

Town of Webster
Planning Board CIP Subcommittee
Final Minutes
December 5, 2017

The following members of the CIP Subcommittee were present at the meeting: Susan Rauth (Chair), Susan Roman, Paul King, Leslie Palmer and Roger Becker. Barbara Corliss was absent.

The minutes from the November 27th meeting were reviewed and approved.

The Subcommittee discussed and agreed it is important to perform the calculations on the impact of the CIP projects for 2018-2023. It will make it a more complete and meaningful document and will serve as the basis for the CIP in the years to follow. Roger Becker volunteered to research the information and work with Wendy and Leslie, as needed.

The Subcommittee next focused on updating the Project List (Table 9) with new information for the Fire Department requests, provided by Leslie Palmer. The cost for 15 Scott air packs was increased from \$86,600 to \$129,000 in 2018 (\$43,000 increase). The cost for radios was changed from \$105,000 in 2018 to \$63,000 in 2018 plus \$63,000 in 2019 (\$21,000 increase).

Lt. Phil Mitchell came to the meeting to provide an update on the Police Department information. He said the cost of the portable radios increased from \$3,500 to \$4,200 and he changed the request to \$4,200 for one radio in 2018 and \$4,200 for one radio for 2019, instead of \$14,000 for 4 radios in 2018.

Lt. Mitchell also commented on the Public Safety Building requests. He thinks the proposed Driveway Pad repair should be funded and he will try to get a quote for that. He also thinks the project to upgrade to the existing handicap parking/sidewalk needs to be funded. The plowing and shoveling for the Public Safety building needs to be done every morning to keep the building accessible. The Public Safety building is a designated location for residents to come, in case of an emergency. He suggested it would be possible to hire a separate contractor for the Public Safety building for plowing and shoveling, since the Road Agent has to take care of the town roads. Leslie said she would mention these ideas to the Select Board. It would likely be included in the operating budget rather than the capital budget.

The Subcommittee next discussed the suggested funding levels for the Capital Reserve Funds (Table 10). Sue Rauth presented a worksheet with the 2018 requests, 2017 funds spent and typical funding levels. Wendy provided a chart showing the balance remaining in the funds for 2017 and the C/R account balance through 11/30/2017. Suggestions were made for edits to the worksheet which Sue will complete and distribute to the Subcommittee.

The Subcommittee reviewed the Highways and Roads requests. Sue Rauth suggested that the first three projects of Gravel Roads (\$64,000), Crack, Sand & Chip Seal (\$88,000) and Grader Shim (\$70,000) should be considered the same as the Road Preservation budget, since those are Road Maintenance and not necessarily one-time Capital Improvement projects. There was agreement that the \$222,000 for those three maintenance projects would be removed from the CIP budget for 2018 and be considered part of the Road Preservation budget. The specific roads for this maintenance should be identified each year.

Other recommendations for the 2018 Highways and Roads budget were as follows. The current Bridge/Culverts Improvement Capital Reserve Fund (CRF) to be broken out into two separate funds, for transparency:

\$250,000 Reconstruction of Deer Meadow (CRF)

\$250,000 Reconstruction of Clothespin Bridge (CRF)

\$50,000 Mutton Road Culverts and Potash Culverts (CRF)

\$550,000 New total for Highways and Roads CIP projects 2018

The above changes will be made to the CIP report as recommendations to the Select Board.

The Subcommittee agreed to meet in two weeks on December 19th at 1:00 p.m. at Town Hall.
The meeting adjourned at 3:00 p.m.

Respectfully submitted,
Susan Rauth