

Town of Webster Planning Board  
CIP Subcommittee Meeting  
July 11, 2017  
Minutes  
APPROVED

The CIP Subcommittee meeting was called to order at 1:06 pm by Acting Chair, Susan Roman. Present were Dot Bourque, Barbara Corliss, Leslie Palmer, Bruce Johnson, and Susan Roman. Absent were Susan Rauth, Roger Becker and Paul King.

The draft minutes of meetings on April 6, 2017, May 11, 2017, and May 30, 2017 were all reviewed and approved, with certain amendments, unanimously, excepting Mr. Johnson who abstained, having been absent from those meetings. The amendments were as follows: **April 6:** in Paragraph 3 change "Expandable" to "Expendable" and "Planned" to "Plan"; in Paragraph 5, the years stated parenthetically after (1) "Low Priority" were changed to "years 5-6" and (2) after "High" were changed to "years 1-2"; **May 11:** in the third paragraph, the extra period was removed from the end of line 4; the language "and possibly a portion of September, 2017" was removed from the last line of that Paragraph.; **May 30:** the language "and gravel/dirt" was removed from the fifth line of the second paragraph and the next line was changed to read "Bridges, culverts and gravel/dirt roads are not included." The draft minutes from June 6, 2017 (it was questioned whether the correct meeting date was June 7<sup>th</sup>), and from June 20<sup>th</sup> are still to be reviewed.

The status of the distributed CIP applications (as per the distribution checklist) was reviewed. The applications from waste transfer and the police department have been returned. The latter was distributed for review at the next meeting. The Town Clerk has informed us through Ms Palmer that she has no requests. The Fire Department has generated information for the CIP that will be adapted to the application form by Leslie Palmer. The Select Board and Town Administration applications will be completed by Ms Palmer in the next week. The waste transfer station application was reviewed by the Subcommittee with no comments except for the observation by Mr. Johnson that the allocation number for the Webster share of capital expenditures should be 20% as opposed to the 25% used in the application. Ms Corliss concurred with Mr. Johnson's observation and will follow up with the applicant. It was also decided that all applicant departments or responsible parties that have not yet responded will be sent both a letter and an e-mail asking for their response within a week from receipt, and to inform the Subcommittee as soon as possible if they have no CIP request this year or if they need help with the application. Ms Roman will bring this decision to Ms Rauth for implementation. The question was also raised as to whether items/amounts in the present capital reserve funds should be included in the CIP generated numbers. Both the pros and cons of including present capital reserve items were noted but no decision was taken on this question.

Ms Corliss distributed an updated data collection form for completed road and highway work. The Subcommittee thanked her for her continuing work on this form. In the ensuing discussion it was noted that equipment and labor charge entries were not yet incorporated into the form. To answer questions regarding these categories, Wendy Pinkham kindly joined the Subcommittee and described how labor and equipment charges are presently accounted for (LABOR: hourly rates differing for the foreman versus workers, reported in whole hours;; EQUIPMENT: different hourly rates per type of equipment.) Further the category “materials” was discussed at length, including the issue of allocating stockpiled purchases (e.g. cold patch) to discrete jobs. It was conjectured that asphalt would be a separately invoiced item by the supplier per job. Tracking gravel use would not be important if dirt/gravel roads were not a part of the road management program in the CIP. Fuel costs were another cost item captured. Ms Corliss will update the form, for these items, but also removing the “price” entry, which was thought to be superfluous. It was also noted that some of the Subcommittee’s questions regarding the costing of road and highway work pertinent to the CIP could be explored with Mr. Bruce Davis from Asphalt Paving, who will be the Subcommittee’s guest at its next meeting.

Relevant to the task of road capital expenditure planning and in expectation of the upcoming meeting with Mr Davis, Ms Roman raised the question of how close the Subcommittee can come in generating a road management planning tool and model (within the CIP) without the RSMS or similar software. E.g. how will the RSMS “condition index” and “priority ranking” be determined? Acknowledging that present and future road agents will play a critical advisory role, can there also be a methodology to help the Town determine these inputs as part of a management tool?

The effort of continuing work on the CIP template was aided by the generation of a draft of the Demographics chapter worked on by Ms Palmer. All received a copy to review for the next meeting

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

Susan Roman, Acting Chair