

**Approved MINUTES
Webster Planning Board
CIP Subcommittee
April 6, 2017**

The work session was convened at 1:00 p.m. Attendees included Planning Board members Susan Rauth and Susan Roman; Administrative Assistant Leslie Palmer; citizen members Roger Becker, Barbara Corliss and Dot Bourque. Planning Board member Paul King arrived late.

The CIP Planning Board Subcommittee reviewed and discussed the criteria and the templates for CIP project administration, including:

1. List of Town Department Heads, Board Chairs or Commission Chairs to receive the CIP Application – reviewed and edited the list. Agreed that the Energy Committee, Parks Committee and Historical Society would fall “under” the purview of the Select Board.
2. Definition of Capital Expenditure Criteria to Quality Projects – agreed upon the following definition: (a) Must have a gross cost of at least \$5,000; (b) Must have a useful life of at least 3 years; (c) Is not typically included in the operating budget; (d) Is any project or purchase requiring bond financing or lease-purchase.
3. Develop an Application for all Departments/Boards and School District Personnel – agreed to simplify the format. Input from the Merrimack Valley School Board will be requested for help in assessing the impact on the tax rate. Also discussed the complexity of the Highway Department budget, with funding from several sources (Capital Reserve; Highway Road Preservation; Highway Block Grant; Expandable Trust Fund). Discussed a proposal to develop an annual Road Management Planned and a different application for the Highway Department.
4. Solicitation of Projects from all Departments, Boards, Commissions and School District -- discussed the process of the Planning Board providing the applications to each department with a cover letter, including a copy of the appropriate capital asset inventory. L. Palmer provided a list of Capital Assets for review.
5. Development and Adoption of Prioritization Scale – agreed the Departments would self-prioritize on the application form; i.e., Low Priority (years 1-2), Medium (years 3-4), High (years 5-6). The prioritization method the Subcommittee will use for CIP 2018-2023 will be determined after reviewing all of the applications and consulting with the applicants. Several examples were provided in the CNHRPC handout.

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Planning Board CIP Subcommittee

The Subcommittee reviewed the proposed CIP Project Plan and Annual Schedule. They agreed to meet approximately every two weeks. **The next meeting is scheduled for Tuesday, April 25th at 1:00 p.m. in the conference room.**

Action Items:

- Forms revision and draft Cover Letter – S. Rauth
- Department description, including personnel; buildings (Item #4 Project/Purchase Request Application) – L. Palmer will develop the description for each department.
- Scenic Byway Commission – B. Corliss will check with CNHRPC re possible funding for Historic Meeting House
- List of Roads and Culverts – L. Palmer
- Road Management Plan – R. Becker will contact CNHRPC Stephanie Alexander in regard to examples from other Towns