WATERVILLE ESTATES VILLAGE DISTRICT PLANNING BOARD

September 24, 2020 MEETING MINUTES

Attendees: Matt Smith, John Herlihy, Harry Bertino, Mark O'Hara

Guests: None.

**Call to Order:** Mr. Herlihy called the meeting to order at 6:02 PM.

**Approval of Previous meeting minutes:** Not Applicable.

**General Discussion:** Mr. Herlihy handed out a document titled "What is a Master Plan" (see attached). He discussed why we need to have one. Mr. Smith suggested we can't charge betterment fees for roads or water\ without creating a Master Plan as a first step towards that goal. Discussion took place on why we need a planning board. Mr. Smith stated that a warrant for a planning board was passed, that the planning board is tasked with writing a master plan, and that we should just get down to the business of doing that. Mr. Herlihy re-iterated a Master Plan is required before we can entertain any betterment fees. He observed that our Planning Boards focus regarding a Master Plan would be more narrow than most municipalities as we have less utilities and services than a traditional town. Mr. O'Hara discussed transferring all village roads to the town. Mr. Bertino suggested the value of the asset being transferred should be considered. Discussion took place about how to value roads as an asset. Mr. O'Hara observed that we should do village road work to town standards to facilitate future transfers. Mr. Herlihy discussed the need for the water fee to be held as a reserve. He suggested we focus our master plan on roads, water, and facilities with a facility sub set of energy and security. Mr. Smith observed that he often sees Rec Center lights left on at night and that we had opened the locked pool gate and no security alarm appeared to occur. Mr. Herlihy related success that the Town of Weare had achieved in getting road grant money. Discussion took place around understanding the water load that would occur if all lots were built out. Mr. O'Hara agreed to take on assessing maximum buildout and coming up with a number. Mr. Herlihy will take on the water system of the Master Plan, Mr. O'Hara will take on roads, and Mr. Bertino and Mr. Smith will work on facilities. Mr. Smith will forward some sample Master Plans from other communities. Discussion took place about setting a water system connection fee and establishing water department policies. Mr. Bertino suggested that the policies should include who has authority to allow a connection to the water system.

**Next Meeting:** Mr. Herlihy indicated the next meeting would be Friday, October 30th at 4:00 AM.

**Adjournment:** Mr. Herlihy motioned to adjourn, Mr. O'Hara seconded and adjournment passed unanimously (time not noted in meeting minutes).

# What is a Master Plan?

The Master Plan describes the Planning Board's recommendations for the desirable development of the Town. Chapters of the Master Plan should include vision, land use, transportation, community facilities, economic development, natural resources, natural hazards, recreation, utility and public services, cultural and historic resources, regional concerns, housing, neighborhood plan, community design, energy, and implementation.

A Master Plan is typically updated every five to ten years. The Town's Master Plan is the basis upon which the Zoning Ordinance, Site Plan Review Regulations, and Subdivision Regulations are written and revised.

## There are multiple benefits of having an updated Master Plan

### Benefits to the Planning Board:

A Master Plan is needed before....

- Zoning Ordinance is adopted or updated
- Innovative land use controls are adopted

The Master Plan provides the support for....

- Subdivision Regulations
- Site Plan Review Regulations
- Historic District Ordinance and Regulations

A Master Plan assists with the regular decisions the Board makes as it conducts business

### Benefits to the Community:

A Master Plan....

- Has a Community Survey distributed to all the households in Town to permit everyone to participate and provide opinions
- Provides a forum to discuss Allenstown's future
- Tracks development and land use trends, and population and housing increases
- Collects community data that can be beneficial to the Town's activities
- Lists a series of specific recommendations of projects to accomplish
- Permits the adoption of land use controls
- Guides the development of the Town in a compatible, consistent manner

When is your Master Plan due for its next update?
Contact the Planning Board for more information.