

**Town of Goshen
Planning Board
Minutes of October 17, 2013**

Members Present: Doug O'Clair, Chair; Alicea Bursey; Chip Ball

Chair O'Clair called the meeting to order at 7:00 p.m. The Board signed the recording mylar and copies for Jeffrey R. Volkers.

MINUTES

The Board reviewed the minutes of September 21, 2013 and made corrections.

Ms. Bursey made a motion to accept the minutes of September 21, 2013 as corrected. Mr. Ball seconded the motion. All in favor.

UNFINISHED BUSINESS

Zoning Amendments

Chair O'Clair informed the Board that he sent certified letters, return receipt to the Goshen abutters of Mt. Sunapee explaining to them the proposed recreational district to the zoning ordinance. He stated that although there were some follow-up questions, there appeared to be no objections at this time. There has been some feedback from Bernie Waugh pertaining to the zoning amendments, which the Board will discuss at the November 7 meeting.

Dan Peterson suggested that the proposed amendment for in-law apartments should allow for 768 sq. ft. in order to maximize the use of building materials. e.g. a 768 sq. ft. building could break down to 32 ft. x 24 ft., which would avoid the expense of having building materials specially cut.

Chair O'Clair explained that the intent behind the 700 sq. ft. is to try to keep the in-law apartment subordinate to the main dwelling unit in order to avoid creating two full-sized dwelling units. An apartment of less than 700 sq. ft could accommodate a 24 ft. x 20 ft apartment. The 700 sq. ft. does not include garage space.

NEW BUSINESS

Capital Improvements Program (CIP)

Chair O'Clair explained to the Board that the Town has given the Planning Board direction to begin gathering information for the creation of a Capital Improvements Program. The Capital

Improvements Program should tie in to the Masterplan. Once the plan is finalized, it is turned over to the Board of Selectmen, and they make it happen.

Step One: Organize the CIP process.

Given the amount of work that is needed to create and organize the CIP, Chair O'Clair and Ms. Bursey will oversee the preparation of the document.

Mr. Peterson advised the Board that the emergency management committee is finalizing the Hazardous Mitigation Plan now, and that would be a valuable tool to include in the CIP under the Emergency Management chapter.

Step Two: Define Capital Projects

The Board discussed the definition of Capital Improvements and agreed that it should be:

Capital Improvements: Any expenditure for a project, facility, equipment, supplies or civic programs having a useful life of at least three years and requiring a gross expenditure of at least \$5,000.00

A letter will be drafted and circulated to all department heads to ask them to start thinking about what they would like to see ten years down the line for capital improvements. The department heads should be prepared to meet with the Planning Board on an individual basis to discuss their projections beginning in January 2014. The letter will advise the department heads of the Planning Board's definition of Capital Improvements and suggest the following information for consideration:

- Description of the expenditure.
- Why do you need the expenditure?
- What is the expected life of the expenditure?
- What is the cost of the expenditure?
- Can the cost be broken up or paid up front?
- Are there any grants available to help offset the cost?
- When do you need it?

Ms. Bursey made a motion to adjourn. Mr. Ball seconded the motion. All in favor.

Meeting adjourned at 8:00 p.m.

Next meeting: November 7, 2013

Respectfully submitted,

Linda Plunkett
Recording Secretary