

Town of Webster  
Planning Board CIP Subcommittee  
November 27, 2017 Meeting  
FINAL Minutes

The meeting was called to order at 1:05. Members present were Susan Roman, Paul King, Leslie Palmer and Susan Rauth, chair.

The Subcommittee reviewed the Highways and Roads data provided by Mike Borek, Emmett Bean and Susie Roberts on 11/16/2017. The data was incorporated into the draft CIP report tables. The discussion focused on the Financial Analysis Chapter. Leslie Palmer updated Table 15 with the 2017 tax information, showing Net Property Valuations and the total Tax Rate. The tax rate stayed exactly the same as 2016 (\$22.97).

Leslie noted the CIP Report narrative currently refers to 2016 data. The 2017 data would theoretically be used in next year's CIP planning process. It is logical to use the 2016 data, as it is currently presented. The Subcommittee members tended to agree but felt they want the input of the other members.

Roger Becker was unable to attend the meeting but he suggested a series of calculations to demonstrate the incremental impact of CIP projects on the tax rate: (1) list new CRF deposits, costs of any new bond issues and expendable trust fund deposits; (2) list revenue sources CRFs, anticipated grants, ETFs, etc.; (3) calculate the total impact on the tax rate; (4) show the net valuation.

The Subcommittee agreed this is the method for the financial analysis but had concerns about the timing. It is understood that the Select Board undertakes these calculations throughout the budget work sessions and, since the budget is nearly complete, the financial analysis may not be as relevant now. On the other hand, our input could be helpful in finalizing the budget and the warrant articles. Again, it was agreed that the present Subcommittee members would like the input of the entire Subcommittee.

The Subcommittee next discussed Table 10, Capital Reserve Funds Recommendations. Ideally, this table would show the CRF funds requested for each budget category, "less" the current amount in the respective funds. Much of this work has been completed by the Select Board but the CIP report can include the analysis as well.

Leslie Palmer and Wendy Pinkham assisted in helping to identify the current budget categories for the projects in the Highways and Roads budget, during the meeting. It was suggested that the "preventative maintenance" functions -- Gravel Roads, Crack Sand & Chip Seal and Grader Shim -- should be grouped under the same funding source, rather than the three different sources of funding: Block Grant, Road Preservation and Operating Budget, respectively. Those three categories seem like Road Preservation categories.

Also, the Subcommittee submitted a recommendation to the Select Board in their Draft Interim CIP Memo to create a new Capital Reserve Fund for Road Preservation. Apparently, the Select Board may have already decided to include the \$165,000 under the Capital Outlay, consistent with recent years.

The Subcommittee decided to schedule a meeting next Tuesday, December 5<sup>th</sup> at 1:00 p.m. The purpose of the meeting is to discuss the most useful way to proceed with completing the 2017 CIP.

The meeting was adjourned at 2:50 pm.

Respectfully submitted,  
Susan Rauth  
Chair