

**Town of Goshen
Planning Board
Minutes of March 17, 2022
FINAL**

Planning Board members present (quorum = 3): Alicea Bursey (Chair), Steve Bursey, and Karyn Berriault (alternate)

Guests: Barbara Paronto

Meeting called to order at 7:00 p.m.

Alicea Bursey motioned to have Karyn Berriault act as a full member during the meeting. Steve Bursey seconded the motion. All were in favor.

Capital Improvement Plan

The Board reviewed the recent reply from the NHMA regarding some concerns the Board of Selectman had. Chair Bursey read the email aloud and the Board discussed whether the annual audit suggestion was something that the Board still wanted to pursue. Chair Bursey asked Barbara Paronto, Chair of the Budget Committee, if she thought it was something that the Budget Committee would be interested in. It was unanimously agreed upon by all members and Ms. Paronto that an annual audit from department heads was a necessary action.

Chair Bursey presented the Board with a letter that was received by Board of Selectman member, Steve Smith regarding the Selectman's response to the updates to the CIP. Chair Bursey read the letter aloud (see attached document). Steve Bursey suggested that the Board table the discussion until the selectman representative could be present for the meeting so that questions that members may have can be addressed. Barbara Paronto expressed that although some of the concerns addressed by the Board of Selectman were valid, she believes that the Planning Board was already doing a good job of researching and taking the correct steps in preparing the CIP. Chair Bursey suggested changing some of the wording in the conclusion of the CIP and sending a letter to the Board of Selectman with these new edits. The Board agreed (see the drafted response letter attached).

Due to the large amount of changes and edits that will be made to the Capital Improvement Plan, the Board will hold another Public Hearing on Thursday, April 7, 2022 at 7 P.M. for the public to discuss any questions or concerns they may have with these changes. The Public Hearing notice will be posted in town designated public areas, the Eagle Times classified section, and the Town website.

Review of Minutes (3/3/2022)

Alicea Bursey motioned to accept the minutes of March 3, 2022 "as is"; Steve Bursey seconded the motion. All were in favor. Karyn Berriault abstained.

Master Plan

The Board has tabled this discussion and will review this item during an upcoming meeting.

COLA raises, merit raises, performance review for Secretary

The Board has tabled this discussion and will review this item during an upcoming meeting.

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 first Thursday of the month – April 7, 2022.
- A Public Hearing is scheduled for Thursday, April 7, 2022 to discuss the Capital Improvement Plan.
- **Solar/Alternate Energy Discussion:** The board will review and discuss during a future meeting.

Standing/Upcoming items

- Capital Improvement Plan
- Master Plan Review - Pending
- Solar/alternative energy RSA and town regulation discussion - Pending
- Rand Pond Beach Discussion for inclusion in the Master Plan - Standing Item
- Member Discussion - Standing Item
- *Budget due December 1, 2022*
- *Annual report due February 1, 2023*
- *Annual audit of CIP (May/June)*

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

Meeting adjourned at 7:40 p.m.

Respectfully Submitted,
Melissa Salinardi
Recording Secretary



A Bursey <~~XXXXXXXXXXXX@XXXXXX.com~~>

Goshen: Capital Improvement Plan question

1 message

Legal Inquiries <legalinquiries@nhmunicipal.org>

Mon, Mar 7, 2022 at 12:01 PM

To: "aliceabursey@gmail.com" <~~XXXXXXXXXXXX@XXXXXX.com~~>

Good Morning Alicea:

The sole purpose of the capital improvements program is to aid the select board and the budget committee in their consideration of the annual budget. The CIP classifies capital projects according to urgency, and recommends a time sequence for their implementation. The CIP may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project.

There is nothing in the governing statutes, RSA 674: 5 - :7 that contemplates the CIP program making policy suggestions such a purchasing policies, bidding procedures or preferred vendor policies. These would not be appropriate things to consider or include in a CIP.

Stephen C. Buckley

Legal Services Counsel

NH Municipal Association

25 Triangle Park Drive

Concord, NH 03301

Tel: (603) 224-7447

Email: legalinquiries@nhmunicipal.org

<https://www.nhmunicipal.org/american-rescue-plan-act-2021-information-page>

Hello,

I'm Alicea Bursey, Chair for the Goshen Planning Board.

We are in the midst of updating our Capital Improvement Plan and a question was raised that I'm not finding definitive guidance on. I'm hoping you might be able to point me in the direction of some reference materials.

After receiving input from various committees, language was crafted to suggest informing town policy. This brought up the question, should the CIP be making suggestions about policy?

One example of the language is, "Other tools that the Board encourages the Town to consider would be purchasing, bid, and preferred vendor policies."

Should this language and other examples from it be removed from the CIP and submitted separately to the Board of Selectmen? Or should it remain in the CIP?

Thank you for any guidance you may have on this question.

Cheers,

Alicea



A Bursey <XXXXXXXXXXXXXXXXXXXX@XXXXXXXXXXXXXX>

Fwd: My letter to Planning Board

1 message

Planning Board <planningboard@goshennh.org>
To: Alicea Bursey <XXXXXXXXXXXXXXXXXXXX@XXXXXXXXXXXXXX>

Thu, Mar 17, 2022 at 6:11 PM

Begin forwarded message:

From: Steve Smith <ssmith@goshennh.org>
Date: March 16, 2022 at 06:34:34 EDT
To: Planning Board <planningboard@goshennh.org>
Cc: selectmen@goshennh.org
Subject: My letter to Planning Board

To the entire Planning Board,

I am writing to you as one of the three members of the Selectboard. I appreciate Chair Bursey's presentations to the BOS on two occasions regarding the Capitol Improvement Plan. I have twice voiced my concerns and oppositions to having the inclusions of any policy recommendations and personnel. Per the RSA that governs CIP, "the sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget."

As you know, New Hampshire is a Dillion's Law state. If there is not a law stating something, then it can not happen. RSA 674: is very clear is what is allowed. Policy and personnel are not part of CIP, just projects (RSA 674:6). Once again, I suggest removal of any policy recommendations or personnel from the CIP plan, this includes the position of Town Administrator. The Town Administrator proposal has already been laid out in the last Master Plan regardless.

Chair Bursey knows, the BOS recently proposed creating town policy using some of the suggestions presented. Though some may believe this would just become another piece of paper lost over time, these policies would have more teeth than a CIP; which is only a recommendation. Not withstanding, independently, the BOS has been working on our purchasing plan, which we will have our second read at the next scheduled BOS meeting, likely to get ratified.

The BOS was made aware that your Board is awaiting clarification which should point you in a better direction. I am cognizant that any suggestions from the BOS or individual BOS members is just that, a suggestion. I wanted to formally send my recommendations to your Board. It's my hope that all members and alternates of this Board have the opportunity to read or hear this. Thank you for your work with this project.

Steve Smith
Selectman

From: Planning Board
P.O. Box 68
Town of Goshen, NH
E: PlanningBoard@goshennh.org

To: The Goshen Board of Selectmen
P.O. Box 68
Goshen, NH 03752
E: Selectmen@goshennh.org

Date: 17 March 2022

RE: Letter for suggested policies and follow up suggestions to the Capital Improvement Plan

Dear Goshen Board of Selectmen:

During the development of the Capital Improvement Plan (CIP) the Planning Board, Budget Committee, and Board of Selectmen developed or discussed policy and action suggestions that do not fall under the purview of the Capital Improvement Plan. The Select Board noted their concern that policy suggestion or other non-project-based subjects should not be part of the CIP as per RSA. The Planning Board proactively connected with the New Hampshire Municipal Association (NHMA), and they too agreed that issues not specifically related to capital projects should not be discussed in the CIP. The guidance from the NHMA received on March 7, 2022 and the concern voiced by Select Board member Steve Smith received on March 16, 2022 can be found in the minutes of the Planning Board for their March 17, 2022 meeting.

At their February 28, 2022 meeting, ahead of the NHMA's opinion, the Select Board requested that these suggestions be broken out of CIP and entered in a letter to be given to the Board of Selectmen for their consideration. Those items are below:

Policy Suggestion: Timeline for budgets, warrants, and communication between Boards/Committees for planning

The Board is actively encouraging departments and committees to utilize the CIP for the resource that it is and to begin submitting timely requests and plans for their capital projects/expenses. It would be prudent that the Town and departments/committees begin working with the Budget Committee before and during each budget season and ongoing throughout the year, to plan for expenses and to implement the plans in a timely manner. Continued communication between boards and committees is essential to achieving working and obtainable goals. Committees and departments that are not timely and prepared in their planning, including warrant articles and bond requests, put the economic health of the Town and its residents at risk. This Board has considered submitting a warrant article requiring committees and boards to complete their planning; more research into this option is underway. The Board recommends that the Board of Selectmen develop and implement a policy that lays out a schedule of when budgets and warrant articles should be submitted. And requires department, board, and committee heads to meet with the Budget Committee and Select Board at respective meetings to review and discuss budget needs. The meetings should be used to determine at a minimum operating costs as well as items for bonding, capital reserve, and immediate purchase. The Budget Committee and Select Board should jointly decide a policy regarding when budgets, requests, and warrant articles should be submitted.

Policy Suggestion: Purchasing, bid, and preferred vendor policies

Other tools that the Board encourages the Town to consider would be purchasing, bid, and preferred vendor policies. It is well known that these policies provide leverage and guidance to those tasked with sourcing and procurement. These formal policies are often required when applying for funding and can be advantageous for competitive pricing. The Board is aware that the Chair of the Select Board, Dianne Craig began this process in 2021 and it is now being revisited in 2022.

Policy Suggestions: Alternative funding sources, local resources, research and studies for current project needs

The Budget Committee worked with the Planning Board in the development of [the 2022] Capital Improvement Plan. The recommendations and comments from the Budget Committee largely echo and support the concerns and plans of the Planning Board. Including:

The Budget Committee strongly supports utilizing alternative funding resources such as grants, long-term bonds, and tapping town talent (e.g., grant writers, bridge and road construction/engineers, etc.) to accomplish larger and more

expensive projects and purchases. The Budget Committee also recommends using other local resources when possible, including the Upper Valley Lake Sunapee Regional Planning Commission, the Local Government Center, and so forth.

In agreement with the Planning Board's findings, the Budget Committee feels that research into the renovation or replacement of the fire department building and providing support to updating equipment and vehicles is needed. This project may be of significant importance should the expansion at Mt. Sunapee ski area occur or if there is significant home development in Goshen. The Budget Committee recommends that research begin with looking at other safety buildings/complexes in the area. They also feel that depending on vehicle needs a larger building maybe required which may result in a need to identify a new town-centered location. The Budget Committee and Planning Board both recognize that significant grant money may be available for this project and the town should expend every effort to research funding options.

The Budget Committee recommends revisiting the budget for Lear Hill Road. Since the budget was submitted, summer storms (2021) caused increased erosion and damage. They feel that \$90,000 may not be enough to increase drainage ditch depth. And that removal of boulders and shimming will be a short-term repair, not a fix; and that taxpayers could end up paying more in the long run for repeated repairs versus an upfront and planned solution. Before contracting out for engineering services, the town should consider all available resources to estimate the scope of the project and its costs. The Committee also recommends looking into college cooperative and internship programs that may offer reduced pricing for initial research.

Policy Suggestion: Budget management for salary and labor needs

The Budget Committee, in agreement with the Planning Board would like to see policies to manage budget growth in the areas of salaries and labor needs. While salary and labor needs fall outside of the scope of the CIP, those policies will help inform bottom line values in the budget process and allow for more accurate budgeting of reserve and bonding funds. It is recognized that policies would be the responsibility of the Select Board or department heads.

Policy Suggestion: Additional administrative resources for Town Planner/Administrator

The Budget Committee agrees with the Planning Board that grant funds are available and Goshen could significantly benefit from them. However, there are limited resources at the town, boards, and committees level to pursue such funds regularly and effectively. The Budget Committee and Planning Board recognize that additional help may be needed at the town level to help pursue these goals, especially funding goals, and encourages the town to research the use of a Town Administrator¹. A Town Administrator would provide institutional memory and continuity through the various boards and committees membership changes. The Budget Committee and Planning Board recommend creating a position such as Town Administrator or Town Planner to help offset the increase in effort to meet the goals described above. The cost of such a position could be offset by including performance metrics for identifying and applying for grants into the position description. Additional research into this position would be needed and is encouraged.

Respectfully submitted:

Alicea Bursey
Planning Board, Chair

George Hebert
Planning Board, Vice Chair

Kayla Frink
Planning Board, Member

Stephen Bursey
Planning Board, Member

Derek Tremblay
Ex-officio to Board of Selectmen

¹ Hallquist, Kimberly (2006) "[Town Managers vs. Town Administrators: What's the Difference?](#)", in Town and Country Magazine by New Hampshire Municipal Association.