

From: Planning Board
P.O. Box 68
Town of Goshen, NH
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To: The Goshen Board of Selectmen
P.O. Box 68
Goshen, NH 03752
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Date: 21 April 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