

**BARNSTEAD PLANNING BOARD
THURSDAY, FEBRUARY 19, 2015**

WORKSESSION

MINUTES

CALL TO ORDER: Nancy Carr, chair, called the work session to order at 7:08 P.M.

ROLL CALL: Nancy Carr, Chair, Elaine Swinford, Vice-Chair, Karen Schacht, Secretary, Bruce Grey, Kathy Preston, Chris Carazzo, alternate, David Allen, alternate, Andy Houle, Selectboard representative.

C.I.P. DISCUSSION: David Allen explained New Hampshire RSA's require every town to have a CIP (Capitol Improvement Plan) and that it needs to be updated on a regular basis. The state law calls for a six year cycle to plan expenditures. Andy Houle stated the Fire & Police Departments have a 10 year plan in the works. David Allen asked about the status of the Selectmen's budget due to the cutting of the \$8,600 from the Planning Board budget. Andy Houle stated the Selectmen are in favor of reduced expenses. It was discussed that \$2,000 to \$2,500 be added to the budget from the floor of town meeting to cover the cost of the CIP. The proposal from Lakes Region Planning Commission (LRPC) that would cost \$8,600 was nixed by the Budget Committee at their last meeting. David stated there are several items we would need LRPC's expertise and that the sub-committee could do the rest of the footwork. He suggested that a timeline be formed and that projects be divided up and assigned to volunteers. David stated we would need the LRPC's expertise to 'Review Definitions/Create CIP Forms', 'Develop Prioritized Ranking System', and to meet with the Planning Board, Selectboard, Budget Committee, School Board and all Department Heads. This project can be done with Excel spreadsheets and they were available through the New Hampshire Municiple Association. David Allen stated he wanted the format integrated with sums linked, and ease of interpretation was important. David said the Town Office has a lot of the background budget history. Nancy Carr suggested David contact Karen Montgomery and request the information from her; she will be able to direct the requests to the correct person. Elaine Swinford reminded David to sound volunteers from Prospect Mountain High School. There could be students in the graphic arts program that could help design and produce the finished document.

David Allen sees the project getting started after Town Meeting. He is looking for representatives from the Planning Board, Select Board, Budget Committee, School Board and then several members at large from town. There are several residents interested in helping on

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the sub-committee including David Kerr and Sharon Hodgdon. Nancy Carr suggested that David Allen contact LRPC to see if someone from their office could attend the April 16 Work Session of the Planning Board. The work session could be attended by all boards and department heads to get an initial understanding of the requirements of the project.

The Select board office does have a copy of the CIP done in the early 2000's by LRPC and it is available through the town's website. There was an update done in 2010 and that is??

CORRESPONDENCE: None

OLD BUSINESS: Chris Carazzo asked if there had been any response from the letters mailed to the four business's in town. One of the businesses will be at the next Planning Board meeting for a Site Plan Review. Two of the businesses have responded and said they would be in to submit Site Plan Reviews. One business has not responded and it was requested a second letter be drafted for review at the next meeting.

NEW BUSINESS: Concern has been voiced over members and alternates that do not attend meetings and work sessions on a regular basis. Currently the Rules of Procedure do not address prolonged absenteeism; and is this something that should be amended to deal with communication and attendance. Chris Carazzo suggested sending a letter to those people that are missing from meetings. Nancy Carr will draft a letter to reach out to missing members and alternates.

David Allen said he had received negative comments regarding the Master Plan and he would like to 'turn the tide' on this subject. Elaine Swinford suggested that both he and David Brown do a short presentation at Town Meeting to help inform residents of the document and how it is suppose to work.

ADJOURNMENT: Andy Houle made the motion to adjourn the work session. Elaine Swinford seconded the motion. Nancy Carr adjourned the work session at 8:00 P.M.