

APPROVED MINUTES
Webster Planning Board
CIP Subcommittee
July 25, 2017

The July 25th meeting of the CIP Subcommittee was convened at 1:00 p.m. All members were present: Chair Sue Rauth, Susan Roman, Paul King, Bruce Johnson, Leslie Palmer, Roger Becker, Dot Bourque and Barbara Corliss. Bruce Johnson explained that the Select Board is working on responding to a right-to-know request for copies of written correspondences, which may include CIP subcommittee correspondence. Bruce also announced that a Senate bill has been passed which will increase Webster's Highway Block Grant appropriation by approximately \$60,000 over the current appropriation. The Subcommittee questioned if there would be conditions or categories for spending the additional funds and/or if they could be encumbered for the following year. Bruce indicated the Town is waiting for the official letter for the details.

The minutes from the July 18 and July 11th meetings were approved, with Barbara Corliss abstaining from the July 18th vote, due to her absence from that meeting.

Chair Rauth then recapped the results of last week's meeting with Bruce Davis, All State Asphalt, Inc. She suggested that the CIP Subcommittee continue its plan for developing a model with a methodology for a RSMS. The data from the 2013 UNH study would be the basis for the model. For the 2017 RSMS, a combination of the UNH list of prioritized projects and the All States Asphalt, Inc., cost estimates could be used to write a sample plan. The Subcommittee's plan will then combine the CIP request submitted by the Road Agent. Another component of the model plan will be to update the invoice processing/data collection forms for consistency in reporting. The Board agreed it is important to collect accurate data, in order to develop an RSMS. It will also improve accountability in the process. She indicated it is unlikely that Webster will be included in the new UNH pilot RSMS program in 2018, but we can begin collecting our data accurately for the long-term plan.

Bruce Johnson agreed with the plan and emphasized that importance of preventative maintenance. It should receive a high priority in funding, as recommended by the UNH study.

A discussion of the cost data ensued. Sue Rauth and Dot Bourque discussed a few sample cost comparisons between the UNH study estimates and their "own" calculations, using the data provided by Bruce Davis. It was felt it is difficult to use the UNH cost data since we do not know the basis of the calculations. It was noted the cost estimates provided by Bruce Davis do not include subsurface preparation. The Subcommittee agreed it would need more information for estimating road preparation. Roger Becker offered that there is a cost calculation for updating a private road (gravel) to a Class V road.

The issue of road assessment was discussed. The UNH study offered the first comprehensive road assessment for no cost, as part of the pilot project. Bruce Johnson

explained that a second assessment was also included in the project, which the Town did not undertake. The Subcommittee discussed the possibility of hiring an independent civil engineer to assist with evaluating and prioritizing the road plan, as part of a long term strategy. A qualified engineer could also help with the comprehensive road assessment every year, to update the RSMS and annual road maintenance plan. Costs for technical assistance could be included in the CIP budget.

It was agreed that Sue Rauth would contact Dean Williams for more information about the new pilot program currently being conducted by the CNHRPC and UNH T2 staff. The Subcommittee would like to know the estimated costs to a town to be involved in the pilot study and to continue a long-range RSMS using the new software and methodology. She will also ask Dean Williams about some of the abbreviations and maintenance “categories” so we can build a model using consistent terminology that is used as an industry standard.

The CIP Subcommittee then turned its attention to a review of the Police Department CIP Application. The application included requests and cost estimates for vehicles and equipment over the seven-year period. The requests were compared with the current budget for each cost category. The application was very thorough and it was felt there is no need to have a follow up interview with Police Chief Liberatore.

Action Items:

Reminder to the Fire Department (Emmett Bean) for the CIP request – Sue Rauth

Reminder to the EMT Department (Dave Collins) – Roger Becker

Reminder to the Library (Nancy Picthall-French) – Leslie Palmer

Followup with Transfer Station (Steve Clough) re the Town’s 20% versus 25% contribution – Barbara Corliss

Contact Dean Williams with questions in regard to the new UNH study – Sue Rauth

Update the spreadsheet with all the projects submitted by Departments – Dot Bourque

Distribute draft copy of Chapter 2, Demographics – Sue Rauth

Write/edit Chapter 1 – Roger Becker

Review appendices – Sue Roman

Public Safety Building Update – Leslie Palmer