discussion a motion was made.

MOTION: To accept the Fish Market selling beer and wine
Made By: Charlie Edwards
Seconded by: John Blackwood
Discussion: None
Vote: Unanimous

APPROVAL OF MINUTES

MOTION: To approve the minutes of the May 3 meeting.
Made by: Dick DesRoches
Seconded by: Charlie Edwards
Discussion: None
Vote: Unanimous

ADJOURNMENT

MOTION: To adjourn the meeting at 7:59pm
Made by: John Blackwood
Seconded by: Charlie Edwards
Discussion: None
Vote: Unanimous

Respectfully submitted,
Michelle MacDonald

Michelle MacDonald
Planning Board Secretary