

Town of Webster
Planning Board CIP Subcommittee
Approved Minutes
December 19, 2017

The CIP Subcommittee members present included Susan Roman, Paul King, Leslie Palmer, Roger Becker and Chair Sue Rauth. Leslie provided an update of a few changes to the budget requests. For the Fire Department, the Air Packs purchase will be spread over three years (\$20,000 each in 2018-2020). The request for radios is increased by \$25,000 but spread over 2018-2019, with \$65,000 in each year. There were a few changes to the Highways and Roads request. The \$250,000 cost to reconstruct a segment of Deer Meadow is proposed be spread over two years (2018 and 2019). The \$25,000 proposed for reconstruction of Potash Road can be encumbered from the 2017 Road Preservation budget, so it will be a 'zero' expense for 2018. It was also noted that the \$295,000 estimated cost for White Plains Road Culverts in 2019 will hopefully be offset by State funds, reducing Webster's cost to \$73,750.

Leslie clarified that there will be three budget categories for Highways and Roads: the Operating Budget; the new CRF for Road Preservation at \$222,000; and a proposal for another new CRF to be designated for "other special road projects." She indicated she would have to discuss the last proposal with DRA because they typically do not recommend "general" capital reserve funds and require more specifics.

The Subcommittee agreed that the specific roads and sections planned for Road Preservation be identified at the start of each season. The Subcommittee recognizes that planning for the Highways and Roads project is a fluid process and the numbers may be inexact. However, with the creation of the CRFs, the specific type of work and its location must be clearly shown on each invoice to aid in approvals and bookkeeping. The recommendations will include a proposed sample invoice with specific fields of information for data collection, to conform with the information provided by Bruce Davis. Sue Roman offered to take the lead on the data collection sheet and the report recommendations.

The Subcommittee then discussed the CIP financial analysis spreadsheet created by Roger Becker. The spreadsheet makes it easy to evaluate the specific impact of each project on the tax rate. A change in the numbers automatically calculates a change in the tax rate. After a brief overview and discussion, the members agreed they would like to present the spreadsheet to the Select Board for their potential use during this budget cycle and in future years. Chair Rauth indicated Bruce Johnson invited the Subcommittee to attend the January 2nd Select Board meeting. She and Roger Becker will update the spreadsheet to reflect the latest changes and to prepare the presentation. It was acknowledged that the budget process is fluid and that the numbers may continue to change.

Susan Roman complimented Roger Becker and Sue Rauth on their efforts to develop the CIP financial analysis spreadsheet.

The CIP financial analysis spreadsheet will be distributed to the CIP Subcommittee members prior to the January 2nd Select Board meeting. It is anticipated the final CIP report will be complete shortly thereafter and available prior to the 2018 Budget Hearing. The meeting was adjourned at 1:50 p.m.

Respectfully submitted,
Susan Rauth, Chair