

# MEETING MINUTES

## Pittsfield Planning Board

### March 12, 2012

The Pittsfield Planning Board met on Monday, March 12, 2012 at 7:00 p.m. in the Council Chambers of the Pittsfield Municipal Building to consider the following agenda.

**PRESENT:** Kelly Flanigan, Fred Raynes Royce Sposato Chris Cookson, Jack Wright and Walter Reuter. **ABSENT:** Alan Dunphy. **Also Present:** Town Manager Kathryn Ruth, Building Inspector Steve Seekins, Edward Chapman, Victoria Alexander-Lane and Michael Glencross of SVH and Steven Blake and Chris Osterrieder of DeLuca-Hoffman Associates Inc.

1. Vice Chairperson **Kelly Flanigan** opened the meeting by leading the Pledge of Allegiance to the flag.
2. Motion by **Walter Reuter** and seconded by **Royce Sposato** to adopt the minutes of the regular meeting of February 13, 2012.

**VOTE: UNANIMOUS AYE**

#### 3. **PUBLIC HEARING: NONE**

**Kelly Flanigan** advised that she needs to abstain from the meeting because of a conflict of interest she feels she has in regards to the Seabasticook Valley Hospital Site Plan Review Application. She advised her husband is an employee of Seabasticook Valley Hospital. She asked the Planning Board Members elect a chairperson pro tem to preside over this meeting as well as future meetings pertaining to this project application.

**Walter Reuter** nominated **Fred Raynes** as chairperson pro tem the motion was seconded by **Royce Sposato**. **Kelly Flanigan** took a seat in the audience section of the room.

**VOTE AYE: Sposato/Cookson/Wright/Reuter**  
**ABSTAINED: Raynes**

#### 4. **NEW BUSINESS/DISCUSSION ITEMS:**

- a. Site Plan Review for an addition to the Seabasticook Valley Hospital, 447 North Main Street, Map 30 lots 30, 31 & 31-1.

Victoria Alexander-Lane and Michael Glencross of SVH discussed the basic scope of the project and the reasons behind the proposed addition. The rooms currently at the hospital are the same rooms that came with the hospital, so they are quite old. These rooms do not meet code for not only infection control but also HIPPA Privacy. There are also many structural issues we need to deal with. Something we really need to

understand as we go about this process is that we are not expanding hospital services. This process is simply bringing the building up to code and standards for present day patient care for the number of beds we have to date. We are not adding any additional beds. The architects came up with a plan to have 20 private rooms and 5 super suites. The super suites have a partition that can be pulled out and that gives you two separate rooms with two separate bathrooms, but still allows the room to still be semi-private. We do have older patients that have long-term stays and they don't want to be alone.

This saved us a lot of money as the project started originally at almost \$20 million and our current plan is under \$10 million dollars. We have received our letter from the State for the Certificate of Need.

The Site Plan Review Finding of Facts Document was reviewed and the following items were voted on:

Motion by **Walter Reuter** and seconded by **Chris Cookson** to hold a Public Hearing on April 9, 2012 at 7:00 pm.

**VOTE UNANIMOUS AYE**

Victoria Alexander-Lane agreed to provide drawings and models of the project for the public hearing that would provide details of the addition's appearance.

Motion by **Walter Reuter** and seconded by **Royce Sposato** to not have a site visit.

**VOTE UNANIMOUS AYE**

Motion by **Royce Sposato** and seconded by **Walter Reuter** to assess a technical review fee for an amount not to exceed \$2,000.

**VOTE AYE: Raynes/Sposato/Wright/Reuter**  
**VOTE NAY: Cookson**

Steve Seekins noted that an advertising fee of \$98.25 would be charged to cover the cost of advertising the Public Hearing.

Motion by **Walter Reuter** and seconded by **Chris Cookson** to table voting on approval or disapproval of the application until after the Public Hearing on April 9, 2012.

**VOTE UNANIMOUS AYE**

b. Comprehensive Plan updating

Town Manager Kathryn Ruth explained the process and time table for the updating the Comprehensive Plan.

The CEO asked that I update you briefly on the Comprehensive Planning Process.

Under the Town Code, the Planning Board is responsible for providing for a Comp Plan as well as updating and revising it. The Planning Board spent a little over one-half of a year in 2006 updating the implementation strategies and discussing the Comp Plan for the Strategy Update.

The Town Council approved an RFP for Consulting Services for Updating the Town's Comprehensive Plan at their 02/07/2012 Council Meeting. The Code Enforcement Officer had been working on putting together the RFP for a number of months including research on how other towns updated their comprehensive plans. I worked with the CEO to finalize the RFP and it was brought to the Town Council for review.

The Town received 1 bid. The Town forwarded a copy of the RFP to over 10 companies that were in the general area as well as put an ad in the legal section of the newspaper. We found that a number of companies simply had enough clients and could not add on any more projects.

KVCOG's bid was \$22,200 base price to \$29,400 with enhanced public participation. First, it is believed that the comprehensive plan update does not need to cost this much. When we met with KVCOG planners this week we learned that they budgeted to cover all contingencies. Sometimes when they start working with a town, there is no structure or staff to assist and it takes a while to get organized. We have a Planning Board with members who have worked on the Comprehensive Plan and/or its mini-update and staff to assist.

After a lengthy review of the components of the Comprehensive Plan, an understanding was reached that we would try to keep the same format and just update it, including adding the new state required components. With this understanding, it was agreed that the entire plan update could be completed for \$15,000. Some of the cost pertains to the need for updated mapping as the Town has no capabilities to provide GIS mapping services and there are several sections that KVCOG would have access to information that the Town would not have. The Town will need to write the sections that it does have information on and all departments will need to assist. Basically, the departments and committees know what is going on and should be a part of the process. We can all help the Planning Board with this.

KVCOG would designate a planner who would meet with the Planning Board. It is projected that the Plan Update can be completed in 1 year by April 2013. It was the recommendation of KVCOG that there be 2 meetings per month as to avoid meetings in the summer. 1 meeting would be your regular one and we would review the Comp Plan after any regular business, if any. The second meeting would be dedicated just to the Comp Plan. We may be able to move faster than this, however, this was the recommendation of KVCOG and we will have to see how the process goes along.

For public input, the preferred State process is a visioning session that KVCOG would moderate as a neutral party that will provide an opportunity for all to participate. To assist KVCOG the Town will utilize all of its contacts and procedures that we utilize

for our many other events and make sure that there is saturation in order to involve as many people who wish to be involved.

The Town has been saving the funds for the update and will be able to utilize the Codes Enforcement budget to supplement the amount we have been carrying forward. Therefore, the Town has the funding available for this project.

In our case we plan to spend no more than 1 year if we start in late March/early April 2012 and be completed next year. This period will require us to stay on task and not keep re-inventing the wheel. We have a great plan, it just needs to be updated, we need to meet the new state requirements, and we need to involve everyone who wishes to be involved. We already did this back in 1996 and 1997. One of the components of the bid was that the company be responsible for providing a plan that can be certified by the State.

In speaking with Alan Dunphy, Planning Board Chair, he would recommend that we follow this process and only update what we absolutely have to update. I am in agreement with this approach. The staff will provide you with as much help as possible.

If we do not update the plan, we will be unable to apply for some types of grants and receive less points on other grant types. For example, we would not be eligible for some of the economic development grants for business assistance.

It is advantageous to get under contract now as in a few months, many towns will be starting to work on this and need to hire a consultant. KVCOG only has so many resources and we will get in the door before a lot of Towns, which need to update their plans.

**5. OLD BUSINESS/DISCUSSION: NONE**

**6. ADJOURNMENT:**

Motion by **Walter Reuter** and seconded by **Kelly Flanigan** that the meeting be adjourned at 8:23 pm.

**VOTE: UNANIMOUS AYE**

Respectfully submitted by:  
Steve Seekins, CEO