



PLANNING BOARD
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MINUTES OF THE PLANNING BOARD

Thursday, June 06, 2019 – 7:00 p.m. – Town Hall Conference Room

Members Present: Frank Catapano, Stu Gerome, Steve Gerrato, Rich Winsor, Catie Medeiros (Alternate), Bob Dion (Alternate), Steve Smith (Selectmen's Rep)

Members Absent: John McDevitt, David Moore, Vaughan Morgan (Alternate)

Staff: Mark Fougere – Consultant

Also Present: Matthew Scruton – Town Administrator; Rick Hussey – Selectman; Maria Emory – School Board Chairman; Frank Hansler – Budget Committee

Chair Winsor opened the Planning Board meeting at 7:00 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

1. CIP Presentation

Chair Winsor thanked various Town and School officials for attending. Copies of the CIP Power Point presentation were distributed (copy on file). M. Fougere reviewed the CIP process and procedures.

Greenland has been involved with the Capital Improvement Plan for many years, and there have been a number of stops and starts along the way. It's basically a capital project plan that's run by the Planning Board. The CIP is a way to inform all departments, boards and committees of the needs of the Town and School. Working cooperatively may help the taxpayers afford things that can be very expensive.

By statute (RSA 674:7), it's the Planning Board's job to oversee the CIP and its preparation. It can be done by the Board or they can appoint a subcommittee to oversee it. The statute clearly states that all departments will cooperate. The CIP is an advisory document, and serves a purpose as a guide for the Board of Selectmen, Budget Committee, and School Board for their annual budget process. It's also very important from a growth control standpoint if the Town was going to implement impact fees. M. Fougere used the example of overcrowding of schools: if the School Board planned to expand the school in four years due to growth and overcrowding, and it was included in the CIP, the Planning Board would have the authority to deny a large project as scattered and pre-mature; new students could not be accepted due to being at capacity. The CIP is very important from a growth control standpoint if it becomes an issue in the community. If impact fees are going to be implemented, the item needs to be in the Capital Improvement Plan.

The goal is to avoid large swings in debt over time. Huge increases and decreases throw off the tax rate, and is poor planning on the debt. The end result is to keep payments as flat as possible. If something big is coming up, try to wait until a bond expires; hopefully, the debt level wouldn't change much but rather help keep things flatter.

DRAFT: SUBJECT TO CHANGE

The CIP is not a wish list. It's a financial plan that lays out the community's capital needs over a period of time. Departments will need to work with the Town Administrator and meet with the Board of Selectmen or School Board. Elected officials are concerned about the tax rate and want to ensure capital expenses are vetted carefully. It's a policy document with the ultimate funding decisions made by Greenland voters. There are no ramifications if an item is not implemented.

M. Fougere reviewed the rating system for each project, ranging from "urgent" to "inconsistent". The rating system gives the department head an idea if the item will become a reality. The Planning Board will need to define "capital improvement", the value and the years of useful life. It should be something that will last a while and cost some money.

The steps in the CIP process were reviewed. Projects sheets are given to various departments. The project sheets will be reviewed by the CIP Committee. A draft of the plan will be compiled and given to the Town Administrator or School Board. The Committee will then meet with the School Board and Town Administrator to review the draft and develop a final plan. Department heads will meet with the Committee as needed. The Committee also explores any alternative approaches. The CIP Committee will prepare a draft to submit to the Board of Selectmen or School Board for their review and comment. The final step: once adopted by the Committee, the CIP will be submitted to the Town Administrator, Board of Selectmen, Budget Committee, School Board or Library Trustees for consideration during their budget preparation. The process is repeated every year before budget season.

The existing debt for the Town and School was included in the presentation. Chair Winsor stated that the Planning Board role was as a facilitator. They collect the information, assemble the report and give it to the Selectmen. The Planning Board is an impartial body in the process; they don't have any decision-making power. He continued this is a budgeting process to put money away each year for large projects. There have been more and more spikes throughout the Town over the last couple of years. The dollar values are getting significant and will have a monumental impact on the tax rate if the community doesn't do something. Warrant articles are great, but can be impactful on the Town. The Town, elected officials and citizens are doing themselves a disservice by not planning ahead.

M. Fougere stated that having a CIP can help sell projects. Voters can be told these are the Town and School's needs going forward. It helps at budget time that the project has been vetted, there has been input and questions have been asked. The voters of Greenland will decide what they want to spend. Having a CIP and a commitment to doing a CIP every year is manageable for the Board and/or sub-committee and very important.

M. Emory asked for a time line. They have a School Board retreat at the end of July and that would be a good time for discuss the CIP. M. Fougere stated that a schedule had not been set. This will be an agenda item at the next meeting. The end of August was discussed as the goal for projects to be submitted.

M. Emory asked if there was the possibility of one ballot for voting that includes the School and Town. After a discussion, it was determined that was a question for the Secretary of State. It was noted that including the tax impact on the ballot was approved. M. Fougere added the tax impact can be included on the CIP spreadsheet.

S. Gerome stated that voters are looking at everything and spending big money in one year. The real use of the CIP is to allocate \$15,000 a year for an item that's needed in five years; it's budgeted. M. Fougere added that capital reserve funds can be done for big ticket items.

DRAFT: SUBJECT TO CHANGE

S. Smith mentioned grants are available, but there is no one in Town who writes grants. M. Scruton stated he could write a grant, depending on what is available. S. Smith stated grants needed to be explored.

2. Zoning Updates

Zoning updates were continued to the next meeting.

3. Master Plan Survey Update

M. Fougere updated the Board that there have been 168 responses. There was a delay with the printing; the response deadline was extended to Friday, June 14, 2019. Approximately 2,000 surveys were mailed.

4. Approval of Minutes

MOTION: S. Gerrato moved to approve the minutes of Thursday, May 16, 2019. Second – F. Catapano; five approve, two abstain (R. Winsor, C. Medeiros). MOTION CARRIED

5. Approval of Invoices

MOTION: C. Medeiros moved to approve payment of the following invoices: Fougere Planning and Development in the amount of \$1,243.89 from the Town Budget; Fougere Planning and Development in the amount of \$318.75 from the Master Plan; Charlotte Hussey in the amount of \$325.21 from the Master Plan; State of New Hampshire Department of Corrections in the amount of \$410.18 from the Master Plan. Second – F. Catapano; all in favor. MOTION CARRIED

6. Items for the Next Meeting

Items for the next meeting were reviewed.

7. Other Business

There was no other business to discuss.

8. Adjournment

MOTION: S. Gerrato moved to adjourn at 7:31 p.m. Second – S. Gerome; all in favor. MOTION CARRIED

NEXT MEETING

Thursday, June 20, 2019 – 7 p.m., Public Hearing, Town Hall Conference Room

Respectfully Submitted: Charlotte Hussey, Administrative Assistant

Approved: _____