

Approved

Town of New Boston Road Committee Meeting January 13, 2021

<u>PRESENT:</u>	Karen Scott	Selectman
	Mark Suennen	Road Committee
	Mark Siemiesz	Road Committee
	Rodney Towne	Road Committee
	Denis Pinard	Road Committee
	George St. John	Road Committee
	Mark Debowski	Road Committee
	Allen Brown	Road Agent

Guests In Attendance: David Litwinovich

A. CALL TO ORDER: A regular meeting of the Road Committee was called to order by Rodney Towne at 6:06PM.

Item 1: Approval of Minutes of December 9, 2020: The Committee reviewed the minutes of December 9, 2020. Denis Pinard moved the minutes of December 9, 2020 be accepted as amended. Mark Debowski seconded the motion. All were in favor. The motion carried.

Item 2: Develop Maintenance Lists: Rodney noted he revised the list as discussed at the December 9, 2020 meeting, the list was then forwarded to Karen who forwarded it to the Selectmen. David thanked the Committee for drafting and organizing it and asked if the Committee would consider prioritizing road areas for each task. Rodney and Mark Suennen noted it was prepared as guidance for the Selectmen and the Road Agent. Mark Debowski plans to assess several town road and the Committee can bring areas that need attention forward as they notice them. Denis and Rodney noted the Committee agrees road maintenance should be a priority for the Road Crew, not large road projects. Allen agreed. David noted the Selectboard also agrees. Rodney and Mark Suennen noted the Road Crew can do large road projects, scaled to their capabilities, and anything else should be contracted out.

Item 3: Impact Fee Discussion: Mark Suennen noted he brought the publication “NH Planning and Land Use Code” that specifies what Impact Fees can be used for in RSA 674:2, that he read aloud. Therefore, the town has to be very careful about how it would define how Impact Fees would be calculated and spent. The Planning Board discussed this at their meeting last night as assignment of Impact Fee has to be made at the time of subdivision approval and have to be spent within six years. They also considered asking the Road Agent to prepare a list of small projects all over town that the Board can consider for Impact Fees while reviewing potential subdivisions. Mark noted Exaction is another option that might be better for the town to use. He read this section aloud from the “NH Planning and Land Use Code.” The Committee discussed these options in detail. The town assessed Impact Fees in the past but issues came up with the use and time limit. However, this is an opportunity to help the town prepare its budget.

Once the town begins using these, Rodney recommended annual reports of fund status and how the funds were used be provided to the Selectmen and the Road Committee. Mark noted that is a requirement for the Selectboard.

Item 4: Review List Of Problem Roads: Mark noted he has begun researching a simple system to use for the project he volunteered to do for the Committee. He plans to follow the nationally recognized procedure from the American Society of Testing Materials Manual for pavement assessment that he described in detail. This is ASTM D6433-20 Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys. He requested the Committee purchase the manual. The Committee agreed to the method and to purchase the manual. Mark will then begin walking the ten town roads agreed upon at the December 9, 2020 meeting and provide evaluations in an Excel spreadsheet along with a report. Options for treatment can then be considered. He has noticed town roads are rough and in really bad shape, some showing evidence of sub-base failure for various reasons. This is common in all towns. Ideally all paved town roads could be assessed and the town can establish the criteria that it wants the classification/condition of roads to be at and set a budget to achieve this. Allen offered to meet with him to review the roads.

Item 5: Budget Priorities: The town is well into the 2021 budget process. Rodney noted he agrees with Denis that the annual CIP Warrant Article of \$85,000 for specific projects is inadequate. He recommended the Committee prepare a plan to request this be increased to \$185,000 per year. The draft 2021 Warrant originally included an Article to raise and appropriate \$85,000 for road improvements on Meetinghouse Hill Road but this was removed after the Selectmen encumbered the funds from the 2020 budget. This is an annual Article requesting \$85,000 for specific road projects in addition to the annual road improvement budget consisting of the Highway Block Grant from the state, paving, line striping, gravel, culverts and catch basins, calcium, cold patch and guardrails. If possible, the Committee considered presenting an amendment to this Article at the Deliberative Session. If it is not possible, the Committee will focus on preparation for the 2022 ballot.

The budget process was explained, as funds from separate, specific Articles are kept separate from operating budget funds until they are spent on the item/project they are specified for as long as the Article specifies the funds are non-lapsing. Any unspent operating budget funds would have to be added to the unreserved fund balance at the end of each year unless encumbered for a specific purpose by the Selectmen. Karen noted the Selectmen may encumber unspent 2020 operating budget funds that were planned for road needs as the Highway Department was unable to do many projects in 2020 due to staffing. Rodney noted the funds earned through the recent sale of Highway Department equipment (approximately \$100,000) should be encumbered for roads. Karen agreed this should be considered. Any deposit or spending from Capital Reserve Funds require town vote.

Other:

- Mark Debowski recommended pavement quality be inspected upon delivery. David and Mark Suennen noted the Planning Department has road inspection regulations for subdivisions that may pertain to this. Town Engineer Kevin Leonard and his staff work closely on-site during subdivision development inspecting all aspects of road construction. ConTest also helps in this process.

- David asked the scope of bridge washing. Allen noted it has not been done for a couple years but Bill Dodge of the Highway Department has converted an old fire apparatus to a water tanker that the Road Crew will use for bridge washing. Culvert cleaning and bridge washing are planned for the spring.

ADJOURNMENT: Mark Suennen moved to adjourn the meeting at 7:00 PM. Mark Siemiesz seconded the motion. All were in favor. The motion carried.

Prepared by Maralyn Segien

**Next Scheduled Meeting: Town Hall Conference Room on February 24, 2021 (6:00 PM)
7 Meetinghouse Hill Road- New Boston, NH 03070
Phone: (603) 487-5504-www.newbostonnh.gov**