

APPROVED MINUTES
Webster Planning Board
CIP Subcommittee
August 1, 2017

Meeting started at 1 pm. Members present: Bruce Johnson, acting chair, Roger Becker, Dot Bourque, and Paul King.

All meeting minutes to approve were tabled. Action items to add to the July 25 meeting minutes include: Sue Roman to review appendixes, and Leslie Palmer on Public Safety Building follow up.

Progress reports still to do include: Barbara to follow up with Transfer Station regarding the Town's 20% versus 25% contribution, Sue Rauth to contact Dean Williams with questions regarding the new UNH study, and Leslie to check on Library input.

Chapter 2, Demographics review and comments tabled.

Review and questions on Town CIP applications. The Committee had questions on whether or not the Town of Webster with the small size we have really needs the Accufund Accounting Suite. What does this allow us to do that's so compelling? Why is QuickBooks not appropriate? Asked for more details on the \$29,000. Also asked for more details on the \$2,200 annual savings.

Discussion on the CIP Committee making recommendations to the Select Board, though those recommendations are not binding to the Select Board. Looked at the CIP Project Request Spreadsheet. Each line has an application number. That number is: year of request-department-sequential list of requests. Spreadsheet includes a column for CIP Committee's recommendation. Committee agreed to use the terms "high", "medium", and "low" terminology for CIP Committee recommendations.

Paul has contacted Huckleberry Propane and Oil. The company will come out to the Safety Building, take a look at the heating and cooling system, and give a quote. Paul will continue to coordinate. The quote will be sent to Leslie.

Short discussion on how to make the process for Department Heads input easier next year. One suggestion included giving Department Heads this year's paperwork, and asking them to simply add to the list.

Roger motioned to adjourn. Dot seconded. Meeting adjourned at 1:54.

Minutes submitted by: Bruce Johnson

Action Items:

Reminder to the Library – Leslie

Follow up with Transfer Station – Barbara

Contact to Dean Williams – Sue Rauth

Discussion of draft copy of Chapter 2, Demographics – Next meeting.

Write/Edit Chapter 1 – Roger Becker

Review appendixes – Sue Roman

Public Safety Building Follow Up - Leslie