

TOWN OF EAST KINGSTON, NH
PLANNING BOARD MEETING MINUTES
May 31, 2001

FILE

WORK SESSION

Members Attending: Richard A. Smith Sr. - Chairman, Dr. Robert Marston, John L. Fillio (7:18 pm), Beverly A. Fillio (7:18 pm), David G. Morse and Alternate J. Roby Day, Jr.

Others Attending: RPC Planner Maura Carriel.

Chairman Smith opened this May 31, 2001 Planning Board Work Session at 7:18 p.m.

Colanton Mylar: For the purposes of recording into the minutes, Chairman Smith applied his signature to the approved site plan review mylar for Kingston Fairways Golf Course. The recording secretary would deliver the signed mylar to the Kingston Planning Board for their approval.

Wright Mylar: For the purposes of recording into the minutes, Chairman Smith reviewed the approved lot line adjustment mylar for Albert, Carol, and Deborah Wright. It was noted that the Building Inspector had not yet approved the new bounds and the Certification of Monumentation form had not been received, as was a condition of the plan.

Capital Improvements Plan: Ms. Carriel announced that she had received six completed CIP worksheets over the past few weeks and that three more were distributed at this meeting. The next step in updating the CIP is to review the projects submitted and determine which, if any, should not be included based on their character and the definition of what a CIP is. Once this is done, then the board must prioritize the projects.

Members reviewed the CIP definition, which states that a capital improvements project is a major, generally non-recurring expense of \$10,000 or more, and which falls into one of the following categories:

1. The purchase of land for public purposes;
2. The purchase, construction, or rehabilitation of a municipal building or facility;
3. The construction of roads, drainage facilities, or similar projects;
4. The preparation of studies or architectural engineering plans relative to the above;
5. The purchase of vehicles; and
6. The purchase of equipment with a life expectancy of over five years.

She further explained that maintenance items do not generally belong in the CIP. Example: the construction of new roads belongs in the CIP; the overlay and reconstruction of existing roads does not. Discussion transpired over whether or not the high cost of road reconstruction should or should not be included. It was noted that a \$60,000 overlay project for a large city would be considered a small expense, however, for a small town like East Kingston, a \$60,000 project, maintenance or not, would be considered a capital improvement and should be included in the CIP. Given this decision, Ms. Carriel stated that she would contact the road agent for the road improvements schedule for the next six years.

Members reviewed a table of all projects listed in the last CIP as well as those projects submitted this year. It was noted that the library had established a capital reserve fund several years ago for the purposes of expanding or building a new library in the future. The elementary school's installation of a sprinkler system was removed from the list based on the project being part of the addition project noted in the previous CIP. The second floor addition item would remain on the list as it was considered a project to accommodate anticipated growth. This item could possibly be scheduled as a "out" item for the next CIP. Fire Department projects were noted (seven of them) to remain on the list.

The board acknowledged a reoccurring capital project for several departments – the acquisition of land for a new building. The Police Department, the Library, the Emergency Management Department, Recycling Department, Highway Department, and though not specifically listed, land for the Fire Department's expansion if necessary. Given this repeated request, the board would work to incorporate this project item as a separate project from each department, then subtract the land acquisition figures from the submitted worksheets. There was discussion on a possible municipal complex. This item could very well be a high priority item when scheduling out the projects over a six-year period.

Further review of the capital projects list resulted in the removal of the items submitted by the Cemetery Trustees as these items did not meet the definition of a capital improvements project – they appeared to be maintenance items. The aerial maps request from the Conservation Commission could prove to be a useful tool for the town and could be scheduled out over a period of five years – this item would remain on the list.

Once review of each department's projected projects was completed, the next step in updating the CIP would be the prioritization of each of the projects. These projects could be scheduled out through the year 2007. Members then reviewed the Cooperative School District's CIP and noted that East Kingston's portion of the plan for the school should be included in the town's CIP as well.

A work session was then scheduled for June 12, 2001 at 7:00 p.m. at the Town Hall to continue the process of updating the CIP. Ms. Carriel indicated that she would generate an updated list of projects for the board to review before that meeting.

Growth Management Chapter: Mr. Day informed the board that he composed a growth management chapter draft for the board to review. The purpose of adopting such a chapter as a part of the Master Plan is to strengthen the existing Growth Control Ordinance. He stated that much work is required to complete the chapter and that board assistance is needed. The board must determine how the construction of new homes affects the town. Strong arguments are needed to support the need for managed growth. Town and state statistical figures are also needed. He then assigned the following members to collect specific demographics and statistics for town departments:

Library – Mrs. Fillo ; Police Department, Road Agent, vehicle registration, budget & tax rate, and waste collection – Mr. Fillo; Fire Department – Mr. Day and Chairman Smith; and schools – Mr. Day.

It was noted that each member should read the draft chapter critically and submit their comments and recommendations at the next meeting.

Impact Fees: Mr. Day reported that he had collected impact fee ordinances from other towns for the board's comparison and tool when drafting an ordinance for East Kingston. He stated that 10% of the effort is in drafting the language; the other 90% is determining the fees, adopting a methodology to create a fee structure, then establishing a fee schedule. They must consider what is impact fee "material" and plan for growth that isn't here yet. The excess capacity in the anticipation of future uses can be charged to developers once that capacity is used as a result of that development. Impact fees can only be charged on items of capital improvement (replacement items – no, additions – yes) and that once the fee is collected it must be earmarked for a specific capital improvement. If that money is not used within a 6-year timeframe, it must be refunded back to the developer – the moneys must be committed or spent within six years.

Ms. Carriel inquired if an impact fee ordinance was in conflict with a growth control ordinance, as if the impact fees address the development needs of a town, would the growth control ordinance really be necessary? Mr. Day replied that managing growth and accommodating new development are separate issues and that the experts advise that those two ordinance support each others intention.

DOT Letter: Members reviewed a letter to be sent to the NHDOT regarding what the board perceives as a violation to the terms of driveway permits issued to property on North Road (Sabatini development). For the purposes of recording into the minutes, Chairman Smith applied his signature and directed the letter the sent. It was noted that the actual driveway permits do not specifically say that the driveway in question was to be removed, however, it was noted that NH DOT Engineering Technician Alan Garland indicated to more than one member that only three driveway cuts are permitted for any land subdivision.

With no further business,

MOTION: Dr. Marston motioned to adjourn. Mr. Fillo seconded. The motion passed 5-0 and this May 31, 2001 Planning Board Work Session ended at 9:31 p.m.

Catherine Belcher
Secretary

Minutes completed and on file June 1, 2001.

Approved: 6/21/01