

Town of Warner
Planning Board



APPROVED Meeting Minutes
September 16, 2019
7:00 PM Warner Town Hall Lower Level

PLANNING WORKSHOP

1. OPEN MEETING and ROLL CALL

Romeo Dubreuil (Alternate) Clyde Carson (Representative of the Board of Selectmen)
Ben Frost (Chair) Don Hall (Vice Chair)
Andy Bodnarik James Gaffney

Absent: Ben Inman

2. CIP PLANNING AND REVIEW:

Deb Moody - Assessing
Michele Courser - Town Clerk
Nancy Martin - Conservation Commission

See attached documents

3. PUBLIC COMMENTS

ADJOURN 8:22pm

For Planning Board Only	
Application # :	
Received On :	

Warner Planning Board
 Capital Improvements Program (CIP)
 2019 through 2024



Project Form
****Due Date July 29, 2019****

Instructions:

- Please use only one Project Identification Form per CIP Project being identified.
- CIP Projects are defined as any project or item which costs are \$15,000 or more and has a useful life of 3 years or more.
- Select appropriate Ranking in Section 2.
- Please fill out all appropriate additional information fields. Use "N/A" to indicate areas which are "Not Applicable".

Department : Board of Selectmen / Assessing

Project Name : Town Revaluation Process **Anticipated Start Date :** 2024 into 2025

Section 1 : General Description of Project or Item

Per NH RSA 75:8-a Five-Year Valuation. – The assessors and / or selectmen shall reappraise all real estate within the municipality so that the assessments are at full and true value at least as often as every fifth year.

In the year 2024, we will begin a new cycle of five-year valuations. The process will likely carry into 2025.

Section 2 : Overall Department Ranking of Project

- U => Urgent** => Cannot be delayed. Needed for health or safety.
- N => Necessary** => Needed to maintain existing level & quality of community services.
- DS => Desirable** => Needed to improve quality of level of services.
- DF => Deferrable** => Can be placed on hold until after 6 year period.
- R => Research** => Pending results on ongoing research, planning, and coordination.

Rationale Behind Ranking of Project :

Required by NH State Statutes.

Section 3: Justification Narrative & Information

Please address in detail any of the following that are relevant to this project:

- Does this project address safety or health issues?
- How does this project impact the level of service currently being provided (that is, does it bring the level of service up to an adopted minimum standard; does it maintain, improve, or provide a new level of service?)
- Is this project a response to State or Federal requirements?
- Will completion of this project improve the efficiency of current Town programs or operations?
- Will this project increase capacity in anticipation of future growth?
- Will this project reduce long-term operating costs?
- Will this project provide an incentive for economic development?
- Is the project eligible for grants or matching funds?

This project is required by NH State Statute.

At this time, we do not have a quote for the 2024 valuation project. The current estimate is based on

Section 4: Additional Justification Narrative

4.1 : Approximately how many residents will directly benefit from this project? Explain how number was derived.

This impacts all residents.

4.2 : What is the proposed life expectancy of this project? Is this the first phase of many? Please explain.

The process usually runs a full year.

4.3 : Are there any fiscal benefits of collaborating on this project with another community or outside agency project? Is this a multi-departmental project? If so, please explain.

An outside assessing firm is brought in to perform the task.

4.4 : What are the implications of delaying or deferring this project beyond the year(s) for which funding is requested?

The valuation process will proceed as per required by law. It can not be delayed.

Section 5 - Financial Details

5.1 : Estimated Project Costs (As applicable. Please attach supporting documentation.)

Aspect of Project	Comments / Details	Cost
Planning / feasibility analysis		
Architecture & engineering fees		
Real estate acquisition		
Site preparation		
Construction		
Furnishings & equipment		
Vehicle & capital equipment		
Other (specify)		
Total Project Costs		\$150,000

5.2 : Estimated Impacts to Future Budgets (Please attach supporting documentation.)

Budget Area	Comments / Details	Cost Difference
Personnel		
Maintenance		
Other Operating (specify)		
Overall Annual Budget Impact (Indicate + or - and amount)		

5.3 : Anticipated Sources of Funding

Source	Comments / Details	Percent or Amount
General Fund		
Separate Warrant Article		
Existing Capital Reserve	As done in the past, funds will be held in a Capital Reserve Fund.	100%
Grant		
Loan		
Donations / Private		
Special Assessment		
Other		

Explanation of anticipated funding process:

Full funding for the five-year valuation can be achieved by funding 20% per year over 5 years.

5.4 : Appropriation / Expenditure Spreadsheet

	2019	2020	2021	2022	2023	2024	Total
Expenditure							
		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Source of Funds							
		Taxation	Taxation	Taxation	Taxation	Taxation	Taxation

Section 6.0 : Additional Notes

Submitted by : Board of Selectman

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Department : _____ Town Clerk _____

Project Name : _____ Record Preservation _____ Anticipated Start Date : ___ On Going _____

Section 1 : General Description of Project or Item

The purpose of the Record Preservation project is to comply with NH State Statute. Increase/Create additional safe, protective storage for all Town Records. The project also is in place to purchase recommended shelves and other units, devices or equipment that is necessary to preserve records or assist the public in use of Town Records.

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Rationale Behind Ranking of Project :

Section 3 : Justification Narrative & Information

Please address in detail any of the following that are relevant to this project:

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- Will completion of this project improve the efficiency of current Town programs or operations?
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- Will this project provide an incentive for economic development?
- Is the project eligible for grants or matching funds?

State Mandated and improves access to Public Records.

Section 5 - Financial Details

5.1 : Estimated Project Costs (As applicable. Please attach supporting documentation.)

Aspect of Project	Comments / Details	Cost
Planning / feasibility analysis		
Architecture & engineering fees		
Real estate acquisition		
Site preparation		
Construction		
Furnishings & equipment		
Vehicle & capital equipment		
Other (specify)	Off Site Book Preservation	
Total Project Costs		

5.2 : Estimated Impacts to Future Budgets (Please attach supporting documentation.)

Budget Area	Comments / Details	Cost Difference
Personnel		
Maintenance		
Other Operating (specify)		
Overall Annual Budget Impact (Indicate + or - and amount)		

5.3 : Anticipated Sources of Funding

Source	Comments / Details	Percent or Amount
General Fund		
Separate Warrant Article		
Existing Capital Reserve		100%
Grant		
Loan		
Donations / Private		
Special Assessment		
Other		
Explanation of anticipated funding process:		

5.4 : Appropriation / Expenditure Spreadsheet

	2019	2020	2021	2022	2023	2024	Total
Expenditure	As needed	As needed	As needed	As needed	As needed	As needed	
Source of Funds		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
		Warrant Article	Warrant Article	Warrant Article	Warrant Article	Warrant Article	

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Department : Warner Conservation Commission _____

Project Name : Land Conservation _____ Anticipated Start Date : January 2020

Section 1 : General Description of Project or Item

Conservation of land with frontage on the Warner River is a priority for the Warner's Conservation Commission (WCC). The river corridor provides significant flood storage capacity due to the size of the drainage area upstream of Warner (some 100 square miles) that, during severe storms, can produce fast rising, high volume runoff causing widespread damage to local infrastructure, property and the environment. An essential feature of land along the river is the sand and gravel aquifer that acts as a recharge zone supporting and protecting the Town's water supply. Land along the riverfront is home to a variety of wildlife and provides access to the Warner River for hiking and canoeing, including a portion of the river recognized as one of the best stretches of white water kyaking in southern NH.

The WCC is currently negotiating with the NH Department of Transportation (DOT) to purchase 2 parcels of riverfront property. One parcel identified as Map 7; Lot1 is a 9 acre parcel near the Bagley area soccer fields. An additional 1.8 acres in the I-89 ROW will be added to the parcel through an agreement with DOT. The second riverfront parcel Map 16; Lot 24 4 represents 4 acres between the Warner River and Route 103 near the Laing Bridge. This parcel provides future access for river focused recreation.

Since it is unclear when DOT will complete the process to sell these riverfront parcels, it is difficult to determine if the Conservation Commission will have the funds available in the conservation fund to cover the cost of the land purchases. In addition, the WCC has been approached by a land trust organization to collaborate on a project in Warner that will also take an undetermined amount of time and money to complete. Without a clear timeline for completion of the projects described above, WCC is informing the Planning Board of the potential for a future request from the WCC to supplement insufficient conservation funds needed to finish the work.

Section 2 : Overall Department Ranking of Project

- U => Urgent** => Cannot be delayed. Needed for health or safety.
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- R => Research** => Pending results on ongoing research, planning, and coordination.

Rationale Behind Ranking of Project : Conservation of land along the Warner River protects the aquifer making it less susceptible to adverse water quality impacts. Protecting land within the floodplain helps support diverse natural communities that are productive for wildlife throughout the year. In addition, providing public access to the river opens recreational opportunities for Warner's residents that haven't been available before. Enhancing recreational opportunities that respect the beauty of our river's natural environment makes good economic sense for the Town. Conservation projects away from the river are also valuable to Warner as they protect agricultural and forestry resources.

Section 3: Justification and Narrative Information

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Please address in detail any of the following that are relevant to this project:

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- Is this project a response to State or Federal requirements?
- Will completion of this project improve the efficiency of current Town programs or operations?
- Will this project increase capacity in anticipation of future growth?
- Will this project reduce long-term operating costs?
- Will this project provide an incentive for economic development?
- Is the project eligible for grants or matching funds?

Health and Safety: Protection of land that lies in the Warner River floodplain decreases the potential for adverse impacts to the underlying aquifer and the Town's water supply. NH news has been filled recently with reports of the contamination of water supplies that nearby residents attribute to adverse health effects.

Level of Service: Land conservation **maintains** a level of service by protecting the water supply. Conservation **maintains** a level of service when it prevents the loss of Warner's forested lands that provides jobs and supports harvested timber as a valuable product. Conservation of Warner's farmlands **improves** a level of service since it assures a future for locally produced food that also provides jobs and helps our environment by making us less dependent on food products transported across great distances.

State or Federal Requirements: N/A

Supporting Future Growth: Protecting Warner's natural resources attracts active people looking for a place to live where they can "stay, work and play." New Hampshire businesses believe that it is important to develop and maintain an attractive and sustainable natural environment. Employees want to live in a place that is healthy, offers outdoor entertainment, and is vibrant and livable. Employers want employees who are healthy and stimulated at work and at home.

Long Term Operating Costs: Land Conservation saves New Hampshire communities money through avoided costs on expensive infrastructure and other municipal services required by residential property owners (e.g., schools, police, and fire protection).

Economic Development; The Trust for Public Land conducted a study that said that found that for every \$1 invested in land conservation, \$11 in natural goods and services is returned to the New Hampshire economy.

Eligible for Grants or Matching Funds: YES. Warner has been the beneficiary of matching funds from land protection trust organizations and LCHIP grants for the purpose of land conservation. The element of grant applications, grant review and subsequent funding is one of the reasons it is difficult to determine the timing and funding of potential WCC conservation projects. Since timing and funding are subject to change, the WCC is informing the Planning Board of the possibility of a future request for funds needed to supplement the WCC Conservation Fund that might have inadequate funding if all the above projects are finalized at the same time.

Section 3: Justification and Narrative Information

Section 4: Additional Justification Narrative

4.1 : Approximately how many residents will directly benefit from this project? Explain how number was derived.

All residents of Warner have the opportunity to benefit from WCC's conservation projects. With few exceptions conservation easements on private land allow the public to walk and hike on conserved properties. The Town's purchase of the riverfront properties described above will permit public access to the river and recreational opportunities.

4.2 : What is the proposed life expectancy of this project? Is this the first phase of many? Please explain.

The Town's purchase of riverfront properties with money from the Conservation Fund will have an indefinite life expectancy. At this time the WCC does not intend to place a conservation easement on the riverfront parcels. Other potential conservation projects will have an indefinite life expectancy as described in their respective conservation easements.

4.3 : Are there any fiscal benefits of collaborating on this project with another community or outside agency project? Is this a multi-departmental project? If so, please explain. The fiscal benefit for collaborating on this project with a land trout organization rests with the potential for obtaining matching funds.

4.4 : What are the implications of delaying or deferring this project beyond the year(s) for which funding is requested?

It has been the case that potential projects come to light, requiring a timely response if a property is to be protected. If the Town doesn't have sufficient resources, opportunities can be lost.

Section 5 - Financial Details

5.1 : Estimated Project Costs (As applicable. Please attach supporting documentation.)

Aspect of Project	Comments / Details	Cost
Planning / feasibility analysis	N/A	
Architecture & engineering fees	N/A	
Real estate acquisition		Approx \$70,000
Site preparation	Archeological dig/ investigation	
Construction	Fence along I-89 ROW (included in estimate above)	
Furnishings & equipment		
Vehicle & capital equipment		
Other (specify)		
Total Project Costs		

5.2 : Estimated Impacts to Future Budgets (Please attach supporting documentation.)

Budget Area	Comments / Details	Cost Difference
Personnel		
Maintenance		
Other Operating (specify)		
Overall Annual Budget Impact (Indicate + or - and amount)		

5.3 : Anticipated Sources of Funding

Source	Comments / Details	Percent or Amount
General Fund		
Separate Warrant Article	Depends on Cons Fund balance at time of project completion	\$25,000 approx
Existing Capital Reserve		
Grant	LCHIP	\$50,000 approx
Loan		
Donations / Private	At discretion of land trust organization	?
Special Assessment		
Other		

Explanation of anticipated funding process:
 The WCC expects to cover the costs of these projects using funds from the Conservation Fund, in which there is a current balance of \$49,000. The Conservation Fund balance increases over time with the addition of transfer taxes, so the balance may increase until funds are drawn down on completion of each of the projects described above.

5.4 : Appropriation / Expenditure Spreadsheet

	2019	2020	2021	2022	2023	2024	Total
Expenditure							
Source of Funds							