

Planning Board Meeting

Monday, August 13, 2012
Council Chambers, City Hall at 7:00 pm

MINUTES

Approved 8.27.2012

I. Roll Call

Present: Stephen Cutts, Ruben Ramirez, William Greenrose, Victor Bergeron, Richard Wahrlich, Ken Harlow (alt), James Short (alt), Rusty Fowler (alt)

Absent: Peter Guillette, Bruce Kolenda, James Neilsen IV, Andy Austin

City Staff: Mary Walter, Finance Director; Tracey Hutton, City Planner; Kelly LeBlanc, Administrative Assistant

Mr. Fowler expressed his feelings that there should not be a meeting without the Chair or Vice Chair present.

Nomination of the Chair pro tern. Mr. Greenrose nominated Mr. Cutts as Chair pro tern. Mr. Bergeron seconded this nomination. Mr. Fowler and Mr. Short voted nay.

Mr. nominated Ruben Ramirez as chair. Mr. Fowler and Mr. Short voted nay.

Ms. Hutton stated the CIP has to be sent to the council by September and there should be two public hearings. Mr. Fowler stated that this is a wish list. Ms. Hutton stated that many items are committed items and they are prioritized. The CIP is a Planning Board document.

Mr. Wahrlich asked for are-vote of the two nominees. Mr. Cutts as Chair Pro tern yielded 2 nays. Mr. Ramirez as Chair Pro tern yielded 1 nay; Mr. Ramirez will act as Chair pro tern for this meeting.

7:04 the meeting was called to order by Chair pro tem, Ruben Ramirez.

Rusty Fowler will sit in for Bruce Kolenda. James Short will sit in for Peter Guillette. Victor Bergeron will sit in for Andy Austin.

II. Review of Minutes July 23, 2012

Motion: to approve the minutes from July 23, 2012

Made By: Mr. Greenrose **Second:** Mr. Short **Vote:** Unanimous

III. Old Business

• Capital Improvement Plan

Ms. Hutton reviewed the Capital Improvement plan for the board. The priority ranking system was discussed. The City of Claremont Department Heads ranks their priority, but their priority is not based on the Committee Ranking System. Mr. Ramirez asked which ranking system trumps the other. Ms. Hutton stated that there is no rating that trumps the other.

Ms. Hutton reminded the board that they should be looking for consistencies with the Master Plan.

Mr. Folta, Ward III, has been reviewing the CIP of various towns and cities in NH. Some are more sophisticated in

execution. It is important to note 'what do we need and how are we going to pay for it.' The 2013 column is most important, currently. Ms. Hutton stated that the working sheets, filed by each department, are not provided in the packets (but are available). Mr. Folta stated that some of the sophistication includes putting this information on the website. The issue not what 'they' want but also where is the money coming from and the impact of the tax rate.

Mr. Bergeron stated there is a column 'source of funding' on the spread sheet to show where the funds are originating.

Mr. Greenrose inquired about the replacement of the Airport Hanger being ranked three, and necessary, but for 6 years out it is ranked no expenditure. Ms. Hutton stated the engineering is mostly federally funded and the cost of replacement will come from grant funding (92.5% grant) and 7.5% airport reserve. There is no impact on taxes and therefore it is marked as 0 in terms of tax impact.

Mr. Cutts asked about the time frame. Ms. Hutton stated that there are 2 public hearings. The first hearing is for general questions and the next meeting for more detail.

Mr. Wahrlich stated that they cannot change the department ranking but they can recommend the change.

Mr. Fowler commented on streets and roads. He is concerned about paving and streets recommended for such paving. The council needs to get involved on which roads get paved. Mr. Fowler stated that the money that went to Mountain View Cemetery should have been spent up keeping local roads. Mr. Bergeron stated that they cannot tell the departments what to do and they knew which roads would be paved.

Mr. Short stated that the sanitation and transfer station has no funds. Ms. Hutton stated that there were no capital projects, as defined, that need to be done to the transfer station.

Mr. Ramirez asked how this process can be moved to the next meeting. Ms. Hutton stated that most streets and roads are in the Master Plan. Paving & Roadway Improvements, as a line item, are miscellaneous projects that need to be completed.

The CIP is revisited every year to address what has happened or might have happened. The responsibility of the Planning Board is to identify if the rankings match the Master Plan and Land Use documents.

Mr. Short asked if the board can add items to the list. He would like to inquire about the paving of Central Street & Main street.

Mr. Wharlich stated that what they (the board) are suppose to do is see if what is presented falls into the Master Plan. Ms. Hutton stated that some boards get into the detail and some do not.

Mr. Cutts stated that the roads are on the books for years in advance. All citizens want roads paved but no one wants to pay the taxes.

Mr. Folta stated that the city council can pass a resolution or ordinance to say that highway department shall not do new construction, etc but only maintenance. This is a policy matter.

Mr. Folta does not believe that the Planning Board, in other municipalities, only pay attention to what is done and not how it is going to be paid for. In the CIP documents there is a huge amount of financial detail.

Mr. Cutts recommended getting questions to the department heads. Ms. Hutton stated that all questions should go directly to Kelly LeBlanc, singularly, without including the entirety of the board.

Motion: to review the CIP and carry the discussion to the next Planning Board meeting (August 27,2012). All questions will go directly to Kelly LeBlanc and will be addressed at the next meeting.

Made By: Mr. Cutts **Second:** Mr. Short **Vote:** Unanimous

Mr. Wahrlich stated that one of the responsibilities of the board is to put together the Master Plan. The question is does the CIP have the feel of the Master Plan or have the department head's gone in a different direction.

Mr. Fowler would like to know if the CIP goes to the Council as a resolution. Ms. Hutton clarified that the CIP is a recommendation. Mr. Fowler thinks the public should have a voice at the first resolution and not the second.

Mr. Folta would like the Planning Board to have independent training on the CIP.

IV. Adjournment

Motion: to adjourn

Made By: Mr. Cutts **Second:** Mr. Greenrose **Vote:** Unanimous

Meeting adjourned at 7:53PM

Respectfully Submitted by Kelly LeBlanc

