

**FINAL MINUTES**  
**Webster Planning Board**  
**CIP Subcommittee**  
**August 15, 2017**

The August 15<sup>th</sup> meeting of the CIP Subcommittee was called to order by Chair Susan Rauth at 1:00 p.m. Members in attendance included Paul King, Bruce Johnson, Leslie Palmer, Roger Becker, Dot Bourque and Barbara Corliss. Sue Roman was absent.

The first order of business was to review the review July 25<sup>th</sup> and August 1<sup>st</sup> minutes. The July 25<sup>th</sup> minutes were voted to approve with changes, the addition of two action items: a review of the CIP Report Appendices by Sue Roman and an update of the Public Safety Building Application by Leslie Palmer.

Susan Rauth began by commending the Highways and Roads department for the hours they spent on their task of identifying ten projects of priority for the 2018-2023 CIP. It was noted, through recent emails with Emmett Bean and CIP members, the details and the costs estimates of each project are forthcoming. It was acknowledged that step requires a lot of research and time.

Bruce Johnson noted that the Town was awarded an additional \$61,000 in Federal Highway Block Grant funds, over the current \$70,500 budget. These funds must be expended during the 2017 calendar year. The Select Board and the Road Agent designated the additional funds for the purpose of gravel/dirt road maintenance.

Susan Rauth next provided a recap of the status of the CIP Applications received in the last two weeks, which included:

- EMS Department
- Fire Department
- Highways and Roads
- Library
- Public Safety Building
- Town Hall
- Town Offices

Data from the above application were added to the CIP Project spreadsheet, along with the Police and Refuse Disposal information previously received. The Library did not submit a request.

The Subcommittee had a lengthy review and discussion about the requests from the various Town Departments. They identified questions and recommendations for a few of the requests. The Subcommittee did not feel the need to contact Department heads with specific questions, because the requests are very straight-forward and consistent with historic budget requests. The Select Board will be bringing Department heads into the

budget process as soon as late September or early October. The Subcommittee will make their recommendations for CIP projects and a list of questions for the Select Board to consider when working on the overall 2018 Town operating budget.

For the CIP report, the Department application requests would be included in the Project Spreadsheet, in its current form. A second spreadsheet will be developed to indicate the Subcommittee's recommended changes; for example, allocating a purchase over several years.

The subcommittee members offered the following comments and recommendations for the applications:

Emergency Medical Services – the Subcommittee agreed the Cardiac Monitor/Defibrillator is of high priority for 2018. Leslie Palmer felt it was likely that grant funding available to offset the \$25,000 estimated cost. Roger suggested contacting Dave Collins or Bill Wood, NH Fire Academy, for further information about EMS grant funding. It was noted the Cardiac Monitor/Defibrillator falls under the Medical Equipment category of the Capital Reserve funds, with a current balance of \$15,524.71. The Select Board has been budgeting \$5,000 each year for equipment replacement. The Subcommittee recommended that the remaining balance be included in the budget for the \$25,000 request and that the practice be continued to include \$5,000 each year, if possible.

Fire Department – the Subcommittee discussed the requests for 15 air packs (\$86,600) and 30 radios (\$105,000). Leslie Palmer indicated there is grant funding available for the radios and possibly the air packs. The Federal safety grants for fire and police department equipment generally cover a large portion of the funding for smaller towns. The subcommittee recommended that the requests may be staggered over several years. It was noted the Air Packs fall under the Capital Reserve funds with a current balance of \$61,230.80. The Subcommittee agreed to recommend the requests for the Fire Department equipment and seek grant opportunities for both requests.

In regard to the tanker truck, Bruce Johnson suggested the Town may consider researching a bundled purchasing process with other towns to discount the estimated \$300,000 cost per vehicle. In his recent experience, it has been difficult to convince towns to pull together for shared services and purchases. It was suggested they may be more readily interested to band together for high dollar items such as a Fire Truck. The Subcommittee will recommend the option to collaborate with other towns to get a better price on the Fire Truck.

#### Highways and Roads

The application for the Highways and Roads includes an estimated \$64,000 annually for gravel roads, which historically falls under the Capital Outlay, Highway Preservation Fund. Bruce said he thinks the first category for Reconstruction of Deer Meadow Road is from Christopher Roberts to Centennial Drive. This work needs to be coordinated with

Pillsbury Lake to replace the pipes under the road. The second category for Reconstruction of Deer Meadow Road is from Concord Drive to the Cedar Mill Group building.

The Subcommittee looks forward to receiving the cost estimates for the Highways and Roads projects. They feel they cannot finish their prioritization of all Department projects without the data. Susan Rauth will contact Mike Borek to see if it's possible for the information to be submitted by the end of August.

### Police Department

The Police Department CIP requests include a cruiser and portable radios for a total of \$49,000 in 2018. There is currently \$22,820.66 in the Capital Reserve funds for the cruiser and \$14,514.62 in the Capital Reserve funds for the radios. The Subcommittee discussed recommending both requests. The radio request could be included in the grant proposal with the radio request for the Fire Department.

### Public Safety Building

Requests were submitted by both the Fire and the Police Departments for Public Safety Building improvements. The cost estimates are needed for several of the requests. An estimate to replace the Heating/AC is being coordinated by Leslie Palmer and Paul King with Huckleberry Oil. It was agreed that, since some of the items on the list were listed in 2022 and therefore defined as a lower priority by the applicant, they will be marked as "zeros" in that column for 2022. The Public Safety Building fund is part of the Capital Reserve fund, currently at a balance of \$32,729.12. Generally \$5,000 is budgeted in this category each year.

### Refuse Disposal

The request was recommended by the Subcommittee, with no further questions. A brief discussion ensued about the funding rate.

### Town Hall Building

Three building improvements were included in the application for 2020, totaling \$51,000. It was recommended that these three projects (floor refinishing, interior painting and ADA entry and paving) be reviewed again for the possibility of being scheduled over a three-year period.

The need for replacing the generator over the next few years has also been identified and an application will be submitted for the estimated \$13,000. Leslie Palmer believes grant funds will be available through a Homeland Security Grant program because the Town Hall is the secondary shelter for the School and the Public Safety Building.

## Town Offices

The application requests include an updated financial software package for \$29,700 and file cabinets for \$10,000. Leslie Palmer researched many options and feels the Accufund Accounting Suite is well suited to Webster's needs. It is an Enterprise Resource planning tool that can be customized to grow with a town and to make it financial accounting simpler. The maintenance fee yields a \$2200 annual savings as compared with the current software package. She feels the less costly Quick Books package requires a lot more staff time in manipulating the data. A discussion ensued about the life cycle of a software package and spreading the costs out over several years. No conclusion or recommendation was reached.

The Subcommittee next discussed the schedule for the CIP project completion and the remaining tasks. Chair Rauth indicated her goal was to complete the report and present to the Planning Board for approval at the September 21<sup>st</sup> meeting. The Select Board would like the recommendations as early as September 25, to start their budget review process. It was agreed that any additional data and clarifications required to complete the report be submitted by the end of the month, in order to meet that goal. Chair Rauth will contact Mike Borek to check on the status of his meetings with the Road Agent to complete the project estimates.

## Action Items:

The Subcommittee suggested finishing up all sections of the report that can be completed in advance of the final calculations, including:

Chapter 1 – Roger Becker

Chapter 2 – Susan Rauth

Appendices – Sue Roman

Spreadsheet of requests – Dot Bourque will update

The meeting adjourned at 2:30 p.m. The next meeting is scheduled for August 22<sup>nd</sup> at 1:00 p.m.

Respectfully Submitted,

Susan Rauth

Chair

