

**Town of Goshen
Planning Board
Minutes of February 3, 2022
FINAL**

Planning Board members present (quorum = 3): Alicea Bursey (Chair), Kayla Frink, Steve Bursey, Derek Tremblay (*Ex-officio to the Select Board*)

Guest (s): Barbara Paronto

Meeting called to order at 7:03 p.m.

Review of Minutes (1/20/2022)

Kayla Frink motioned to accept the minutes of January 20, 2022 “as is”; Steve Bursey seconded the motion. All were in favor. Derek Tremblay abstained.

Capital Improvement Plan

The Board reviewed the newest version of the Capital Improvement Plan (version four).

The Planning Board discussed changes to the library section and agreed with the updates. They reviewed and discussed the LCHIP Stewardship Agreement and agreed to add language in the CIP regarding the ten-year stewardship requirement. The Board recognizes that a long-term commitment to the LCHIP Stewardship Agreement is needed but after reviewing the agreement feels that the Select Board or a designee should be responsible for signing the agreement and for continued monitoring of the requirements noted in the agreement to ensure they are carried out for the next ten years.

Chair Bursey read the conclusion aloud and discussion was had regarding departments/committees and their responsibilities, the Board would like to keep all Board’s communicating with each other effectively.

The Board agreed with the revisions and decided to send the draft (now version five) to the Board of Selectman for their review and recommendations. The Board will review the Selectman’s revisions during the February 17, 2022 meeting. Chair Bursey will send the plan to the Board of Selectmen and schedule a time to review and present it with them at a Select Board meeting.

Grange Hall – LCHIP Stewardship Agreement

The Board reviewed the Grange Hall stewardship agreement. They believe that it is important to include information regarding this grant in the CIP. Language was drafted and included for future clarification to other Boards.

Timelines and Expectations for Budget and annual reporting.

Chair Bursey would like to include the dates of certain expectations that the Board is responsible for, such as budget deadlines and annual reports, to the standing items list that is displayed in all meeting minutes. The Board agreed to implement this change.

Email

Chair Bursey will be changing over to the town email account to conduct Town business. The Secretary will also work towards change over to a town-sponsored account as well.

Phone numbers and any non-town contact information will be removed from the town website and replaced with the town-sponsored accounts. Members of the board will not receive town-sponsored accounts at this point but that could change if the need arises.

COLA raises, merit raises, performance review for Secretary

The Board discussed a strategy for providing an annual Cost-of-Living-Adjustment (COLA), merit raise, and performance review for the Board's secretary. In the past several years, the secretary has received only one official raise and no provisions have been instituted to keep up with inflation/cost of living or to provide merit-based raises. Merit based raises would be based on performance and require an annual performance review. Budgets are approved at the town meeting each March, in line with that, the performance review, COLA, and merit discussion could be held after that meeting so that the scope of the budget is fully known.

This process will also help to provide roots to the position, and when the position needs to be advertised for employment, provide structure and expectations for interviewees and incumbents. This process also allows for a regular review of the position description and the overall process will allow feedback to the Select Board and Budget Committee with regard to the needs of the Board which will be especially important information should the town experience significant growth.

Chair Bursey will research the process and see how confidential reviews should be handled.

Upper Valley Lake Sunapee Regional Planning Commission – Commissioner Role for Goshen

The Board discussed that the position is currently vacant and that it may be beneficial to have someone operate in this role. Chair Bursey will send out the expectations for the role and the Planning Board will discuss options at the next meeting.

Master Plan

The Board discussed an email that was received from Vicki Davis in response to Chair Bursey's inquiry. The Board agreed that starting from the beginning in the development of the plan, would be the best approach. They agreed that having a community survey would be beneficial in the development process since there have been changes in the community since the last plan. Chair Bursey will reach out and gather information including financial quotes from Upper Valley Lake Sunapee Regional Planning Commission.

Member Discussion (ongoing)

Alternate members are still needed for the Planning Board, this topic will remain a standing agenda item until filled. Anyone interested in becoming an alternate member of the Planning Board should stop by any of the Planning Board meetings at the first or third Thursday of the month at 7pm in the Goshen Town Hall. Applications for the alternate position can be found on the Planning Board webpage.

Other Business

- The next meeting will be the third Thursday of the month – February 17, 2022.
- **Solar/Alternate Energy Discussion:** The board will review and discuss during a future meeting.

Standing/Upcoming items

- Capital Improvement Plan
- Master Plan Review
- Upper Valley Lake Sunapee Regional Planning Commission appointment
- Solar/alternative energy RSA and town regulation discussion - pending

- Member Discussion - Standing Item
- *Budget due December 1, 2022*
- *Annual report due February 1, 2023*

Steve Bursey made a motion to adjourn the meeting. Kayla Frink seconded the motion. All were in favor. Motion passes.

Meeting adjourned at 8:35 p.m.

Respectfully Submitted,
Melissa Salinardi
Recording Secretary