



## **MEETING MINUTES**

### **NORTH HAMPTON PLANNING BOARD**

#### **Work Session**

**Monday, August 21, 2006**

**Mary Herbert Conference Room**

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*These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.*

**Members present:** Phil Wilson, Chairman; Shep Kroner, Vice Chairman; Craig Salomon, Joseph Arena and Laurel Pohl.

**Others present:** Jill Robinson, RPC Circuit Rider and Wendy Chase, Recording Secretary.

**Alternates present:** None

Mr. Wilson called the meeting to order at 6:35pm.

### **Approval of minutes**

**Ms. Pohl moved and Mr. Wilson seconded the motion to approve the May 25, 2006 minutes.**

**The vote passed in favor of the motion by a majority of those present (2-0).**

Dr. Arena proposed changes to the July 17, 2006 minutes.

**Dr. Arena moved and Ms. Pohl seconded the motion to approve the July 17, 2006 minutes as amended.**

**The vote passed in favor of the motion (4-0).**

Mr. Kroner came in at 6:40pm.

Dr. Arena proposed changes to the August 7, 2006 minutes.

**Dr. Arena moved and Mr. Wilson seconded the motion to approve the August 7, 2006 minutes as amended.**

**The vote passed in favor of the motion (5-0).**

### **Long Range Planning Committee update**

Mr. Kroner and Ms. Pohl updated the board on the latest Long Range Planning Committee meeting. The Committee discussed taking a step back from paying for a

professional needs assessment for the municipal complex this year for the following reasons:

1. It is questionable if the Selectmen would approve funding this year for this project.
2. The scope of the project grew substantially when the Selectmen opted not to conduct a staffing and equipment assessment for the Police and Fire departments.
3. It was believed that project costs could be further minimized if the Planning Board members and members of the community would like to assist the board by taking on large pieces of the project.

Ms. Pohl stated that the Board of Selectmen, at their August 14, 2006 meeting, expressed concern over funding this year because of the cell tower situations regarding lawsuits. She added that she had corrected the Selectmen's concerns regarding the budget by reminding them that money was already set aside for this project, and the funds should come out of the new Capital Reserve Fund that had been established last March for the purposes of planning and preparation in anticipation of building new municipal facilities.

Mr. Kroner asked for the board members' opinions whether or not the board should have their own financial resources to be used at the board's discretion regarding needs assessment or professional planning.

Mr. Wilson suggested the option of putting funding into the actual Planning & Zoning budget line during the coming budgeting process for 2007-2008.

Mr. Salomon stated that there is a distinction between a budget for proactive planning and a budget for defending a lawsuit.

Dr. Arena said that the board should take into consideration that the needs assessment will be molded by relative growth of town. He also said that the board should always keep in mind how a needs assessment will affect the citizens if the tax rate is increased because of associated costs.

Mr. Kroner stated that the town is spending money by not taking action. He commented on the fact that the Police Department must transport each criminal to Brentwood (50 mile trip) because there is not an adequate holding cell.

Mr. Wilson noted that Citizen's Bank has vacant space to lease. It may be something the Town should be interested in looking into for storage needs.

Mr. Wilson stated his opinion as to why the Town should have a needs assessment done.

1. The board needs objective data of what this Town has against what other similar Towns have.
2. There are standards for public buildings that have to be met and the board needs to know how this Town stacks up against those standards.
3. It would be wise to receive a totally independent professional opinion, someone who is very knowledgeable with Fire and Police Department needs.

Dr. Arena stated that the first thing that needs to be done is to find out what the State's standards are so that we can compare what we have against the official State's standards. He added that each department should be able to update the board as to how or even if they meet these standards.

Mr. Salomon stated his opinion as to what direction to take regarding the needs assessment.

1. First we should get what similar communities are doing.
2. Look for some objective standards.
3. After establishing the first two than we can determine whether we need outside help.

Mr. Salomon suggested Ms. Robinson help the board in suggesting four or five communities similar to North Hampton and the board can then correspond with those communities with questions developed by the Long Range Planning Committee.

The board agreed that they would have to be careful in which towns to use to compare for the baseline.

Mr. Wilson described the many deficiencies that need to be addressed in the Fire Department, issues like wiring, safety issues and accommodations for future female firefighters.

Mr. Wilson also said that the towns with which we compare ourselves may vary depending on the department in question. The cohort of comparable towns for Fire Department issues may be different from the cohort for the Public Works Department. While the numbers of business and residential structures may be the most important dimensions for comparing fire departments, the miles of roadway maintained by the PWD may be the single most important dimension for comparing public works departments. Towns that are comparable on one or more of these dimensions may not be comparable on others.

Ms. Robinson informed the board that the OEP publishes the community profile. The board agreed that reviewing community profiles would be a good starting point for volunteers working on identifying comparable towns for the study.

The Board concluded that the Town does not need professional help with the needs assessment at this time.

## **CIP Update**

Ms. Pohl handed out draft copies of the CIP spreadsheet to each member. She explained that the items listed in red were new submissions from the departments, the items in blue were resubmissions and the items in black were not resubmitted this year, but still carried over from last year's submissions. Items that slated for this year, but were stricken, included a Fire and Police Department file server, which had been replaced mid-year due to system failure, and radios, which the Police Department had funded via a grant.

Ms. Pohl informed the board that she is still waiting for anticipated capital spending initiatives from the Board of Selectmen.

Mr. Kroner stated that the Long Range Planning Committee would meet and go through the spreadsheet with a fine-tooth comb.

Ms. Pohl will send a copy of the draft spreadsheet to each of the Selectmen to assist them in planning spending initiatives for the CIP.

After the CIP is completed, a final version of the spreadsheet will be presented along with the CIP to the Planning Board for approval to then present to the Board of Selectmen and Budget Committee.

Ms. Robinson suggested a time line in regards to working on the Route 1 Corridor study.

1. First draft ready for the October Work Session
2. Receive feedback at the November Work Session
3. Hold public hearings in December to get ready for the March Ballot.

Mr. Wilson suggested that each member think of special needs studies for the next Work Session.

Mr. Wilson asked Ms. Robinson if the \$2,500.00 Coastal program grant, which was matched by the Town, has been spent.

Ms. Robinson will investigate what the money was used for. The deadline to use or designate the grant was June 30, 2006.

## **Bond Reduction request**

Tom Fehan, representing Greystone Village was present to discuss the bond reduction request made by Greystone Village in the amount of \$30,229.93. The amount was recommended by James Kerivan of Altus Engineering.

Mr. Wilson stated that the attached spreadsheet figures did not jive with the requested amount. He suggested that future bond reduction requests should accompany backup that matches the request. Mr. Fehan agreed.

Mr. Wilson stated that he would vote in favor of the amount based on the Town Engineer's recommendation and because the requested amount appeared to be less than the amount of work completed according to the spreadsheet.

**Dr. Arena moved and Mr. Salomon seconded the motion to grant the bond reduction in the amount of \$30,229.03.**

**The vote was unanimous in favor of the motion (5-0).**

**Mr. Wilson moved and Ms. Pohl seconded the motion to have Mr. Kroner as Vice Chairman sign the bond reduction letter to the bank.**

**The vote was unanimous in favor of the motion (5-0).**

The topic of Planning Board members and alternates was discussed.

**Dr. Arena moved and Mr. Wilson seconded the motion to nominate Vince Vettraino as Planning Board member to fill the vacancy left by Mr. Fennell.**

Mr. Salomon would like to see more volunteers before a final vote is made.

Ms. Robinson stated that other towns often have the candidates come before the board in a type of "meet and greet" before appointing.

**The vote passed in favor of the motion (3 yes, 0 no and 2 abstentions). Mr. Kroner and Mr. Salomon abstained.**

Mr. Vettraino's term will expire March 2007.

Mr. Kroner updated the board on the participation level by the Board of Selectmen's representative to the Long Range Planning Committee. He stated that the Committee would like someone from the Board of Selectmen to participate regularly to effectively communicate Long Range Planning information back to the Board of Selectmen.

Mr. Salomon will contact Mr. Gould and discuss the matter with him.

Mr. Kroner said that there is a State preservation alliance looking for seven landmarks throughout the State they wish to preserve. There will grant money involved. Some ideas he thought for this Town are the Town Hall and Hobbs Farm.

Ms. Robinson informed the Board that one of the projects slated for the Rockingham Planning Commission is a study on age restrictive housing in our region. She will contact Mr. Mabey for further information.

Ms. Chase informed the Board that the Saunder's plan was recorded at the Registry of Deeds. Mr. Skowronski pointed out that the turnouts depicted on the plan were incorrect.

Mr. Skowronski plans to contact the Planning Board by letter. The Board will wait for correspondence from Mr. Skowronski before any further discussion.

**Mr. Salomon moved and Mr. Wilson seconded the motion to adjourn at 8:40pm.  
The vote passed in favor of the motion (5-0).**

Respectfully submitted,

Wendy V. Chase  
Recording Secretary