

**BARNSTEAD PLANNING BOARD
THURSDAY APRIL 16, 2015**

BARNSTEAD TOWN HALL @ 7:00 P.M.

WORK SESSION

MINUTES

CALL TO ORDER: Nancy Carr, chair, called the meeting to order at 7:03 P.M.

ROLL CALL: Nancy Carr, chair, Elaine Swinford, vice-chair, Karen Schacht, secretary, Kathy Preston, David Allen, Andy Houle, selectmen's rep (arrived at 7:30 P.M.) and Paula Vardaro, recording secretary

Also present: Mike Izard from L.R.P.C. and members of the C.I.P. committee – Rick Duane, David Kerr and Lori Mahar.

**C.I.P. DISCUSSION: GUEST SPEAKER MIKE IZARD, PLANNING SPECIALIST
FROM THE LAKES REGION PLANNING COMMISSION**

David Allen, chair of the C.I.P. introduced Mike Izard and told the Board he (Mike Izard) has worked at the L.R.P.C. for many years and has worked on many C.I.P. plans. He will be informing us as to the procedures, laws and how to set it up.

Mike Izard handed out the statute annotating RSA 674:5 – capital improvements program. He said - in order for the CIP to happen - the master plan must be adopted first. He pointed out that the time horizon for the C.I.P. is at least six years and updated annually. Once a process is in place it evolves over time. You don't have to re-write it every year - the focus will be on the up and coming projects. The authority should have been granted by either the Planning Board or the Board of selectmen by way of town vote. He asked if we had it somewhere in the documentation. He stressed that the power of appointing the C.I.P. committee can only happen after the granting of this authority.

There was some discussion about the adoption and the vote.

Mike Izard stated that the C.I.P. committee is only advisory to the budget committee and the select board in consideration of the annual budget. The purpose is to classify projects according to urgency or need for realization – this is an important part of the process. The department heads should be approached and see what their urgency is and the committee should have a well established mechanism in place to evaluate the projects and see what the urgency is and possibly postpone the urgency. The committee also needs to refer to the Master Plan or as permitted in the community. You're going to need some guidance to look back and see what the expenditures were and establish a ceiling of acceptable spending. Point out – this is what the community has voted to spend in the past and with the extreme fluctuations you should be able to average it out over a period of time. This will help the community stabilize the tax rate. And stabilize the spending of the community – this will help plan for the future.

David Kerr said the C.I.P. committee needs to do investigation work like - does the Police department really need another police car or does the Fire department really need an additional fire engine.

Kathy Preston stated that the selectmen should be the ones doing that job.

Mike Izard said the committee needs to support and assist the selectmen in their determination. The committee shouldn't get caught up in how much it costs. Mike Izard added that the statute points out – take a look at the existing funds and where the revenues are set up.

David Allen asked if the committee should expect the dept heads to know where the revenues are.

Mike Izard said – if the dept heads don't know they should be told but, it's probably not that urgent in the development and understanding of the C.I.P. You need to look at the master plan and foresee their needs in terms of growth. The key element is the development in terms of growth. The process is to solicit input from all groups in town and send them a letter from the board of selectmen requesting they complete a survey. He handed the members a copy of the survey he suggested. You should accompany the survey with a letter requesting the projects for the C.I.P. explaining that this is an advisory group.

David Kerr asked if other towns have problems getting information from their schools.

Mike Izard said there have been cases, but you need to point out the statutes to them.

David Allen stated the superintendent said he would be active with the C.I.P.

There was a brief discussion about the school and their lack of participation.

Mike Izard stated – when you reach out to people you need to explain what you are looking for and why. The key task is to define what the C.I.P. is and setting up parameters. He noted that there is no definition of the C.I.P. in our master plan. You need to go back and see what level of detail you want – look at the last 10-15 years of expenditures and set up guideline like not going under \$5,000. Bundling equipment is a good way of doing it too. Follow through with the process – once you receive feedback from the departments then you need to provide the results back to them – with a thank you for their efforts. They want to know the results of the work that you did too.

Andy Houle commented that equipment needs to be replaced periodically – which are high cost items. If we can get this going and what we can expect for future expenses - that would be great.

Mike Izard said – if we can fit it into the spread sheet – it becomes a fairly mechanical process over the years and easier to maintain.

Rick Duane asked if the department heads should supply the inventory when they return the surveys.

Mike Izard said typically no, they'll come in with what they want for the future. The letter you send out should specify this.

Andy Houle commented on the road situation and bonds being set up. It wouldn't hurt for us to put out a plan for the roads.

Mike Izard suggested setting up a meeting with the C.I.P. committee and the department heads you will be working with. Set aside about 20-30 minutes for each person and ask for concrete information brought back to you. A list of projects and costs put on a spread sheet would be a great help to the committee.

There was a discussion about grants, working with surrounding towns and sharing equipment. They also discussed the need for educating the public and working together.

Andy Houle stated the survey looked good and he would like to see the needs verses the wants on the spread sheet.

Mike Izard suggested doing a historical review and sharing it with the department heads in the letter you send out. Define what it is you are looking for and the life expectancy. Then set a cap like 2, 5 or 10 thousand dollars. Also include the open forum meetings that you want to establish. Mike Izard recommended the committee setting a September/October goal and be finished so that it's ready for the budget committee. He told the Board that this is a long range plan and you need to decide how to reach everyone.

David Allen said the C.I.P. committee will be meeting every couple of weeks.

David Kerr added the history of spending is a good idea.

Nancy Carr thanked Mike Izard for coming tonight and all the information he provided.

CORRESPONDENCE: Nancy Carr read the notice from the New Hampshire Municipal Association regarding the hearing on April 21 at 10:30 A.M. for accessory dwelling units. She asked if anyone was interested in attending.

Nancy Carr read a memo from the selectmen's office regarding the C.I.P. budget. Unfortunately the budget committee reduced the C.I.P. figure of \$8,690 to \$1. The selectmen are asking for any ideas the committee might have on this.

There was a brief discussion on the printing of the C.I.P.

Nancy Carr reviewed the Planning Board budget and noted that 1/5th of the budget has been used - as of the end of March.

OLD BUSINESS: Nancy Carr told the Board that a third letter was sent to Mr. Hague regarding NH Groundscape and the site plan. She said he came into the office and is on the agenda for a conceptual consultation for May 7th. She stated that there has been no further response from the fourth letter that was sent out.

NEW BUSINESS: Nancy Carr told the Board that on May 7th there will be two other conceptual consultations on the agenda. She handed out procedures for a conceptual consultation from the Planning Board handbook for the Board members to read before the May 7th meeting.

ADJOURNMENT: Karen Schacht made a motion to adjourn the meeting.

Andy Houle Seconded the motion.

Nancy Carr adjourned the meeting at 8:32 P.M.

Respectfully Submitted

Paula Vardaro

Recording Secretary