

APPROVED MINUTES
Webster Planning Board
CIP Subcommittee
June 27, 2017

The Planning Board CIP Subcommittee meeting was convened at 1:00 p.m. Members present were Sue Rauth, Susan Roman, Paul King, Leslie Palmer, Roger Becker, Dot Bourque and Barbara Corliss. Member Bruce Johnson was absent.

Barbara Corliss presented a draft form that would be used to collect data to update the RSMS. The form is designed to be a report of road maintenance, as part of the billing process. The road locations and categories of work are identified. The repair categories are correlated with the categories used in the budget. It was suggested that the repair categories "names" could be consistent with the ones used in the UNH study; i.e., "Major Regrade Gravel," "1.5 in HMA overlay," etc. Barbara offered to rework the forms with these suggestions in mind. Barbara talked to Susie Roberts about the form and she said they would be willing to review and use. They had done something similar, in the past.

The subcommittee reviewed an updated draft financial chapter written and distributed by Dot Bourque. Members liked the level of detail with the tables and graphs. A few minor changes were discussed. It was agreed that the Merrimack Valley School District's information should be included. The subcommittee discussed the various budget line items and why certain projects are presented as warrant articles for Town vote.

Sue Rauth presented information she learned from contact with Dean Williams, CNHRPC, and Chris Dowd, UNH Technology Transfer. The T2 group is now developing a model for an RSMS system that gives the Towns more control over the data. The project will be coordinated by CNHRPC. A Town will have its own database and will be able to update its cost data (materials and labor). Currently they are finishing the pilot.

The subcommittee agreed the Town of Webster could benefit in participating in the new RSMS system. The road conditions would be reassessed (should be done every three years). Sue Rauth offered to contact Dean to further discuss the opportunity of Webster participating in the next RSMS regional pilot next year.

The group reviewed the list of repair categories and costs obtained by Dean and felt more information was needed to understand and utilize. The original cost data was provided by Allstate Paving. Roger Becker agreed to contact Bruce Davis at Allstate to learn more about the estimates and what they represent (labor, materials, etc.)

A general discussion about the CIP report concluded that the 2017 CIP will not only present the 2017-2023 budget requests but will also represent a model for the CIP process. Our report will include suggestions to the Select Board for a "standing" CIP committee comprised of Department Heads and Town administrative staff to work on the CIP each year. This approach will yield the most continuity and will help build Town

consensus for the process. A legislative change may need to be approved at the next Town Meeting to give the Select Board the authority to appoint a standing CIP committee.

Subcommittee members will continue on their follow up assignments while waiting for the applications to be submitted. Responsibility for the CIP chapters were assigned:

Chapter 1, Introduction – Roger

Chapter 2, Demographics – Leslie and Sue Rauth

Chapter 3, Project Prioritization – will be developed after the applications are received

Chapter 4, Summary of Projects – same as above

Chapter 5, Financial Analysis – Dot Bourque

CIP applications were received by the Hopkinton/Webster MSW Facilities for five requests to replace equipment in 2019 and 2021. Copies were distributed and will be discussed at the next CIP Subcommittee meeting scheduled for July 11th at 1:00 p.m. in Town Hall.

The meeting was adjourned at 3:03 p.m.

Respectfully submitted,

Susan Rauth

7/5/17