

Meeting of the
Hillsborough County Master Plan Committee

May 11, 2007
Bouchard Building, Goffstown, NH

Minutes of the Public Session
(Not Official until Approved by vote of the Committee and signed by the Recorder)

Present: Comm. C. Holden, F. Plett, K. White, M. Castagna, A. Renzullo, L. Kaiser, D. Reidy, S. Griffin, G. Wenger, and R. Pomroy.

1. Welcome

Comm. Holden called the Meeting to order at 8:21 A.M.

Comm. Holden initiated a discussion to identify stakeholders in the project. She provided the committee with copies of a PowerPoint presentation she had made to newly elected Executive Committee members. She explained that the presentation provided an overview of the County and the rolls and responsibilities of the Commissioners and the process followed to gain approval of projects and the use of the County's lands. The Committee reviewed and discussed the presentation. Comm. Holden also provided a list of the County Delegation membership, noting that there are 123 members and that the Delegation votes on the appropriation of funds. The Committee discussed the makeup of the Delegation and its process for approving appropriations and the use of County lands. Comm. Holden provided a list of the Executive Committee members and an overview of the Committee's role. In addition to the County officials, the Committee discussed the wide variety of stakeholders including entities and individuals such as Selectman, Alderman, and Mayors, Conservation Commission, DOT, DES, Goffstown Town Boards, citizens, and county taxpayers as examples. Comm. Holden discussed the need to maintain regular communications regarding the Committee's activities.

K. White suggested that the process could be broken into phases starting with a needs assessment followed by identifying the physical conditions and limitations of the lands, soils mapping, boundaries and sensitive features, followed by a conceptual layout or plan.

G. Wenger was recognized to provide an overview of the County's dynamics and the process for gaining approval of and funding for projects. As an example, he explained that the project to renovate the Bouchard Building progressed over a fifteen-year period from the initial motion to consolidate operations in the building to the ultimate approval and funding for the project. He explained that the Board of Commissioners has responsibility for the general management and control of County properties, suggesting that this responsibility prompted the appointment of this Committee. He suggested that the Board of Commissioners must approve any plan or project before it can be presented for final approval and funding. He explained that the County Delegation and its Executive Committee have the authority to approve and fund projects presented by the Commissioners. He explained that following approval by the Commissioners, a project is submitted to the Executive Committee, which is comprised of 21 members of the County Delegation, noting that the Committee changes every two years following the election. He explained that the Executive Committee includes Representation from the Manchester, Nashua, and Town delegations. He noted that the leadership of the Executive Committee is also rotated biannually. He explained that the Executive Committee has traditionally had a Building Subcommittee that has reviewed all proposals involving County buildings. He explained that any project that is approved by the Executive Committee is presented to the entire Delegation, which has the final authority to approve and fund projects and leases.

Mr. Wenger explained that for Hillsborough County, by law any purchase over \$5,000, and by Board policy any purchase over \$1,000, must be competitively bid. He explained further that any lease or sale of County land must also be competitively bid and must be approved by the Executive Committee and the County Delegation. The Committee discussed the statutes and examples of how they have influenced projects and will influence any

recommendation made by the Committee. Mr. Wenger then explained the review and approval process that the County must follow in the Town of Goffstown for government projects and private projects. The Committee discussed the need to work with the Town of Goffstown to propose amendments to the local zoning ordinances to support its recommendations. In response to a question, S. Griffin explained that the County's property is presently zoned agricultural and that the Town's zoning map can be found online. He offered to provide the Committee with maps available from the Town.

D. Reidy was recognized. He provided the Committee with materials he had been able to locate in support of its effort including the Conservation Plan for the Piscataquog Watershed, 2005, the Final Report on Whip-poor-will Surveys in the Piscataquis River Watershed: Summer 2003, the Town of Goffstown, New Hampshire Open Space Conservation Plan, and the Town of Goffstown Prime Wetlands Study & Mapping. He noted that his investigation indicates that there is no current natural resources inventory available for the site. The Committee thanked him for his effort and for providing copies of the materials. S. Griffin noted that it was his understanding that there are no prime wetlands issues affecting the property.

The Committee briefly discussed what needs the County might have for space moving forward including the potential for Registry of Deeds, elder care facilities including senior housing, assisted living etc., correctional facilities, and facilities to address pandemic planning needs. Following discussion, it was agreed that the Committee's study and any recommendation must consider the County's facilities needs looking out twenty years at a minimum.

2. Minutes

March 16, 2007

Motion: To approve the minutes of March 16, 2007. By F. Plett, second by L. Kaiser. Motion carried.

March 30, 2007

Motion: To approve the minutes of March 30, 2007. By F. Plett, second by L. Kaiser. Motion carried.

3. Other Business

The Committee discussed meeting again on June 1, 2007.

L. Kaiser recommended that the Committee contact the Regional Planning Commission for information that it has available to assist the project. A brief discussion followed. Comm. Holden agreed to make the contact.

There being nothing further to discuss at this time, the Committee entertained a motion to adjourn.

4. Adjourn

The meeting adjourned at 9:16 A.M.