

**Approved Minutes
Webster Planning Board
CIP Subcommittee Meeting
April 25, 2017**

The meeting of the Planning Board CIP Subcommittee was convened at 1:00 p.m. Attendees included Planning Board members Susan Rauth (Chair), Susan Roman, Paul King and Bruce Johnson (Select Board rep); citizen members Roger Becker, Barbara Corliss and Dot Bourque.

The Chair asked for comments on the draft CIP Cover Letter, Application and other forms. It was agreed to include projects on the Applications that are anticipated to start or extend beyond the six years, if they meet the CIP criteria. Other minor changes were noted. The documents will be updated and distributed before the next meeting.

The members next discussed information provided by Leslie Palmer for possible inclusion in the Application Packet, including List of bridges; List of roads; Capital assets by Department; Demographic data; Personnel data by Department. Discussion was held and it was concluded that only the Capital Assets would be included with the Application. The Applicant would be asked to review and update their assets inventory and note any changes. The other data may be helpful in reviewing the proposed projects or could be provided to Applicants upon request.

The Subcommittee discussed the concept of a Road Management Plan for long range planning and budgeting of road maintenance. The Road Surface Management Service (RSMS) project conducted by the University of New Hampshire in 2013 was identified as a good resource for a listing of all Webster roads by category and condition/need. Roger Becker agreed to research the status and access to the RSMS and the process for updating. A survey of culverts in Webster was conducted by Betsy Janeway years ago and it was agreed to locate that information.

The Subcommittee discussed the possible need for long range contingency plans for a Town Highway Department and also discussed the future of the Transfer Station.

The Subcommittee agreed to meet again in two weeks to finalize the project schedule and implementation and to continue the discussion about the Road Management Plan. A brief CIP project update will be on the agenda at the May Planning Board meeting and the Planning Board will officially approve the Application and Cover Letter.

The next meeting of the Planning Board CIP Subcommittee will be held on Thursday, May 11th at 1 p.m. at Town Hall.

Prepared by S. Rauth