

**Town of Northwood  
Planning Board Meeting  
Work Session  
April 14, 2022**

*Topics covered: Rules of Procedure changes*

Chair Jandebaur called the meeting to order at 6:30 PM

**Present:** Chair Tim Jandebaur, Selectmen's Rep Hal Kreider, Betty Smith, and Joe McCaffrey

**Voting Designation:** Chair Tim Jandebaur, Selectmen's Rep Hal Kreider, Betty Smith, and Joe McCaffrey

**Town Staff Present:**

**Linda Smith, Land Use Specialist, Susan Austin, Land Use Assistant, and James Burdin, Town Planning**

**Minutes**

**Ms. B. Smith made a motion, seconded by Selectman Kreider, to approve the minutes of March 24, 2022. Motion carried 4/0.**

***Lee Baldwin arrived at 6:35, Bob Strobel arrived at 6:37***

**Voting Designation:** Chair Tim Jandebaur, Selectmen's Rep Hal Kreider, Betty Smith, Joe McCaffrey, Lee Baldwin, and Bob Strobel (Alternate)

**Board's Rules of Procedures.**

Mr. Burdin stated that he had taken the comments and suggestion that the Board had given him and created a draft Rules of Procedure. He stated that pages 1-5 are unchanged, except for the revision dates that will be changed once this is adopted. Pages 6-7 have minor changes to the Technical Review Process. The Board had planned on adopting those in 2020, but they did not move forward on them Pages 7-8 are the Capital Improvement Program policies. The current Rules do not mention the CIP. He would like the Board to discuss the changes and make any other changes that they feel would be appropriate. The Board will have to do two readings of the version that they want to adopt before it can go into effect. At this point in the year, they would also have to start the CIP process in parallel.

Pages 1-5

Discussion ensued about the concerns the members had with the draft procedures. There were concerns about being held to Robert's Rules of Procedure, which is generally focused on a larger legislative body. Mr. Burdin stated that Robert's Rules are generally the uniform cited parliamentary procedure for public bodies.

Concerns about the timing of received materials from applicants were also raised. Ms. L. Smith made the board aware of new staff procedures that they were working on to streamline information. Going forward, applicants will need to make appointments with staff to drop off applications. It was noted that the 10 day and Tuesday rule was

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only found in the subdivision regulations, but Mr. Burdin stated that he could draft an application procedure section that could be distributed with the applications.

Discussion ensued about accountability of the members, specifically members not showing up to meetings. Going forward it will be noted in the minutes who is excused and unexcused absent.

Page 6: Amendment

Mr. Burdin stated that this proposed to change the line “provided that such amendment is *read* at two successive meetings” to “provided that such amendment is *presented for discussion*”, which would eliminate the need for any lengthy changes have to be read out loud at each meeting.

Capital Improvements Program

Mr. Burdin stated that this is his first draft of a policy based on Dave Stack’s policy that was published in NHMA’s magazine Town and City. He stated that he did adapt a few things to fit into Northwood’s regulations, as well as added somethings that seemed relevant. He would like for the Board to discuss this and voice any concerns or changes.

All changes are in bold italics.

***CAPITAL IMPROVEMENTS PROGRAM  
Adopted Month XX, 2022***

1. The Town of Northwood has authorized the preparation of an annual Capital Improvement Program (CIP) and assigned responsibility for its creation to the Planning Board in accordance with RSA 674:5.

No changes to this line.

2. Northwood’s CIP shall be prepared in accordance with RSA 674:5-8. The CIP will include all anticipated capital projects *anticipated to occur for at least a six-year period following the date of adoption*. A capital project is one that meets the following criteria:
  - a. Total project cost of \$25,000 or more
  - b. The project will have an expected useful life of 3 years or more
  - c. ***Other anticipated significant expenditure as deemed relevant by the Planning Board.***

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3. For the purpose of improving communication with other Town boards and officials, the Planning Board shall delegate preparation of the annual CIP to a CIP Subcommittee with the following composition:
  - a. One member of the Planning Board, who shall act as Subcommittee Chair
  - b. One member of the Board of Selectmen
  - c. One members of the Budget Committee
  - d. One member of the School Board
  - e. Three at-large members who are residents of the Town of Northwood

The Planning Board shall appoint the CIP Subcommittee *as soon as possible after elections* each year by a majority vote. Other boards with ex-officio positions may choose to nominate one of their members for the Planning Board's consideration. The ex-officio committee members may be officers, regular members, or alternate members of their respective board or committee. At-large appointees to the subcommittee may be members of one or more Town boards or committees, provided that no more than two members of each of the Board of Selectmen, Budget Committee, or School Board shall serve on the CIP Subcommittee simultaneously.

4. The CIP Subcommittee shall prepare a draft CIP with support from the Finance, Land Use, and Administration departments as requested. At minimum the draft CIP shall contain the following information:
  - a. A project form for each project request to be included in the CIP, including the anticipated project cost, a description of the scope of the project, and any other information requested by the Subcommittee. Project forms may be reused for projects that appeared in a previously adopted CIP, but a new form shall be submitted for any significant alterations to project scope or cost.
  - b. An overall project schedule identifying the year in which each project is proposed to be funded, and a proposed funding source. *The project schedule will estimate the amount of funds from taxation for each year it remains in the CIP.*
  - c. The CIP Subcommittee may choose to evaluate the consistency of proposed projects with the Northwood Master Plan and/or other adopted plans and policies as applicable and may establish a prioritization system for this purpose.
  - d. Prior to presenting the draft plan to the Planning Board for adoption, the CIP Subcommittee will make it available to all departments, boards, and committees that have proposed projects and shall provide a reasonable opportunity for submission of additional information, testimony, or rebuttal in response to the Subcommittee's recommendations. Any such information shall be made available to the Planning Board for its consideration. *\*Mr. Burdin will rework the language to reflect that the draft is due by the end of August to all staff, boards, and Planning Board.*

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5. The CIP Subcommittee will present a draft to the Planning Board for its consideration at a public meeting before the end of September of each year. The Planning Board shall have the authority to request additional documentation or testimony regarding any aspect of the CIP and to further amend the document prior to adoption. The Planning Board shall conduct a duly noticed public hearing prior to adopting the CIP. *\*An adoption deadline of the October work session will be added*
6. The final adopted CIP shall be circulated to the Administration and Finance departments, Board of Selectmen, Budget Committee, and any other Town departments, boards, or committees who submitted projects for consideration for use in other budgeting and planning processes. The adopted CIP will be made available to the public on the Town website and on file in Town hall.

Mr. Burdin will incorporate the edits into the final draft for the next work session.

**Internal Business:**

Ms. L. Smith stated that they need an application for the camping permit that was approved by the voters in March. She stated that she would send Mr. Burdin a draft version.

Ms. L. Smith stated that the Land Use staff has created new procedures for getting information back from departments concerning new cases. She distributed a copy of the new form that will be sent out to all relative departments, Highway, Fire, Police and building. The application materials will be available for the departments to view in the Town Hall meeting room.

**Mr. Strobel made a motion, seconded by Ms. Baldwin, to approve the revised department comment form. Motion carried 6/0.**

Discussion ensued on whether members would like a copy of new applications and materials electronically or hard copies.

Bids for Master Plan: Ms. L. Smith stated that they received two bids, which were opened on Monday. She stated that a few of the members needed to meet to decide which bid to choose. They scheduled a meeting for April 18 at 9:30 AM. Selectman Kreider, Ms. Baldwin and Chair Jandebaur would attend.

*Motion to adjourn is accepted at 8:25PM*

***Respectfully Submitted,***

***Susan Austin, Land Use Assistant***

*Approved by the Planning Board on April 28, 2022*