

Town of Webster  
CIP Subcommittee Meeting  
January 9, 2017  
APPROVED MINUTES

Chairman Rauth convened the meeting at 1:05 p.m. Subcommittee members present included Susan Roman, Paul King, Leslie Palmer and Roger Becker.

The purpose of the meeting was to review the CIP report and financial analysis and discuss final changes to be made. The Subcommittee discussed the designation of the new Capital Reserve Fund (CRF) for Road Preservation. It was pointed out that, according to Bruce Davis and the UNH RSMS study, the categories of routine maintenance and preventative maintenance are typically included in an operating budget, not a CRF. The group discussed the need for clarity and accountability between the operating budget and the CRF. It was suggested that the routine and preventative maintenance categories could be included in an ETF, to distinguish it from a Capital Improvement project. The Subcommittee decided to change its recommendation to set up a new ETF rather than a CRF for the Road Maintenance and Preventative Maintenance categories of road work.

The Subcommittee plans to make the final updates to the report for review and approval at the January 18<sup>th</sup> Planning Board meeting. In the interim, members of the Subcommittee would like to present an Executive Summary of the report to the Select Board at their January 16<sup>th</sup> meeting, which will highlight the report Recommendations and the findings of the Financial Analysis.

A To-Do list of specific assignments is shown below:

1. Table of Contents – update page numbers (Sue Rauth)
2. Chapter 2, Projects
  - Table 9 – compare and update Table 9 with the Financial Analysis spreadsheet (Sue Rauth)
3. Chapter 3, Recommendations, Comments and Questions
  - Make revisions to the Recommendations (Sue Rauth)
  - Move info from Appendix A (Highways and Roads Advisory Committee and Appendix B (Adopt RSMS) into the Recommendations section (Sue Rauth with help from Leslie)
  - Chapter 3, Table 10 – insert the CRF data in the table (Roger Becker). If table format needs to be changed, Leslie will help.
4. Chapter 5, Financial Analysis
  - Table 15 – update the table to include 2017 data since it is referenced in the report and spreadsheet narrative (Leslie)
  - Table 19 – Webster Tax Rates – update the data to include 2017 (Leslie)
  - Effect of Budget Changes on your tax bill (page 22) —needs to be edited using correct numbers (Roger)
5. Move CIP Financial Analysis (3 spreadsheets with Narrative) into Chapter 4 (Sue Rauth with help from Leslie)

6. Appendices – reference material goes here:

- Proposed Town Budget
- Proposed Town CRF's and ETF's
- DRA 2017 Tax Package

The meeting adjourned at 2:30 p.m.

Submitted by:  
Susan Rauth