

Webster Planning Board CIP Subcommittee
May 11, 2017 Meeting Minutes
DRAFT

The Meeting was called to order at 1:13 pm. Attending were Barbara Corliss, Roger Becker, Paul King, Dot Bourque and Susan Roman (Acting Chair).

The minutes of the meeting held on April 25, 2017 were reviewed and unanimously approved.

The Subcommittee reviewed the latest CIP Application, Cover Letter and Checklist drafts that were last revised by Dot Bourque and issued on May 3, 2017. The Subcommittee identified some further needed amendments, including the need to fill in blanks for the date, and the person to whom, the CIP Applications should be returned. Dot Bourque and Susan Roman agreed to make the identified changes. The Subcommittee discussed the question of how long the recipients of the Applications should have to complete them. It was decided that 30 days was a reasonable and appropriate period and that the Applications should be issued by May 30th. As part of that determination, the Subcommittee reviewed the likely timeline of the entire CIP project, working back from the budgeting process to be undertaken in November, 2017. It concluded that the construction of the final proposed CIP would require the whole of October, 2017 and possibly a portion of September, 2017.

The Subcommittee continued discussion on the potential of a road management plan to become part of the CIP. All had reviewed the 2013 UNH Road Inventory created with the Road Surface Management System (RSMS) software, and agreed it provided a very useful template for road management generally and capital expenditure planning particularly. Roger Becker provided the results of his study of the Inventory and the possibility that an update could be procured. Another issue identified was whether the Subcommittee could be given access to the Webster-generated data base in RSMS so as to more easily produce charts and spreadsheets for the highway portion of the CIP. The Subcommittee decided that it should explore the possibility of having the Inventory updated and to that end that CNHRPC should be asked to address the Subcommittee regarding the updating process. Roger Becker agreed to contact CNHRPC and arrange such a presentation, to be scheduled for May 30, 2017 at 4:30 p.m. The Subcommittee also reviewed the format of the CIP spreadsheet provided by CNHRPC and preliminarily concluded, pending further review, that it could serve as the template for the entire CIP.

The Subcommittee scheduled a meeting to follow the May 30th meeting for June 7, 2017 at 5:30 p.m.

The meeting was adjourned at 2:35 pm.

Respectfully submitted,

Susan C. Roman, Acting Chair