

**FINAL MINUTES**  
**Webster Planning Board**  
**CIP Subcommittee**  
**August 29, 2017**

The meeting was opened at 1:00 p.m. Subcommittee members present included Chair Sue Rauth, Barbara Corliss, Dot Bourque, Paul King and Leslie Palmer. Members unable to attend were Bruce Johnson, Susan Roman and Roger Becker.

The first item discussed was the possibility of setting up a Capital Reserve fund for the road maintenance. Leslie Palmer checked with her contact at the Department of Revenue. Many towns have a Capital Reserve fund for this purpose. This would allow the Town to maintain the money from year to year. The invoices would be approved by the Trustees, and would result in a more transparent process. The Subcommittee agreed to make the recommendation to establish a Capital Reserve fund for the road maintenance.

The Subcommittee reviewed the most current version of the Webster CIP report, making suggestions for minor changes in Chapters 1 and 3. Sue Rauth discussed the administration of impact fees in Chapter 4. Wendy Pinkham, Financial Administrator, joined the meeting to explain how the fees are collected and expended. The Subcommittee will make a recommendation that the Planning Board review the State regulations and the Webster impact fee zoning ordinance and fee schedule, since it was adopted in conjunction with the Growth Management Ordinance in 2005.

The timeline for project completion was discussed. Ideally, the project would be presented to the Planning Board at their September 21<sup>st</sup> meeting for approval and be presented to the Select Board on September 25th. If that schedule isn't possible, the Planning Board may have to hold a special meeting to approve or may present it to the Planning Board at their October 19<sup>th</sup> meeting. It would then go to the Select Board at their October 23<sup>rd</sup> meeting.

CIP Subcommittee members decided to suspend the weekly meetings until more information is received. It is not possible to prioritize the projects and complete the financial analysis until additional information is received from the Road Agent; specifically the costs and priorities for the 2018 highways and road projects. The Subcommittee is also waiting on information for two Public Safety Building projects.

Chair Rauth will continue to communicate with the appropriate personnel in regard to the information.

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Susan Rauth  
Chair