

## **Approved**

### **KEARSARGE LIGHTING PRECINCT Board of Commissioners Monthly Meeting Minutes May 21, 2024**

**Present:** Commissioners - M. Lynn Lyman, Joseph DiFiore; Clerk - Alex Shaffer

**Absent:** Commissioner - Sarah Mallet; Treasurer - Peter Donohoe

**Guests:** Douglas Wheaton, Donna-Marie Cecere - Owners at Buttonwood Inn; Peter Crane - Interested Citizen

**Called to Order:** The meeting was called to order at 6:33pm by Commissioner Lyman.

#### **Minutes:**

Motion to accept the KLP monthly meeting minutes from April 16, 2024 was made by Commissioner Lyman and seconded by Commissioner DiFiore. All in favor.

#### **Treasurer's Report:**

Copies of the April 2024 Treasurer's report were presented. Commissioner Lyman made a motion to approve the report, seconded by Commissioner DiFiore. All in favor.

#### **Building Permits Issued:**

Ralp and Corinne Smith, 203-114, 598 Intervale Cross Road. Demolish existing shed and build a 20' x 20' Shed with an overhang roof of 4' over a 4' concrete pad. Total dimension 20' X 24'.

Ralp and Corinne Smith, 203-114, 598 Intervale Cross Road. Build a deck by the existing pool.

Robert and Sara Vanderlin, 203-45, 112 Crown Ridge Road. Build an 18' X 22' detached garage.

Cranmore Mountain Lodge, Shirley Chu, 203-32 859 Kearsarge Road. 9' X 7' Pergola. A \$100.00 fine was also paid for installing structure without a building permit.

#### **Building Permits to be reviewed:**

Ted Wroblewski, 203-111.1, 512 Intervale Cross Road, Ground mounted solar panel array. Dimensions 31' X 15'.

- Commissioner Lyman shared a copy of the permit application with Commissioner DiFiore to review. Commissioner DiFiore and Commissioner Lyman approved the application.

## **New Business:**

Douglas Wheaton and Donna-Marie Cecere, Owners of the Buttonwood Inn, approached the KLP Commissioners to discuss a subdivision of their land to include a 3-bedroom, 2000 sq. ft. home on 1.55 acres to be used by their daughter and son-in-law as a full-time residence.

- Ms. Cecere informed the Commissioners that their daughter is a full-time chef and can help at the Inn, and her husband (Douglas and Donna-Marie's son-in-law) works in government cyber security. They have two (2) small children.
- Ms. Cecere informed the Commissioners that the home is being labeled a subdivision by the town of Bartlett and that this same language has been advised by their legal counsel as appropriate.
- Commissioner Lyman informed Mr. Wheaton and Ms. Cecere of the rules to be followed, including: Two (2) acre minimum, 200-foot road frontage, and 80-foot setback as well as abutting property setback minimums, included implications related to the Inn, because the property is now being subdivided.
- Further discussions ensued regarding surveying, sitework, zoning, and more.
- The Commissioners concluded and expressed that more detailed plans must be shared with the Commissioners by Mr. Wheaton and Ms. Cecere and that they must apply for an official KLP building permit.

Alex and Kara Loth, 203-75.3, 111 Crown Ridge Road. Deck constructed without a permit from the Town of Conway or KLP.

- The Commissioners determined that a letter from the KLP will be sent to the Loth's to discuss and resolve the matter.

Cindy and Curt Detzer, 203-000054, 43 Jessica's Way. Constructed a garage without a permit from the KLP. Conway issued them a permit but missed the fact that they needed a building permit from the KLP.

- Commissioner Lyman suggested that the KLP send a letter to the Detzer's to discuss and resolve the matter – requesting that the Detzer's apply for a building permit and pay the \$40 application fee. Commissioner DiFiore agreed and clarified that the KLP will not issue a \$100 fine for this because it involved a clerical/process error between the Town of Conway and the KLP.

Commissioner DiFiore signed off on a new building permit application on May 21, 2024 for Carr Contracting on behalf of Andrew Dean of 568 Intervale Cross Road.

Commission DiFiore signed off on this permit request because the proposed building plans did not involve changing the existing footprint of the structure.

James Dukas reached out on April 19, 2024 asking the Clerk and Commissioners about "compliance" before renting his unit at 64 Wildflower Trail Unit 20.

- Commissioner Lyman responded, expressing the KLP's ordinances regarding rentals, referring Mr. Dukas to the zoning ordinance as well as the Town of Conway license rental agreement information. Mr. Dukas has not since replied.

Government website accessibility rules were discussed.

- This is an ongoing matter of interest and will be reviewed throughout 2024 by the Clerk in an effort to work toward a compliant and inclusive web experience for the general public accessing <https://www.kearsargelightingprecinct.org/>.

### **Old Business:**

Cranmore Mountain Lodge, Shirley Chu has applied to the ZBA.

- Commissioner Lyman explained the appeal and variance.
- The ZBA is now initiating next steps regarding the matter at hand.

**Public Comment:** None.

**Adjourned:** The meeting was adjourned by Commissioner Lyman at 7:51pm and Seconded by Commissioner DiFiore.

Respectfully submitted,  
Clerk Alex Shaffer, Recording Secretary.

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## **Approved**

### **Duprey Park Board of Commissioners Monthly Meeting Minutes May 21, 2024**

**Present:** Commissioners - M. Lynn Lyman, Joseph DiFiore; Clerk - Alex Shaffer

**Absent:** Commissioner Sarah Mallet; Treasurer - Peter Donohoe

**Guests:** Peter Crane - Interested Citizen

**Called to Order:** The meeting was called to order at 7:52pm by Commissioner Lyman.

**Minutes:** Motion to accept the Duprey Park monthly meeting minutes from April 16, 2024 was made by Commissioner Lyman and seconded by Commissioner DiFiore. All in favor.

**Treasurer's Report:** Copies of the April 2024 Treasurer's report were presented. Commissioner Lyman made a motion to approve the report, seconded by Commissioner DiFiore. All in favor.

**New Business:** None

**Old Business:** None

**Public Comment:** None

**Adjourned:** The meeting was adjourned by Commissioner Lyman at 7:53pm and seconded by Commissioner DiFiore.

Respectfully submitted,  
Clerk Alex Shaffer, Recording Secretary.