

DRAFT MINUTES
Webster Planning Board
CIP Subcommittee
September 26, 2017

The meeting was called to order at 1:00 p.m. Members in attendance include Chair Susan Rauth, Susan Roman, Paul King, Leslie Palmer, Roger Becker, Dot Bourque and Barbara Corliss. Member Bruce Johnson was absent.

Chair Rauth opened the meeting by reviewing the status of the project. No further information had been received from the Road Agent.

The Chair opened the meeting with a review of the minutes from the August 15, 2017 meeting. The minutes were approved by the members as drafted; Roman abstained due to absence from that meeting. During the review, the Subcommittee confirmed the notations for potential grant funding in the CIP report: EMS grant funding for the cardiac Monitor/Defibrillator; federal safety funds for the air packs and radios; Homeland Security grant funding for the generator. It was also suggested that Webster considers researching a bundled purchasing process with other towns. Although our past attempt at shared services and purchases with other Towns was not successful, the Subcommittee agreed to recommend the option to collaborate with other towns to get a better price on the Fire Truck request.

The Subcommittee next reviewed the minutes from the August 22, 2017 meeting. The minutes were approved by the members; Susan Roman abstained due to absence from that meeting. One revision was noted in paragraph six: "The Subcommittee discussed the concept of a capital reserve fund for the roads. **Leslie** agreed to contact **DRA** about the options and **Dot** agreed to review the Code."

The Subcommittee discussed and confirmed that they want to recommend the Town establish a capital reserve fund for the Road Preservation budget.

The Subcommittee also agreed recommending the Town participate in the latest RSMS pilot being developed by UNH, in cooperation with the CNHRPC. The Subcommittee discussed the need for data collection to start as soon as possible. The Town needs information on the work being done on all the roads for current and future planning and accountability.

The Subcommittee also agreed to recommend the concept of a Highway Advisory Committee. This advisory group could help establish the priorities for the annual road projects, in concert with the Road Agent and the RSMS. Susan Roman suggested it is important to establish the qualifications, responsibilities and duties of a proposed Highway Advisory Committee. After a discussion, she and Susan Rauth offered to work on the language for the proposed Town Highway Advisory Committee.

The Subcommittee agreed they would like to finish their work of prioritizing the CIP submissions from all the Departments, which requires the estimated costs for the Highways and Roads CIP projects. There are also two outstanding requests for costs for the driveway pad and the plymo-vent exhaust projects for the Public Safety Building.

The Subcommittee reviewed and approved the minutes for the August 29th, 2017 meeting as drafted; Susan Roman abstained due to absence from that meeting.

The Subcommittee then discussed their approach to finalizing the project. It was agreed to submit a CIP Project Status Report to the Select Board, including a list of the Department requests and a list of the project recommendations. This status report would be reviewed first by the Planning Board at their October meeting and then sent to the Select Board. The Subcommittee will not send the final CIP report to the Planning Board for approval or to the Select Board until all the cost estimates are obtained, the calculations are completed and the CIP is finalized. Dot Bourque offered to organize a separate summary detailing the list of projects and years of expenditure, as well as the recommendations, questions and comments included in the CIP draft report. This information will be attached to the status report.

The next meeting is scheduled for Tuesday, October 3rd at 1:00 p.m. at Town Hall.

Respectfully submitted,
Susan Rauth
Chair