

Approved Town of Webster Planning Board
CIP Subcommittee
June 20, 2007 Meeting
Minutes

The meeting was called to order at 1:04 p.m. Present were Leslie Palmer, Paul King Barbara Corliss, Dot Bourque, Roger Becker, Susan Roman, Acting Chair, and Wendy Pinkham as guest.

The meeting began by welcoming guest Wendy Pinkham from the Town administration. Ms. Pinkham reviewed with the Subcommittee the Town accounting and budgeting procedures relating to capital expenditures, including both capital and routine maintenance expenditures for roads. The Subcommittee thanked Ms. Pinkham for her considerable assistance in helping the Subcommittee understand the Town's current budgeting and accounting procedures.

The Subcommittee then discussed the issue of the data collection and accounting that would be needed to support a planning model for roads, similar to that presented in the 2013 UNH RSMS study, if that were the model to be adopted by the Subcommittee as a segment of an eventual CIP program. It was noted that the RSMS study includes routine maintenance planning and accounting in order to reduce capital expenditures and that therefore these should be collected and accounted for as part of the planning process. Barbara Corliss volunteered to create draft data collection sheets, one categorized by road and the other categorized by type of work done, using the categories of the RSMS study.

The Subcommittee then took up the issue of costing road maintenance and capital improvements. Susan Roman reported that, based upon inquiries made by Susan Rauth through CNHRPC, the costing data and methods used in the RSMS study were no longer retrievable and therefore not available to the Subcommittee. The question was raised whether the costing methods being used in the new replacement pilot study now being conducted by CNHRPC and certain towns, would be available., and it was decided to pursue this inquiry. In addition, Roger Becker agreed to review the NHDOT, other DOT, and possibly professional highway engineering sites to see what costing methods might be available.

The final topic of discussion was whether the Subcommittee's proposed CIP plan would follow the format and template provided by the CNHRPC. The consensus was that this was a good template to begin with, which the Subcommittee could adapt to Webster needs and circumstances. Dot Bourque offered to create a draft of the financial chapter (Chapter 5 in the template), adapted to Webster's data, to begin the process of creating the final CIP report.

The meeting was adjourned at 2:35 pm.

Respectfully submitted,

Susan Roman, Acting Chair

