

APPROVED MINUTES
Webster Planning Board
CIP Subcommittee
July 18, 2017

The CIP Subcommittee meeting was convened at 1:00 p.m. Members present were Susan Rauth (Chair), Bruce Johnson, Paul King, Leslie Palmer, Dot Bourque and Roger Becker. Susan Roman and Barbara Corliss were absent. Road Agent Emmett Bean and Susie Roberts joined us. Bruce Davis, Sales Rep for All States Asphalt, Inc., was a guest.

Chair Susan Rauth gave a brief overview of the CIP project and how the Subcommittee decided to use the UNH 2013 Inventory and Assessment of Road Surfaces as a model for the 2017 CIP Road Management plan. She explained the spreadsheet compiled by Dot Bourque that shows the Minor and Major Repairs for Paved Roads, Years 1-10 of the study, and also the Major Repairs to Gravel Roads. The Road Repair categories were also reviewed.

She explained the Subcommittee intends to update the UNH 2013 information with the road projects that have been completed in the last three years. These would be reviewed and prioritized by Emmett Bean and Mike Borek, when they are ready to meet about the list of CIP road management projects they are currently working to identify.

Bruce Davis explained he is seeing a trend for Town administrators to get more involved in developing Road Management plans. He said that roads are a town's largest asset and more emphasis is being put on funding mechanisms and preventative maintenance by the Town administrators. In a perfect world, a town will spend small amounts of money over time for smaller, preventative maintenance projects rather than for large scale, major paving projects that have to be completely re-done for a greater cost, if they aren't properly maintained. He said most towns are underfunded when looking at the condition of their roads.

Mr. Davis reviewed the information and also the most recent cost sheet, and confirmed it was developed by his office and used in the current UNH RSMS pilot program. He provided an explanation of costing and a method for calculating. He noted that the list of costs per square foot is for maintenance on the surface of the roads, and does not include the Road Agent's time to prepare the subsurface before the road is paved. Emmett gave the estimate he has recently used for costing the subsurface work. The UNH study supplies the lengths of the roads and Emmett provided an estimate of 20 feet for paved roads and 18 feet for gravel roads to be used as the width, for the purposes of the calculations. He said he could measure all the road widths, in the future, if we find it necessary.

Susan Rauth said the UNH Technology Transfer (T2) staff recommends the roads are assessed every three years, under the methodology presented to the Town in the November 2013 Inventory and Assessment of Road Surfaces. Emmett explained that the

visual inspection of road conditions is done on a weekly if not daily basis, depending upon the season and the weather conditions.

Mr. Davis indicated that the UNH T2 staff will be inviting Town administrators to technical classes this fall. Typically these one-day workshops are attended by Road Agents but he says there is increasing interest in Town administrators and others to become involved in road management. Everyone agreed that changes to the process for road maintenance will be an ongoing effort of collaboration between the Road Agent, the Select Board and CIP Subcommittee, for the 2017-2023 CIP and beyond. Chair Rauth stated that the Subcommittee work sessions can be scheduled in the evenings, to accommodate future meetings.

The Subcommittee thanks Bruce Davis, Emmett Bean and Susie Roberts for their participation. The group then reviewed and updated the three lists of major and minor road paved and dirt projects for 2013-2017, and made notations of completed work. They discussed any changes to the reporting by the Road Agent would be made to the Select Board as a recommendation for 2018.

The Subcommittee then turned to the CIP Applications at hand. The Police Department application has been received and distributed for review. Leslie Palmer will be finalizing the applications for the Town administrative departments very soon. It was stated that Barbara Corliss will followup with Steve Clough in regard to the Town's percentage share of the Transfer Station costs.

The groups discussed whether or not to include the Merrimack Valley School District budget information in our CIP. Bruce Johnson made the point that we don't have any control over their budget, as a Town. They are a separate legislative and governing body. There was a consensus to include the School District and the county taxes on the spreadsheet for the purposes of evaluating the tax impact on Webster, but not include a lot of detail.

The minutes for the June 7, June 13, June 20 and June 27th meetings were approved by the Subcommittee, with one minor change to the June 27th minutes. The next CIP Subcommittee meeting will be July 25th at 1:00 p.m. at Town Hall.

The meeting was adjourned at 2:50 p.m.