

MEETING MINUTES
Pittsfield Planning Board
August 13, 2012

The Pittsfield Planning Board met on Monday, August 13, 2012 at 7:00 p.m. in the Council Chambers of the Pittsfield Municipal Building to consider the following agenda.

PRESENT: Royce Sposato, Walter Reuter, Fred Raynes, Jack Wright and Alan Dunphy. **ABSENT:** Kelly Flanigan, Chris Cookson, and Brent Newhouse. **Also Present:** Town Manager Kathryn Ruth, Building Inspector Steve Seekins and Chris Huck of KVCOG

1. Chairman **Alan Dunphy** opened the meeting by leading the Pledge of Allegiance to the flag.
2. Motion by **Fred Raynes** and seconded by **Royce Sposato** to adopt the minutes of the regular meeting of July 9, 2012.

VOTE: UNANIMOUS AYE

3. **PUBLIC HEARING: NONE**
4. **OLD BUSINESS/DISCUSSION:**

- a. Comprehensive Plan work session:
 - 1) Fiscal Capacity Including Capital Improvement Plan
 - 2) Financial Strategies
 - 3) Essential Services Strategies
 - 4) Plan publicity for Public Input Meeting

The Shoreland Zoning Newsletter was provided to each member of the board. In response to a question, it was clarified by **Steve Seekins** that the Statewide Timber Harvesting standard would take effect on 1-1-13 without any need of action by the Board as this was a condition of shoreland ordinance that was approved by the Town in August of 2009.

The **Town Manager** had provided an extensive package of background materials for the Fiscal Capacity discussion including an updated fiscal discussion, the current Capital Improvement Plans on file with the Town; updated Financial Strategies; and updated Essential Services Strategies.

Alan Dunphy led the discussion on the revisions the **Planning Board** felt were necessary for the above sections of the Comprehensive Plan as follows:

Fiscal Capacity:

Page II-115 item 1 reword ~~Lease-Non-Air~~ to Lease-Non Airport

Item 7 Reallocation. It was noted this category provided tax relief by allocating funds from accounts whose purpose was declared completed. There are less funds each year and this account will be phased out in the near future as nearly all remaining accounts are in use.

Item 15 Tree /Veteran's Exemption (re-word to better explain)

Item 16 change to "First Park Business Park"

Page II-119 Table F-4. **Kathryn Ruth** verified from the reports used to update the financial charts that the amount of \$1,108,800 under Dams was correct.

The **Town Manager** noted that the revenue account titles mentioned were abbreviated in order to squeeze them into the small area available. To clarify the titles better, it may be necessary to add a small key to the document.

Public Services – Minimum required to address state goals:

Kathryn Ruth advised that all sections had been re-written except those addressing the school system and hospital as information has not yet been received from these entities.

Chris Huck will add more information to meet state requirements.

Chris Huck advised that plans for future development/expansion should provide time and cost factors listed in the plan. These would be the new items for capital investment and not those items which are listed in the Capital Improvement Plans, which are quite detailed.

The Capital Investment Plan is usually abbreviated as CinP

The **Town Manager** noted that there were business owners who were interested in having the business community come forward to assist with some of the necessary betterment activities to enhance the community which the Town can not acquire grant funding for and would normally not be completed as loans or bonds would be needed. The **Planning**

Board Chairman recommended inviting the interested businesses to the 12-10-12 or 1-14-13 meeting for discussion with the Board.

Financial Resources findings and Recommendations:

No issues or corrections were noted

Essential Service Findings and Recommendations

Fred Raynes questioned whether or not a section addressing the complaint procedures a citizen could follow if he/she had an issue with the Police Department should be added to this document. It was decided that this information would not be added as the procedure is provided on the town website.

No other issues or corrections were noted.

Capital Improvement Plans

No issues or corrections were noted.

At this time the minutes of the meeting of July 9th were adopted (see above). The adoption was delayed because when the meeting first opened a quorum was lacking.

Motion by **Walter Reuter** and seconded by **Fred Raynes** that the **Public Input Meeting** be held on Saturday September 29, 2012 from 9:00 to 12:00 pm.

VOTE: UNANIMOUS AYE

It was discussed that Chairman **Alan Dunphy** would open the Public Input Meeting and explain the process. The meeting would then break into groups according to their interest. Board members would then conduct workshops of each section of interest. **Chris Huck** explained that it is important that people feel they have had input into plan. Getting a group of people together to discuss and come to a consensus as to what they would like to see would be the goal. Later it was decided the meeting would be divided into three sessions:

Session 1 - Business & Economic Development;

Session 2 - Town properties, Downtown Revitalization and Town Parks; and
Session 3 – Growth, Land Use & Zoning Changes.

Each session is planned to last 45 minutes (allowing time for introductions and breaks).

After session 3, it is possible that there will be a small group meeting to discuss other issues and/or more discussion on the identified topics.

There will be refreshments served.

Kathryn Ruth, Chris Huck and Steve Seekins will confer to prepare topic summaries and script or bullet points to be used by **Chairman Dunphy** to open each of the sessions above. This summary will be emailed or included in the Board members' packages in advance of the 09-10-12 meeting. Chris Huck advised that participants in these sessions would have formal response paperwork to fill out.

Recommended Advertising for the Public Input Meeting:

Approximately 1 month before the meeting in the Rolling Thunder newspaper.

Approximately 10 days before the meeting in the Rolling Thunder newspaper.

Advertising the Public Input Meeting will also be in the form of a newspaper article.

Handouts will be given to school students to take home to parents.

E-mails will be sent to businesses, community group representatives, committee members and other contacts such as local political party representatives.

Motion by **Walter Reuter** and seconded by **Fred Raynes** that we accept the discussion as presented by **Chairman Dunphy**. (Pertaining to plans for the conduct of the Public Input Meeting).

VOTE: UNANIMOUS AYE

5. NEW BUSINESS/DISCUSSION: NONE

6. Adjournment:

Motion by **Royce Sposato** and seconded by **Walter Reuter** that the meeting be adjourned at 8:12 pm.

VOTE: UNANIMOUS AYE

Respectfully submitted by

Steve Seekins, Building Inspector
Kathryn Ruth, Town Manager