



**Planning Board Meeting**  
Monday, July 26, 2010  
Council Chambers, City Hall at 7:00 pm

**Meeting Minutes**  
**Approved 8/24/2010**

**I. Roll Call**

**Present:** Peter Guillette, Erwin Caplan, Adam Burke, Lori Richardson, Deborah Cutts, Bruce Kolenda, Catherine MacKenzie, Amanda Silvers

**Absent:** Richard Wahrlich

**City Staff:** Mary Walter, Director of Finance, Mike McCrory, Interim City Planner; Kelly LeBlanc, Administrative Assistant

**II. Review of Meeting Minutes from July 12, 2010**

Review of the meeting minutes will occur at the next scheduled meeting of the Planning Board on August 23, 2010.

Wheelabrator NOD – Condition (4) ‘The applicant shall be allowed to utilize the existing ash container storage area, which is on City property, until construction of the proposed building is complete or December 31, 2011, whichever occurs first.’

The PB does not have the ability to dictate use of City property.

Ms. Richardson stated that she was under the impression that the new area being proposed by Wheelabrator was the ‘City’s Land’ and the area currently being used was owned by Wheelabrator. Mr. McCrory stated that the turn around area is currently City property. Therefore the ash containers will be on city land until the ash storage building is complete. Mayor Cutts clarified that the permission to use this site is in progress. The City gained possession of the land through eminent domain.

**III. New Business**

○ **Capital Improvement Program**

Michael McCrory, Interim City Planner, began the presentation which explained the Capital Improvement Plan (CIP) to the Planning Board. The CIP is a work in progress, much like the Master Plan (MP), which undergoes continual review and update.

The MP is the guiding document for the overall maintenance of the municipality. The CIP acts as a nexus between the MP and budget. It identifies how designated goals can be achieved with a designated time line of 6 years [Fiscal year 2010-2015].

The CIP is a document that looks to what the infrastructure requirements are for the community. The Office of Energy and Planning (OEP) has issued a document (guidebook for the planning board) identifying principal issues that can be addressed through the CIP. These issues include items such as public health and welfare (water and sewer) along with identifying public safety needs.

The CIP is also useful if the MP anticipates certain figure fluctuations such as a communities 20% growth in upcoming years. It helps predict community needs and implements improvements. The broad spectrum the program covers facilitates needed communication between parties in the municipality. A more practical aspect of the MP/CIP would be tax rate related. A massive CIP project would need to be projected out to see what it would do to the tax rate. The CIP aids in looking to make a fair distribution of funds and this helps determine the immediate versus long term needs. The CIP can look at ways to make the municipality more attractive and assess reasonable impact fees for a proposed development. The program aids in the support of economic development for the City.

Mary Walter, Finance Director, stated that she was involved with the first CIP when she came to the City. This version expired in 2008 and 2009 should have fostered a new CIP. Claremont needs to have a CIP because the City has adopted a Master Plan (authority is given in RSA 674:5-7). If the City ever wants to initiate any impact fees for growth development a CIP is necessary. There are no formal guidelines to adopt a CIP. City council has the ultimate authority regarding the adoption of the CIP. After the Planning Board has reviewed / made recommendations for the CIP it will go to the Mayor, City Manager and for review by the City Council. The following eight (8) steps were used for completion of the CIP: (1) Organize for the CIP process, (2) Define capital projects, (3) Perform a fiscal analysis, (4) Review the master plan, (5) Communicate with departments, (6) Review proposed capital projects, (7) Prepare a 6-year project schedule, and (8) Present your recommendations. The priority plan was developed from the five grading categories. This information led to the fiscal analysis. The goal was to spread out the cost so the City can make rational decisions based on the information presented. All of the presented projects/requests were put into a 6 year schedule. Items that have no dollar amount inserted on the spreadsheet have been 'deferred' until a later date outside of the six year plan. Because this is a working document the first year to count will be 2011 as the budgeting for this (2011) FY starts in August. The City would like to know how the Planning Board feels to get the process in motion. As a working document the City has gathered the information they considered necessary.

Once adopted a certified copy is filed with the town clerk and OEP. It is uncertain if this happened the last time the CIP was completed is in question.

There are 4 Strategic Areas of focus: (1) Community and Economic Development, (2) Public Health & Safety, (3) General Government and (4) Transportation. Transportation takes the majority of the funding. It is necessary to upkeep infrastructure

Projects have been broken down by department.

City Manager Santagate's goal is to try and keep the tax rate at a 3% growth. For 4 years the City has level funded which has been critical. Much of what is presented is already paid for in the yearly budget. As a working document, the CIP is a guide for City Manager and Finance Director in preparing the annual budget. The program helps contribute to stabilizing the City's property tax rate.

The current amount funded is \$2 on the Tax Rate. This is regular debt continually covered. There is \$0.28 for things funded through the budget process on additional items (i.e. phone system, boiler). The goal was to keep the tax rate stable without any large spikes.

The CIP chart titled 'Where will my money be spent' shows areas of 100% for highways because it is the gross tax rate. Streets and roads are getting 75% more funding than everyone else every year. Funding was focused here because it will help with transportation, movement of the community, it will grow jobs, and better the tax base.

Chair Guillette inquired who made up the CIP committee. The members were Michael McCrory, Interim City Planner, Nancy Merrill, Director of Planning and Development and Mary Walter, Director of Finance. Chair Guillette recommended that next time someone from the Planning board be on the committee.

Mayor Cutts inquired why the Capital Improvement is here tonight and what will happen to it. Chair Guillette stated that according to the RSA 674:5-674:8 describes the CIP but does not have set guidelines for approval. It is a recommendation but there is no formal documented process. Therefore, it is recommended for the PB to have a public hearing (but not required).

Ms. Walter stated that she had not seen a CIP when she started with the City and therefore is uncertain what the initial CIP went through in terms of process. Steve Griffin, City Planner, put together the only known CIP. Ms. Walter is uncertain about the public plan. Authority has not been found in past records from the Council to the Planning Board.

Mayor Cutts wanted to assure that the public had the time and notice to respond to the CIP. At a previous Council meeting one of the counselors requested that the CIP process is formalized and a document generated; the tentative plan is to release the document at the September meeting. Mayor Cutts would like to do what is necessary to maintain that schedule.

Mr. McCrory stated that there will be one meeting in August. This meeting will be on August 23<sup>rd</sup>. The Board has been requested to email Nancy Merrill, Director of Planning and Development, with questions so that they might be addressed at this meeting.

Mr. McCrory stated that after this process we can set up how to address the CIP on an annual basis.

Chair Guillette confirmed discussion will occur on August 23<sup>rd</sup> and the public hearing will be saved until the City Council Meeting.

Bernie Folta, Ward III, would like a copy of the presentation and material. It was noted that the presentation and documentation will be available on the Claremont Website the following day (July 27, 2010).

Mr. Folta stated that he would like the people of Claremont's representatives to read the law for themselves; quoting RSA 674:5 'In a municipality where the Planning Board has adopted a Master Plan...' Mr. Folta stated that Claremont has adopted the two required sections of the Master Plan and is close to the adoption of three additional sections but there are still others that are not even close to completion. There might be CIP recommendations which may be acted upon that have not even been considered. Mr. Folta does not recall the Council making a motion to ever approve a CIP. The City Council may authorize the governing body of a municipality to appoint a CIP committee which shall include at least one member of the PB. The goal, according to Mr. Folta, is to use the CIP as a spin off of the MP process and to include citizen involvement. In Claremont, the tendency is to use the bureaucracy to create these things and then rubber stamp them by the people's representatives. Mr. Folta would like the PB to authorize a city wide survey. This would aid in establishing citizen goals. Additionally, Mr. Folta stated that according to RSA 674:7 the CIP needs to include the schools.

#### **IV. Reports from Boards and Commissions**

#### **V. Other**

#### **VI. Correspondence**

#### **VII. Adjournment**

**Motion to:** adjourn

**Made By:** Mayor Cutts

**Second:** Lori Richardson

**Vote:** unanimous

Adjourned at 7:45 PM  
Respectfully Submitted,  
Kelly LeBlanc  
Administrative Assistant