



PLANNING BOARD WORK SESSION

January 8, 2018 6:00 PM
Council Chambers, City Hall

MINUTES

Approved 1/22/2018

I. Roll Call

Present: James Short, David Putnam, Bruce Kolenda, Charlene Lovett, Richard Wahrlich, Marilyn Harris

Absent: Marlene Jordan, William Greenrose

City Staff: Michael McCrory, City Planner

II. Election of Officers

Mr. McCrory called for nominations for Chair.

Mr. Kolenda asked to keep the current slate of officers (Mr. Wahrlich as chair; Mr. Putnam as vice-chair). Mr. Putnam seconded. All were in favor.

Mr. Wahrlich resumed control of the meeting.

III. Adopt 2018 Meeting Schedule

There was much discussion about adopting a meeting schedule when the Board openly acknowledges that some of the dates on it may have to be changed at a later date. (The focus was primarily on the 2nd meeting in December.) It was ultimately agreed to change the date of December 27th to a form of TBD.

Motion: To adopt the 2018 meeting schedule with the following language to replace the date of December 27th: *Due to the holiday season the meeting will be held only as needed.*

Made by: Mr. Short **Second:** Mr. Putnam

Vote: Unanimous in favor

IV. Review of Minutes

- December 11, 2017 - Work Session

Motion: To accept the minutes of the December 11, 2017 work session

Made by: Mr. Kolenda **Second:** Mr. Short

Vote: Mayor Lovett abstained; all others voted in favor

V. Review of Minutes

- December 11, 2017 – Meeting

Motion: To accept the minutes of the December 11, 2017 meeting

Made by: Mr. Short **Second:** Mr. Putnam

Vote: Mayor Lovett abstained; all others voted in favor

VI. Master Plan Discussion

Mr. McCrory said that the public hearing on the Master Plan has been warned for the January 22nd meeting. He said it would be acceptable for the Board to adopt the Plan following the hearing at the same meeting. He said copies of the Plan had been sent to the Office Strategic Initiatives and to the Regional Planning Commission. The Plan is also available for public viewing on the City's Master Plan Update webpage.

Compliments were paid to all who participated and worked on it.

Mr. Putnam said he wants the steering committee to present the Plan to the City Council and to be on hand if there are any questions.

Mayor Lovett asked if the Board would send a letter to the City Council that outlines the Board's priorities in implementing the Plan. With limited time and resources, she felt the Council would benefit from knowing what the Planning Board felt are the most pressing issues to be addressed.

Ms. Harris and Mr. Putnam said the priorities would come from the CIP.

Mr. Kolenda said he felt the housing section was most important.

Mr. Putnam said there was no prioritization of the goals when they were written and said it was more about getting things started then prioritizing them.

Mr. McCrory suggested looking at the goals that are most frequently cross-referenced.

Mr. Wahrlich was not comfortable having the Planning Board set priorities. He said that those that use the plan will implement what's most important to them.

Mr. Wahrlich urged the Board members to be ready to vote on the Plan at the next meeting.

VII. CIP Discussion

It is getting time to start work on the 2019-2022 CIP. Ms. Merrill has already begun to solicit input from the department heads and it is time to form the CIP committee (a sub-committee of the Planning Board).

Mr. Wahrlich said the Committee has met in the past on Friday afternoons at 3PM and he would like to continue that practice starting this coming Friday (January 12th). The Committee usually meets for about a month.

Mayor Lovett and Mr. Putnam asked to be part of the Committee. It was suggested that the invitation to participate be extended to other Board members who were not present at this meeting.

VIII. Other

Mr. Putnam said that the group Healthy Vibrant Claremont – a type of think tank for the betterment of Claremont that he helped create 3 or 4 years ago – will be using the Master Plan as a guide for some of the work they do.

Mr. McCrory said he had received the results from the legal review of the Board’s Rules of Procedure. He anticipated reviewing it at the first meeting in February.

Mayor Lovett asked for a continuation of the discussion of her letter to the Board in October as there was no resolution at the time.

Mayor Lovett asked the Board to review Appendix K of the City Ordinance: *Road and Sidewalk Construction Specifications*. She said it needs to be updated. Mr. Putnam referred the Mayor to the sidewalk survey done by the City Center Project.

IX. Correspondence

There was no correspondence.

X. Adjournment

Motion: To adjourn the meeting.

Made by: Mr. Short **Second:** Mr. Putnam

Vote: Unanimous in favor

The meeting adjourned at 7:17 PM.

Respectfully submitted,
deForest Bearse
Resource Coordinator