



Planning Board Meeting
Monday, August 27, 2012
Council Chambers, City Hall at 7:00 pm

MINUTES
Approved 9.10.2012

I. Roll Call

Present: Peter Guillette, Andy Austin, James Neilsen IV, William Greenrose, Richard Wahrlich, James Short (alt)

Absent: Ruben Ramirez, Victor Bergeron, Bruce Kolenda, Stephen Cutts, Rusty Fowler (alt), Ken Harlow (alt)

City Staff: Tracey Hutton, City Planner; Kelly LeBlanc, Administrative Assistant

Mr. Short will sit in for Mr. Ramirez.

II. Review of Minutes August 13, 2012

Motion: to approve the minutes from August 13, 2012 as amended

Made By: Mr. Greenrose

Second: Mr. Short

Vote: Unanimous

Mr. Austin, Mayor Neilsen IV, and Chair Guillette have recused themselves from voting.

Ms. Hutton reiterated that minutes are not transcriptions.

III. Old Business

• Capital Improvement Plan

Ms. Hutton addressed Mr. Short's inquiry about paving the North and Main Street intersection (between Leo's Market and Dimick's Choice) which spans approximately one mile. Bruce Temple, Director of Public Works, assessed that 1 mile of work to be approximately \$450,000.00 without sidewalks. Mayor Neilsen stated when the Pleasant Street paving was discussed; Mr. Temple suggested that they could complete an overlay on Pleasant Street. If the North and Main Street section is half a million dollars for the full infrastructure, maybe a reclamation could be done and that the new asphalt could be reused in the future. Ms. Hutton stated that the \$450,000.00 is not for a full rebuild. Mr. Austin stated that this area is not as heavily trafficked as the hill on North Street into Claremont and reminded the board that these projects could impact the tax rate. Mr. Short stated that this section of the road is crumbling and unsafe.

Ms. Hutton stated that this is the 2013-2018 CIP and the board has the ability to go three routes (1) put this project at the end of the CIP cycle so research could be conducted first, (2) place the item on the 2013 year and research could be done there, or (3) the project could be a combination and go into capital reserve. Mr. Greenrose likes the idea of getting North and Main Street on the CIP so that it gets things moving. Mayor Neilsen stated that getting this project on the CIP will at least bring it to the eyes of the City and the Council showing its importance. The growth of the city is essential.

Chair Guillette reviewed the ranking system of the CIP. Mr. Greenrose inquired how the two rankings map out when the council is discussing the CIP. Mayor Neilsen stated that Department Heads and the City Manager discuss the ranking. Chair Guillette stated that this is a snapshot of needs. Mr. Short stated the hill on North Street is a hazard in winter for large trucks.

Mr. Bernie Folta, Ward III, is more interested in process than items. He stated that it is a positive that there are citizen initiatives taking place with the CIP. The Capital Improvement Plan is not necessarily 'capital.' Capital means 'purchase' so that there is an asset value. If something is leased it is akin to paying rent. It is also unclear if other cities have come up against this discrepancy. Mr. Folta would like to see the lease/expense items separated from capital items. Priorities are affected by lease versus purchase options. It should also be noted that it is an administration policy to lease certain items.

Mayor Neilsen informed the board that the City was now required to put value on certain items (e.g. telephone poles, etc) because they are now considered capital items.

Ms. Hutton stated that she will ask the Finance Director and City Manager if they can separate the lease and purchase items. Claremont, currently, does not have a formal definition of 'capital.' The Planning Board could be assigned the task of defining 'capital.' This process should be started in January/February.

Ms. Hutton started the CIP review process per her memo.

Police Department

Mr. Wahrlich stated he feels inadequate to make such decisions as to rank items without base knowledge. He thought that the reason the CIP came before the board was to assure it matched with the Master Plan. Mr. Wahrlich stated that he leans towards the department head's ranking because they deal with this every day.

Mr. Greenrose asked if more info is needed who does the research. Ms. Hutton stated it goes back to the Finance Director and Department Head. Mr. Greenrose asked if we know how long some of these items have been in the research phase. Mr. Austin stated that as a council, the department heads come in and answer questions.

The consensus was to get more information, when research is needed, or remove the item from the CIP. After so many years without movement, the item must be re-evaluated.

Mr. Folta suggested making a future 'undesignated' wish list.

Mr. Greenrose stated that if there is no action plan or research then how can the item be moved. This would apply to all items ranked 5.

Motion: to leave the Change of Emergency Communications Center as a 5 because it is pending future research.

Made By: Mr. Greenrose

Second: Mr. Austin

Vote: Unanimous

Fire

Motion: to keep all priorities as originally ranked in the CIP 'Fire' section.

Made By: Mr. Short

Second: Mr. Austin

Vote: Unanimous

DPW

Motion: Keep the Streets and Roads section as currently stated in the CIP.

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

Motion: to make the DPW asphalt roller a priority of 2.

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

P&D

Ms. Hutton reported that the website changes are underway and are actively being addressed.

Motion: to move the website ranking from a 4 to a 2.

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

Administration

Three items under discussion:

Paving ½ mile – Mountain View cemetery

Gravel roads – Maintenance (all cemeteries)

Maintenance facility – Mountain View cemetery

Mayor Neilson asked why someone would suggest moving items backwards in the CIP plan unless they thought the money saved would be absorbed. Mr. Greenrose stated that there was a discussion at the last Planning Board meeting that stated if there are monies to be spent on paving; it should be for City streets and not cemeteries. A ranking of 4 would keep the project active but without committed funds.

Ms. Hutton stated that the maintenance of unpaved roads could potentially be a higher cost than paving.

Motion: to leave the CIP cemetery ratings as a 3.

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

Library

Mr. Short wanted this as a higher priority. Mr. Wahrlich asked what the head of the library wants as it is ranked as a 0. The board believes it should be ranked as a 3.

Motion: to move the ‘change shelving replacement’ under the Library from a 4 to a 3.

Made By: Mayor Neilsen IV **Second:** Mr. Short **Vote:** Unanimous

Parks

The board noted that a majority of the equipment is on a lease basis so the replacement is on a rotating cycle.

Mr. Greenrose stated that if we are not maintaining equipment the City is liable in the event that a person gets injured.

Mr. Wahrlich reiterated that we need to make note of what the City Heads have stated.

Motion: to leave ranking as is for parks.

Made By: Mr. Austin **Second:** Mr. Wahrlich **Vote:** Nay – Mr. Greenrose, Mayor Neilsen, Mr. Short

Mayor Neilsen stated that most of these items are a 3 and he would like to see all as 3s.

Motion: leave ranking as 3 for parks items and make all items under this heading (including Equipment replacement) a 3.

Made By: Mr. Austin **Second:** No Second

The board decided to move back to the original motion: leave rankings as is. This motion failed.

Motion: for all parks items to be ranked as a 3.

Made By: Mayor Neilsen **Second:** Mr. Short **Vote:** Unanimous

Mr. Folta stated that are other views aside from department and for this reason, the board should look at ways to sort the projects. One could sort by priority (not department), gross cost, or source of funding.

Mayor Neilsen stated that when Ms. Walter presents to the council it might be helpful to present by priority.

Motion: move forward with recommending the CIP to the City Council.

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

IV. Reports from Boards and Commissions

Chair Guillette stated that he and Mr. Folta attended the UVLSRPC meeting and Mr. Folta was recognized for his 7 years of service. Chair Guillette commended Mr. Folta for his work.

V. Other

Mr. Folta, Ward III, stated that the danger of ranking by priority is maintenance. Preventative maintenance is essential before a crisis arises. Things that are prevented can be deferred until it becomes a crisis.

VI. Adjournment

Motion: to adjourn

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

Meeting adjourned at 8:30PM
Respectfully Submitted by Kelly LeBlanc