

PLANNING BOARD
Monday, April 18, 2022
Public meeting convenes at 7:00 p.m.
Appointments scheduled to begin at 7:30 p.m.
In person at the Town Offices with a Zoom option for the public.

Present: James Corliss, Joe Brodbine, Maria Bissell, Bob Maibusch, Steve Laskowski, Alternate James Hancock, and Fran Shippee. Also present at the meeting was Recording Secretary Jennifer Keating.

Absent: Joe Parisi

Call to Order: James Corliss called the meeting to order at 7:00.

Seat Alternates: James Hancock in place of Joe Parisi.

Review of the Minutes

March 28, 2022

Steve Laskowski moved to approve the minutes from March 28, 2022, as presented. The motion was seconded by Joe Brodbine and passed unanimously.

Appointments

Conceptual Consultation – 547 Route 9 – David Gale – Elderly Housing

Conceptual Consultation – 20 Brook Street- David Gale

David Gale notified Tricia Lachenel and Steve Laskowski ahead of the meeting that he would not be attending and the Conceptual Consultations were not held.

Items for Discussion (7:00)

Capital Improvement Plan

Bissell presented the Capital Improvement Plan (CIP) draft. She noted that there were several blank areas that needs completion and places where the language needs to be updated. Shippee noted that the Town Hall Annex project had been completed and the account was closed out, therefore it could be removed from the plan. It was discussed that the road construction is anticipated and that a schedule will need to be developed. Laskowski said that there need to be a universal plan going forward for the roads, bridges, culverts, etc. It is also an evolving plan. Hancock stated that the New Hampshire Department of Transportation (NHDOT) already has empirical metrics in place regarding the road conditions and wondered if they should be referenced going forward.

Discussion was held regarding the Conservation Spending and whether it should be included in the plan. Hancock asked if the Board had looked back at a baseline spend. After looking at the Conservation funds, Laskowski noted that the only funds that go into conservation from the town are the deferred tax dollars from the Current Use taxes. Bissell said that her research did not show spending from the Conservation Committee. Laskowski explained that because their funding does not come from current taxes, it didn't seem to make sense to include them in the CIP. Bissell agreed.

Discussion regarding the Bonded Debt and which should still be included in the CIP, as well as the various funds available in Capital Reserve Accounts and Expendable Trusts. Bissell has created a
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spreadsheet to capture these numbers and allow future forecasts to be made. By looking at a year over year spend, Bissell said that this will be easier to adjust going forward and will also be more useful. Brodbine said that this format is much easier to follow. Hancock offered suggestions for improvements to the worksheet. Shippee said that she thinks the numbers need to be verified to ensure accuracy.

There were questions about what expenditures should come out of the Capital Reserve funds instead of raising money via taxations, especially regarding leases. Hancock asked Shippee if the Selectboard had any insight into the decision-making process. According to Bissell, the hope of the CIP is more accountability in spending going forward and more cadence in spending as far as the Capital Reserve funds are concerned.

Corliss commented that the original CIP project that Bissell had originally signed up for seemed to be complete. Now, he stated, the project is growing to be a bit larger than originally planned.

Laskowski noted that the CIP is essentially a way to keep everyone accountable. Shippee said that she thinks we need a CIP Committee to keep an eye on the plan. Laskowski said he thinks that the Board of Selectmen can be responsible and meet with the Department Heads. Hancock said that a properly formatted spreadsheet will make it easy to stay updated. Corliss stated that Bissell and Hancock have really dug into the spreadsheet project and are doing well. Corliss asked Bissell if the original CIP will be ready for final review at the next meeting. Bissell said she would update numbers and work with Shippee to ensure financial accuracy, there seem to be several discrepancies in some of the financials. Brodbine commented that the numbers and financials should be available from the Town Office. Bissell said she will finish the CIP for 2022 and work on the new format for 2023. Shippee said she would help Bissell get official descriptions of all the fund accounts. Hancock will send Bissell formatting ideas for 2023.

Items for Information

Other Business

Items for signature

Adjournment

Joe Brodbine moved to adjourn at 7:55 P.M. The motion was seconded by Bob Maibusch and passed unanimously.

The next meeting will be held at 7:00 PM May 2, 2022, at the Town Offices and virtually.

Respectfully Submitted by:

Jennifer Keating

Planning Board Secretary

Approved by:



James Corliss, Chair

4MAY2022

Date