

DEERFIELD PLANNING BOARD
DEERFIELD, NEW HAMPSHIRE
MAY 8, 2013

MINUTES OF MEETING

PRESENT: Board members Fred McGarry, Alan O'Neal, Lisa Wolford, Peter Schibbelhute. Also present secretary Jane Boucher.

Chair Fred McGarry called the meeting to order at 7:00PM.

APPROVAL OF MINUTES

Lisa Wolford moved to approve the minutes of April 24, 2013 . Peter Schibbelhute seconded.

The following corrections were made to the minutes:

Page 2: Paragraph 7; Correct to read "...is to have a form filled out...."

Page 2: Last sentence: Correct to read "...like to look at the long term needs..."

Page 3: Paragraph 12: Correct to read: "Fred McGarry, Richard Pelletier and Peter Schibbelhute also attended." "He said it was not that bright."

Page 12 Last Paragraph Correct to read "...meter read 0.05 at one location and on Mr. Boyce's deck 0.025..."

Page 4: Paragraph 2: Add sentence: "Mr. O'Neal will submit maps and lumen charts to the secretary."

Chair McGarry called for a vote on the motion. Voted in favor.

APPROVAL OF MANIFEST

Peter Schibbelhute moved and Lisa Wolford seconded to approve the manifest. (Time Sheet for Jane Boucher 14 1/2 hours.) Voted in favor.

OTHER BUSINESS

Chair McGarry advised of a seminar on "Pipeline Safety" which will be held in Portsmouth on June 11.

NH HOUSING COMMUNITY PLANNING GRANT (RFP)

One proposal was received from Mettee Planning Consultants in association with Hawk Planning Resources LLC and Neatline Associates LLC.

It was noted that the Board had previously worked with Mettee Planning Consultants on Workforce Housing.

Chair McGarry will check on a reference given and check the posting to determine if an amount was indicated when requesting the RFP's.

LAMPREV RIVER MANAGEMENT PLAN

PLANNING BOARD 5/8/13

Harriet Cady was present.

Board members received copies of the plan.

Mrs. Cady asked the Board to review the draft plan and submit comments by June 15, 2013. The Board will review the draft copy and discuss recommendations during a regular meeting.

Fred McGarry questioned if they were going to recommend guidelines regarding zoning articles for Towns within the watershed.

Alan O'Neal commented that this was more of an educational package and questioned if there is a process for notifying landowners.

Harriet Cady advised that more information will be put out to residents in the Communicator and Forum.

CAPITAL IMPROVEMENT PLAN (CIP)

Lisa Wolford provided copies of a "Request For Capital Improvement Project Proposals" and "Deerfield Capital Project Work sheet & Submission Form". Copies are attached to these minutes.

Ms. Wolford noted that both the Request and Submission Forms be sent to all department heads . Board members reviewed the forms and agreed that information requested be.

- . A gross cost of at least \$20,000.00
- . A useful life of 10 years .

Department heads will be asked to submit the project information to the Planning Board by June, 21, 2013.

Alan O'Neal suggested that the Point Scoring be done by Department Heads as well as the Planning Board. Board members agreed.

Lisa Wolford will forward the forms to Gerald Coogan for distribution to all department heads. Mr. Coogan will also be asked to provide information regarding the process to the public in the Communicator and Forum.

The meeting was adjourned at 8:25PM.

Recorded and transcribed by Jane Boucher
Pending Approval of the Planning Board

REQUEST FOR CAPITAL IMPROVEMENT PROJECT PROPOSALS

Date:

To:

From: Fred McGarry, Chairman, Planning Board

Re: Capital Improvement Projects for _____

Response Requested By _____

The preparation of a Capital Improvements Program (CIP) has been initiated by the Planning Board, as authorized by Town Meeting on _____. Your list of specific capital projects envisioned for the planning period is needed for the CIP.

NH RSA 674:7 requires, as part of the CIP process, that Town departments and related authorities and agencies transmit a statement of all capital projects they intend to undertake during the term of the CIP upon request of the Planning Board. The statute also requires communication between the Planning Board and the School Board in preparing the CIP.

The attached forms provide worksheets to assist in your response. *Also attached to this memo is a list of long-term capital expenditure needs identified in the Community Facilities section of the Master Plan.*

Please provide your recommendations for specific capital projects to be undertaken *over the next 10 years*, and cost estimates where possible. For the purpose of this CIP, "capital projects" means those projects outside the normal operations and maintenance, and having the following characteristics:

- A gross cost of at least \$ _____; and
- A useful life of at least _____ years; and
- Is non-recurring (not an annual budget item); or
- Any project requiring bond financing.

If the project is eligible for any federal or state grants, matching funds, or loans, please indicate this on the form. One summary sheet should be completed per project, with separate sheets added for explanation where necessary.

Please note that the CIP is an advisory document only; the inclusion of any particular project on your list or its listing in the CIP does not commit Town to that expenditure.

Please submit project information on the forms provided, adding explanations where necessary, by _____ to the Planning Board Office.

Thank you. We look forward to discussing your department's projects.

DEERFIELD CAPITAL PROJECT WORKSHEET & SUBMISSION FORM

Page 1 of 2

DEPARTMENT: _____	PRIORITY: # _____ OF _____
<i>(Rank the priority of this project vs. others.)</i>	

THE PRIMARY EFFECT OF THE PROJECT IS TO (CHECK ONE):
<input type="checkbox"/> Replace or repair existing facilities or equipment
<input type="checkbox"/> Improve quality of existing facilities or equipment
<input type="checkbox"/> Expand capacity of existing services level
<input type="checkbox"/> Provide new facility or new service capacity

PROJECT DESCRIPTION: _____	<i>(Summarize here; attach additional pages if necessary.)</i>

RATIONALE FOR PROJECT: _____	<i>(Check all that apply. please explain in "Justification.")</i>
<input type="checkbox"/> Removes imminent threat to public health or safety	
<input type="checkbox"/> Alleviates substandard conditions or deficiencies	
<input type="checkbox"/> Responds to federal or state requirement (identify below with specificity)	
<input type="checkbox"/> Responds to other legal imperative (identify below with specificity)	
<input type="checkbox"/> Improves the quality of existing services	
<input type="checkbox"/> Provides added capacity to serve growth	
<input type="checkbox"/> Reduces long-term operating costs	
<input type="checkbox"/> Provides incentive to economic benefit	
<input type="checkbox"/> Eligible for matching funds for limited time (identify below with specificity)	

JUSTIFICATION: _____	<i>(Please explain the project rationales that you identified above.)</i>

Estimated Capital Costs:	Impact on Operating & Maintenance Costs, or Personnel Needs:
\$ _____ Real estate acquisition	\$ _____ Additional personnel?
\$ _____ Site preparation	\$ _____ Reduce personnel?
\$ _____ Professional services	\$ _____ Increased O&M costs?
\$ _____ Construction	\$ _____ Decreased O&M costs?
\$ _____ Equipment	
\$ _____ Other	Cost of impacts if known:
\$ _____ Other	+ \$ _____ annually
\$ _____ Other	(-) \$ _____ annually
\$ _____ TOTAL	

DEERFIELD CAPITAL PROJECT WORKSHEET & SUBMISSION FORM

Sources of funding:	
Grant from: _____	\$ _____
Loan from: _____	\$ _____
Donation: _____	\$ _____
User fees & charges: _____	\$ _____
Capital reserve withdrawal: _____	\$ _____
Impact fee account: _____	\$ _____
Current revenue: _____	\$ _____
General obligation bond: _____	\$ _____
Revenue bond: _____	\$ _____
Special assessment: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Total project cost:	\$ _____
Minus revenue: _____	\$ _____
PROJECT COST:	\$ _____

FORM PREPARED BY: _____

Signature

Department & Title

Date prepared

FOR PLANNING BOARD USE ONLY						
<i>Evaluation Criteria</i>	<i>Point Score</i>					
	<i>5=best match</i>					
Addresses an emergency or public safety need	0	1	2	3	4	5
Corrects a deficiency in service or facility	0	1	2	3	4	5
Provides capacity needed for future growth	0	1	2	3	4	5
Results in long-term cost savings	0	1	2	3	4	5
Supports job development	0	1	2	3	4	5
Supports increased tax base	0	1	2	3	4	5
Furthers the goals of the Master Plan	0	1	2	3	4	5
Leverages the non-property tax revenues	0	1	2	3	4	5
Matching funds available for a limited time	0	1	2	3	4	5
TOTAL PROJECT SCORE (sum of points):						
