

PLANNING BOARD MINUTES
September 22, 2010

APPROVED as AMENDED & CLARIFIED:
10/13/10__jrl_____

AGENDA: CONT. COMPLIANCE: TAMI & PAUL ZAREAS/RICHARD BACON,
 77 Ravine Drive, #111-084
 2011 CAPITAL IMPROVEMENTS PLAN (CIP) PRESENTATION
 WORKSHOP

ATTENDING: Dan Paradis (Chairman), Elizabeth Seeler (Vice Chairman), Phil Dion (Sel.
 Rep.), Murray Campbell, Janice DellaCroce, Denice DeStefano, Clay Dingman,
 Steve Favorite (Alternate)

ABSENT: -----

OTHER: Michael Capone (Town Administrator)

The meeting opened at 7:00 p.m.

MINUTES OF SEPTEMBER 8, 2010:

M. Campbell made a motion, second by C. Dingman, to approve the minutes as read. The motion carried with 2 abstentions.

CONT. COMPLIANCE: TAMI & PAUL ZAREAS/RICHARD BACON

Mr. Bacon had sent an e-mail asking to wrap this up at our Oct. 13th meeting.

C. Dingman made a MOTION, second by J. DellaCroce, to CONTINUE THE COMPLIANCE HEARING FOR TAMI & PAUL ZAREAS TO OCTOBER 13, 2010. The motion CARRIED.

CIP PRESENTATION:

Mr. Favorite ran the power point program and Mr. Campbell narrated. Mr. Paradis stated that the CIP committee did a good job getting the plan out. However, it does not give the Planning Board much time to approve it as we only have tonight so that it can go to the Budget Committee on Oct. 4th. Mr. Campbell gave the Planning Board members a copy of the completed plan booklet.

When the ¾ ton pickup was brought up, Ms. Seeler noticed that the power point says \$40,000 but the plan has \$30,000. (line 24). Mr. Campbell stated that the right amount is \$40,000 and this will be corrected.

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CIP continued:

With the 6 Wheel Dump Truck, Ms. Seeler said that, as Trustee of the Trust Funds, the Capital Reserve funds should be for each department and not for each item as, if all the money is not spent for the particular item, it must go before the voters in order to use the balance. Mr. Capone thought that, perhaps a Dept. Capital Reserve with a subtitle would do. He and Ms. Seeler will look into the best way to handle this.

Mr. Paradis noted that the back-up generator includes installation.

Under Avitar Appraisal Software, Mr. Dion questioned stating that this was rejected for 2010 purchase. The members felt that this is important as it shows the increase of costs the next year when something is rejected. Mr. Dingman mentioned that this statement should be added to the ambulance as well; it was also rejected for 2010.

With the Fire Dept. Command Vehicle, Mr. Paradis stated that the word "initiating" should be removed from Capital Reserve fund. Ms. Seeler noted that the power point has \$20,000 for 2012 and the CIP shows \$22,500. This will also be corrected.

Ms. DellaCroce asked about the transfer station changes and, after it being said that the basic plan has been done, Mr. Capone stated that he needs to check as to how the remaining \$19,077. has been set up. He did not know if it is in reserve or should have been encumbered. He will let Mr. Campbell know.

Ms. Seeler questioned why the CIP has no cruiser replacement for 2015. Mr. Campbell explained that this was done on purpose. It would be for the replacement of the 4 x 4 which may not need replacement as early as that. The committee will check on this and adjust the schedule as necessary as we get closer to that time.

Mr. Paradis asked if the Oct. 4th meeting with the Budget Committee is to be filmed and Mr. Capone answered that it is. He added that the spelling of "challenges" needs correction. Mr. Campbell stated that, when we go to the Budget Committee, each CIP member will also speak. He thanked the Board for their input.

Mr. Dingman asked if they have any notion of getting support from the Budget Committee and what they will do to get this support. Mr. Campbell felt that the committee ironed that out with the two previous meetings held with them. Mr. Paradis added that we have a new Chairman on the Budget Committee and are hopeful that the committee will be behind us. Mr. Dion added that it is a different committee this year and seems to be more knowledgeable. Mr. Capone said that the CIP was brought to the previous committee in November of last year and it was too late for them. He has scheduled the CIP to be presented first this year in hopes that this will make a difference. Ms. DeStefano added that the CIP committee should go in with an upbeat and positive attitude.

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CIP continued:

Ms. DellaCroce asked how the committee came up with the Priority 1 and 2 designations and their costs. It would seem that the CIP has done their homework for them. Mr. Campbell explained that the committee took the list given them by the various departments, along with the costs and how badly they are needed. Mr. Dingman added that they also visited several departments and asked questions. Mr. Campbell stated that the committee is not the one to become expert on the various equipment. Mr. Capone stated that we hire professionals who have expertise in the needs of their departments. He felt that we can rely on them though some things may need tweaking, such as better record keeping for maintenance. Mr. Dingman felt that the committee needs to shut down any speaker by stating that we have faith in our Dept. Heads. Further discussion was held. Mr. Paradis noted that, last year, a couple of the Budget Committee members did not believe in having Capital Reserve funds. Mr. Dingman feels that the credibility of the CIP needs to be established. Ms. DeStefano felt that, if the 10/4 meeting is taped and the CIP credibility is seen with this power point, the Budget Committee members who are nay-sayers will be seen as such. Mr. Favorite added that a plan this far out works and benefits everybody. The attitude needs to change.

D. DeStefano made a MOTION, second by C. Dingman, to APPROVE THE CIP WITH THE TWO AMENDMENTS TO LINES 24 AND 51. The motion CARRIED.

WORKSHOP:

Michelle Bonsteel's e-mail (Land Use Officer):

The following actions were determined to correct the Planning Board web site.

1. Membership of the Planning Board is incorrect = This will be corrected by the secretary.
2. "Additional Circumstances" = This is addressing Equitable Waivers and is under the ZBA.
3. Site Plan Application starts with page 2 = Ms. DeStefano forwarded the complete application to Mr. Courchaine and he needs to post page 1, as well. If he does not have this, he can e-mail her and she will send it again.
4. The Minor Site Plan Process Memo = This is the right one but "Memo" should be replaced with "Outline".
5. Special Use Permit undated and ad fee incorrect = The Planning Board will update this.
6. Outdated Application for Subdivision = Planning Board to update.
7. 9/25/02 Site Plan Checklist = Mr. Courchaine should have the updated copy that Ms. DeStefano sent him. If not, he can contact her and she will send it in again.
8. Telecommunications Checklist = Ms. DeStefano will send another copy to Ms. Bonsteel and have her send a copy on to Mr. Courchaine.
9. Subdivision Checklist = The Board will update.
10. No link to HDC = A note about this shall be sent to Mr. Courchaine.
11. CIP Presentation = Mr. Campbell will see to getting this to Mr. Courchaine once it has been presented to the Budget Committee.

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WORKSHOP, WEB SITE continued:

HDC = Mr. Dingman said that he will check the HDC web site as to the correct list of members, a copy of the COA application, and a copy of the Zoning Ordinance pertinent to HDC.

Mr. Dion suggested that, when the CIP is on the web site, it should be put on TV and in the Town Crier, as well.

CORRESPONDENCE:

The DES permit was looked at and will be filed. The Cartographic Assoc. Inc. ad on Query Manager Online is to be given to the Town Administrator. E-mail from the OEP Conference info. was read. The Sept. Town & Country topics were read and Mr. Dingman asked to take it.

REPORTS:

Historic District: Mr. Dingman stated that they met last Wednesday and are in the process of getting information on status with the CLG (Certified Local Government). This makes towns eligible for grant money, such as \$10,000 seed money from the town gets \$20,000 in grant money. There are 3 categories: 1. education, 2. the plan, and 3. implementation. The HDC has the requirements in place already and we would be competing with only 12 other towns/cities.

Mr. Paradis asked what is happening with the updating of historic buildings for the Master Plan. Mr. Dingman stated that Dorcas Gordon and Sandra Heaney are to do this and, when asked he said that he will speak to them about it. Mr. Paradis explained that, when we updated the Master Plan, only minimal updating was done to this section.

Mr. Dingman continued by saying that he intends for the HDC to apply for both the NH Preservation and CLG (once we have status) for grants.

Selectmen: Mr. Dion stated that he has been on vacation but, as far as he is aware, not much is happening. He added that Mr. Capone is doing a great job.

CIP: Mr. Campbell stated that, once they present to the Budget Committee, he will see that the plan gets onto the web site. They will also address the suggestions that Mr. Dingman has made tonight.

NEW BUSINESS:

Mr. Paradis reminded the Board of the 9/27 NLRA seminar in Groton and of the Workshop seminar on cell towers on 9/29 in Meredith.

Mr. Paradis will meet with the secretary on Friday to go over the proposed budget for 2011.

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NEW BUSINESS continued:

Ms. DellaCroce asked if she was included in the order for the Land Use book as she was not sure if she should notify the secretary, as in the past, or Ms. Bonsteel. The secretary explained that she has compared lists with Ms. Bonsteel to be certain that everyone has been included.

NEXT MEETING: Our next meeting is on Oct. 13th and will be held at the Old Town Hall so that it can accommodate room for the public and be filmed live. We have the Cont. Special Use Permit for Mr. Messina, Site Plan for Maxton Technologies Inc. (cell tower), Subdivision for Habitat for Humanities, and the Cont. Compliance Hearing for Tami & Paul Zareas.

With no other business before the Board, E. Seeler made a motion, second by D. DeStefano, to adjourn at 9:00 p.m.

Respectfully submitted,
Jan Laferriere, secretary