

Town of Chesterfield, New Hampshire  
**Chesterfield Planning Board**  
Meeting Minutes – March 28, 2022  
Public Meeting Convened at 7:00 pm  
Appointments scheduled to begin at 7:30 pm  
In Person at the Town Offices with a Zoom option for the public  
Meeting ID: 863 3065 5229  
Passcode: 773065

**PRESENT:** Vice Chair Joe Parisi, Joe Brodbine, Maria Bissell, Selectmen's Representative Fran Shippee, Bob Maibusch, Alternate James Hancock and Alternate Steve Laskowski were present at Town Offices. Also present at the meeting was Recording Secretary Beverly Bernard. Chair James Corliss was present via Zoom.

**CALL TO ORDER:**

The meeting of the Chesterfield Planning Board was called to order at 7:00 p.m. by Vice Chair Parisi. The meeting was held at Town Offices, McKeon Conference Room. A quorum was present at the meeting room.

**Absent:**

None

**NEW BUSINESS:**

**Resignation of Roland Vollbehr**

The resignation of Roland Vollbehr was discussed. Vollbehr sent an email informing the Town of his decision to resign. Parisi said Vollbehr had been joining the meeting by Zoom because he had a concern about meeting in person. Parisi said this board had not seated members present via Zoom and that was the gist of his resignation. Corliss said he sent an email thanking Vollbehr for his service.

There was a discussion about seating James Corliss tonight. Brodbine noted there wasn't a public hearing when Vollbehr was not seated. Parisi said the argument at the time was that it was better to have a voting member in person. Maibusch said he prefers to have a voting member in person. Corliss said in the interest of making the meeting more productive he is happy not to be seated, but he would like to contribute to the discussion. Parisi said Corliss can participate in the discussion. Corliss also said he wants to talk about the future Planning Board schedule later in the meeting.

Parisi **moved** to seat Corliss who could not make the meeting due to travel plans. There was no second to the motion. The ***motion failed***.

**Seat Alternates:**

The Vice Chair seated Laskowski for Vollbehr and Hancock for Corliss.

**Others Present:**

## **MINUTES:**

The meeting Minutes of March 14, 2022 were considered. **Motion** was made by Laskowski to approve the meeting Minutes of March 14, 2022, as amended. There was a second to the motion by Brodbine. All were in favor by roll call. **Motion passed.**

## **APPOINTMENTS**

### **Dave Gale – Conceptual Consultation – 547 Route 9 – Elderly Housing**

The Vice Chair noted Gale was not present and suggested the Board continue the meeting with the idea that Gale might appear later in the evening. The Board agreed by consensus.

## **ITEMS FOR DISCUSSION**

### **Fiore review of Conditional Approval**

Parisi and Shippee reviewed the plans and noted that the high and low points and monument were found on the plans. The conditions have been met.

## **ITEMS FOR SIGNATURE**

**Fiore Plans** – The Board signed the plans during the meeting, including the Mylar.

## **ITEMS FOR INFORMATION**

### **Wetlands Permit-by-Notification - Duncan**

The Board considered the permit provided to the Town by the State. Parisi said the installation for the watercraft lift, and a new seasonal dock, would indicate a second form would have been completed. They are adding two lifts, one for a jet ski and one for a boat and adding one new dock section as well. Corliss asked if the Board would object to the action if it were properly filled out. Parisi noted the installation is fully described in the permit so he is okay with it, but still felt that another form should have been completed. He added that the sketch does describe the plan for the dock with the lifts. Laskowski said the state will inspect it before the applicant is allowed to use it. Parisi asked if the Board wants to comment. He said he would like to comment. Parisi poled the Board for their preference and 3 were in favor of commenting on the Permit by Notification and 5 were opposed. No comments will be made to the State.

## **APPOINTMENTS**

### **Dave Gale – Conceptual Consultation – 547 Route 9 – Elderly Housing**

Bissell noted the tax card for the property is listed as Commercial/Industrial. Gale had not appeared at this point in the meeting, and it was determined that he would not appear.

## **ITEMS FOR DISCUSSION**

### **Capital Improvement Program Committee (CIPC)**

Bissell said it was supposed to be a 2021 plan, but much is still the same. She said they are still working on some of the data. She spoke about updated population information, education expenses and that fact that school assessment is down. Parisi noted they need to look at contractual obligations as well when approximating numbers for a forecast of need.

Bissell provided a snapshot of capital expenditures over \$10,000 from 2013 to 2021. She spoke about departmental expenses and anticipated capital spending. She noted the Transfer Station fund in 2027 will be a negative number. She said she would recommend putting funds into the Transfer Station fund. There

has been no contribution for the Transfer Station for many years. Shippee agreed that the Transfer Station has been neglected.

Hancock said he doesn't see anything accounting for inflation. Shippee said typically 3% is added. Hancock spoke about inflation being a factor that must be considered given the climate we are in. Bissell said she has numbers approximating what will be the need in 2027. Hancock repeated the need to take inflation into consideration. Parisi suggested that Hancock has made his point about the inflation rate which may be inadequate at this point. He suggested Hancock sit down with Shippee and Bissell to discuss his ideas. Bissell said she is happy to share what they have worked on thus far, as a work in progress. She stressed the numbers are an overview of anticipated spending. Bissell said she can share a copy as a "Read Only" document to share with Hancock.

Laskowski spoke about the budget committee work. He said the Capital Reserves are designed to prevent spikes in spending. A capital improvement plan is made every so many years. Bissell said it is obvious that the Transfer Station needs funding based on the overview.

There was a discussion regarding the Spofford Fire Department being Agents to Expend. Laskowski provided some insight into the history of the Fire Department to explain the reasons.

Parisi asked if the Town is executing the plan that was provided by previous Capital Improvement Program Committees. Bissell said she didn't think the 2012 one was followed. Laskowski suggested that the review should be done at least every six years. Parisi suggested the Selectboard needs to embrace the results of the work that Shippee and Bissell have done. The information must go to the department heads and to the fire departments and the school. Shippee said maybe the Town needs a more active CIPC. Parisi suggested that the CIPC report should be reviewed by the budget committee considering all the interested parties are present. Bissell noted Warrant Articles can be adjusted every year if need be.

Hancock said the process that Shippee and Bissell are using should be documented. The Police Department has a good process and Hancock suggested a standardized model for each department to use. Parisi said the culture needed is continuous improvement. Laskowski said the CIPC document should be reviewed regularly by the Selectboard. Brodbine said it is a waste of time if the document is not considered by the Selectboard. Hancock suggested Warrant Articles present the anticipated expenditures versus the balance in the funds. Maibusch suggested the CIPC document be reviewed annually.

Corliss confirmed that Bissell will send out copies of the document to the Board. Parisi thanked Shippee and Bissell for their work. Corliss noted it is good for voters to see actual numbers versus projections.

## **OTHER BUSINESS**

### **Tax Map Update**

Discussion was held regarding the status of the tax map update. Corliss said Southwest Region Planning Commission (SWRPC) should have it soon. Parisi asked if SWRPC has a process for keeping tax maps up to date. Maibusch asked about a dynamic version online. Hancock said it is a living document and there should be a process to update the map. Hancock said he would like to see a system with revision management – with who changed it and when it was changed. It should be online so that anyone can look at it. Shippee said she doesn't know if these kinds of changes can be administered by SWRPC. Hancock

asked if this might be a public service of the State of New Hampshire. Hancock said he would be willing to speak to someone at the State about the concept.

Parisi noted the updated tax map missed changes that were done before the map was updated. Parisi said the update process needs to be done in town. He suggested speaking to Town Administrator Alissa Thompson about it. Corliss said this is not a digital process. He said as plans are approved, the plans are filed with the State registry. There isn't a digital record of all this. What has to happen now in order to get an updated map, someone has to sit down and digitize the drawing. He said the database started with that drawing. He searched the registry for all transactions and built the database from there. You can search the registry site and extract to a spreadsheet and create a list from that.

Parisi said Shippee suggested that an updated process needs to be done in town. Hancock again noted a change management system would be helpful. Hancock said he would be happy to donate his time and the software available is free. Corliss said he would be happy to help as well.

### **Meeting Schedule**

Parisi asked about returning to first and third Mondays of the month. Discussion was held regarding skipping the first Monday in April followed by returning to the first and third Mondays of the month got meetings.

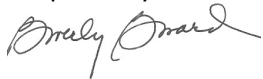
**Motion** was made by Laskowski to return Planning Board meetings to the first and third Monday's of the month and to skip the first Monday in April. There was a second by Shippee. All were in favor by roll call except Brodbine who abstained. **Motion passed.**

**Next Meeting:** April 18, 2022

### **ADJOURNMENT**

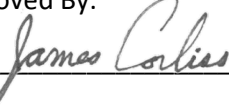
**Motion** to adjourn was made by Brodbine. There was a second to the motion by Shippee with no further discussion. All were in favor. **Motion passed.** Adjournment occurred at 9:00 p.m.

Respectfully Submitted,



Beverly Bernard  
Recording Secretary

Approved By:

Chair  \_\_\_\_\_

Date 19APR2022