

Selectmen's Department Head Meeting & Work Session
Monday, November 6, 2017

Chairman Morgan called the Work Session to order at 1:30 PM. This meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Richard Morgan, Robert Freeman, and Sandra Martin, and Ellen White, Town Administrator, who recorded the minutes.

Department Head Meeting:

Steve McConarty, Zoning Enforcement Officer, discussed the six building permits found for the campers at Westward Shores Camping Area & Resort and questioned whether the Town can issue permits for structures without the consent of the landowner. Discussion ensued.

McConarty discussed proposed changes to the building permit application and permit fees.

Discussion took place on the updates made to the Site Plan Regulations which now incorporate the FEMA regulations.

McConarty reviewed the zoning violation letter being issued by Attorney Sager to a property owner on Bean Mountain Road.

Further discussion took place on informal discussions at the Planning Board including the classification of a fence over 6' tall being a structure.

The Department Head Meeting was recessed at 2:00 PM.

Conference Call:

The conference call was held in the Town Administrator's Office. Chelsea Bossenbroek and TJ Lawrence, Northgate Ossipee LLC; Karl Anderson, FEMA; and Jennifer Gilbert, NH Office of Energy & Planning, were also present by telephone.

Morgan discussed bringing the old section of Westward Shores Campground into compliance stating that the non-compliant issues come from the prior owners allowing construction to take place without acquiring the appropriate permits. Morgan reiterated that the Town is willing to work with the new owners to satisfy current building code and FEMA regulations.

Morgan also discussed concern with one Code Enforcement Officer not being able to devote the time needed to monitor the activity at Westward Shores. Bossenbroek also discussed concern with the legal expenditures that will be incurred to bring the campground into compliance if campers do not agree with the changes needed. An open issue with a camper with a non-permitted addition was reviewed.

Anderson stated that FEMA will accept any means to elevate the RVs above the 100-year flood level. McConarty questioned whether the campground will allow sauna tubes. Bossenbroek stated that they are working on finding a better solution such as a pier and anchor solution but are estimating the cost to be around \$7,400.00. Another option would be concrete blocks with hurricane straps, but that is estimated to be \$3,000.00.

Morgan questioned if the present additions are common for a campground. Bossenbroek responded that they are not; detachable three-season rooms are what are common and what they would like to see in Westward Shores. Martin questioned if there were any inspections of the campground completed prior to the purchase and if they were aware of what was existing.

Morgan discussed how to get to be in compliance. Structures without a permit must be road-ready. What happens when they say no? Rules and regulations are to be enforced. Seasonal contract amendments are to be implemented.

Morgan requested Bossenbroek work with White to draft a letter of what is allowed further requesting compliance or removal from the campground. Campers are to be elevated and anchored or registered and road-ready.

McConarty questioned how FEMA feels about the installation of 200-300 concrete slabs. Lawrence questioned whether it will be the responsibility of the Town or Westward Shores to verify the anchoring system. Gilbert was questioned about NH DES standpoint on this matter? She responded that she will have to check with that department.

Martin stated that permits are issued by McConarty and questioned who has legal authority to sign off for the campground. Bossenbroek confirmed that Lawrence has authority to act on permits on behalf of the campground.

A draft letter will be sent to Anderson and Gilbert for review/comments once it has been drafted.

White questioned if FEMA requires anything further from the Town or will the conference call be sufficient? Anderson confirmed the call to be sufficient as well as any follow up.

Being no further discussion, the conference call ended at 2:26 PM.

Department Head Meeting continued:

McConarty reviewed the proposed changes to the Zoning Ordinance including setting terms for a seasonal campsite. Discussion took place on the term and permitting requirements. Morgan stated that they do not want to encourage temporary structures.

McConarty questioned the Site Plan Review process and whether he can issue a building permit if a building meets setback requirements. Discussion took place on the process.

McConarty was dismissed at 2:50 PM.

Review of Red Folders, Accounts Payable and Payroll Manifests:

The Accounts Payable Manifest, Red Folder and Water & Sewer Red Folder were reviewed.

Budget Review:

The Outside Health Agency packets were reviewed. White reported that no requests were received from Appalachian Mountain Teen Project or the Tyler Blain House.

Dam Procedures:

Morgan discussed concerns raised by Ash Fischbein at the last Selectmen's Meeting about shoreline erosion resulting from fluctuating levels of the Mill Pond. The purpose of the meeting is to get the process documented so it can be put to writing.

Caitlin Wright discussed the process she uses in monitoring the dam at Dan Hole Pond. In the winter, 2 boards are pulled. When water is high, boards are also pulled but the result is not seen downstream

for approximately 24-48 hours. Wright confirmed that she often consults with Harriman when heavy rains are forecasted and if she is not available, the Highway Department has a key to open the gates as necessary. Whenever Wright is away she notifies Harriman so someone else can be on call to remove boards if necessary.

Brad Harriman, Public Works Director, entered at 3:35 PM. Harriman confirmed that Neil Eldridge or Bill Eldridge also monitor the levels of the Mill Pond.

The dams are inspected by the State every two years and brush removal is part of the routine maintenance the Highway Department completes. In addition, repairs to the dam are made when they are detected through routine checks that occur.

Being no further input, the work session was adjourned.

Adjourned at 3:43 PM.

Richard H. Morgan, Chairman

Robert C. Freeman

Sandra P. Martin

To be approved 11/13/2017

