

**Budget Advisory Committee
Capital Improvements Plan Committee
Town of Temple, NH
Meeting Minutes**

5:00 PM, 11 July 2019, Town Hall Annex

BAC/CIP Attendees: Gary Scholl (BAC Chair, CIP), John Kieley (BAC), Gail Cromwell (CIP Chair, BAC), Christine Robidoux (BAC), Ken Caisse (Select Board, BAC), Mike Darnell (BAC), George Willard (Select Board, CIP), Andy Paul (CIP)

Also in attendance: Tim Fiske (Highway Dept), Kent Perry (Highway Dept), Henry Underwood (SWRPC)

Meeting called to order at 5:01 PM.

Update on Dashboard, e-mail sent to BAC members on 11 July from Scholl (see attached).

Discussion of Highway Paving Chart

It was noted by Scholl that \$5000 may have been put in the Culvert Trust in 2016, but perhaps should have been put in the Asphalt and Paving Trust. A motion was made to ask the Treasurer to investigate and speak with Sherry Fiske. Unanimous approval. It could just be a reporting issue, not a bookkeeping issue.

Scholl introduced the need for a decision on how to handle the upcoming increase in paving costs over the next few years. Currently, the budget includes \$150,000 - \$200,000 annually. Almost all of the expenses in this line item go to subcontractors who do the work. General annual maintenance is done by the town highway department. Culverts and gravel are included in the Asphalt and Paving line when the work/major projects are done by subcontractors.

Projected paving costs starting in 2020 will jump up to between \$221,000 and \$292,000. (See attached Highway Dept Paving and Sealing Schedule for details).

Since the costs vary year to year, the question was asked whether this should be a BAC budget issue, or a CIP issue. These variable increases affect the leveling of the budget as well as other CIP projects.

It was proposed to move the paving subcontracted expenses to the CIP to make it easier to develop a smoothing plan so that there is a consistent tax impact. It will help prioritize what the immediate needs are from year to year. *Note: Each year this would be a warrant article.

Discussion of how to pay for increased expenses: Bond, build up trust funds, negotiate payment plans with subcontractors. Review of how other towns have addressed this issue.

Motion by Kieley to move Asphalt and Paving subcontracted expenditures from the budget (BAC) to the CIP for all paving projects. Second by Cromwell. Unanimous approval.

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Discussion of 10 Year RSMS Plan with SWPRC

Cromwell introduced Henry Underwood from SWPRC. Underwood gave an overview of Road Service Management Systems (RSMS). It's a nationwide effort that's been around for decades, offered to municipalities. In NH, UNH has led the effort with the Dept of Transportation.

If we decide to contract with SWPRC for RSMS, their work includes:

- Assessment of the condition of all paved roads in town for distress, etc. Roads are given a score and prioritized.
- Software is included that tests repairs needed (sealing, grinding, etc.)
- The assessment looks at traffic patterns, culverts, and drainage.
- A 10 year plan is presented to the municipality that can be updated as needed if requested by the town.

The town obligations include assigning staff to work with RSMS team, or a knowledgeable volunteer. Approximately 2-4 hours of time is anticipated. The process takes place over several months.

There is no cost to start, as this service is included in our SWPRC membership dues. The only direct costs would be for updating the plan. Most towns update the plan every 4-5 years. However unexpected weather events could necessitate more frequent updates.

Kent Perry noted that core samples are sometimes needed, which are not included in the assessment. There may be unexpected needs that will not be evident until work begins that may affect paving costs.

Question regarding "commuter" roads that cross several towns. Is there state funding available for roads that serve this purpose? Underwood is not aware of any funding, however more research is needed.

Kent Perry and Tim Fiske are both in favor of contracting with SWPRC for the RSMS plan. Fiske volunteered to work with Perry and the RSMS team throughout the assessment process. *Note: Fiske is now retired from the Temple Highway Dept.

Motion to support the Temple Select Board's decision to retain SWPRC for a 10 year RSMS plan. Unanimous approval.

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Underwood will follow-up with Select Board Assistant. It is unlikely the assessment will be completed before 2020 budgeting, however given the Highway Department's schedule, RSMS can look at roads included in the 2020 proposed projects first.

The CIP will follow-up with Road Agent Kent Perry for 2020.

Scholl requests that aquifers be included in the assessment in order to assess GIS information.

Scholl and Cromwell express gratitude to Underwood for attending and sharing information.

Meeting Schedules for 2019-2020

The **BAC** will meet the 1st and 3rd Wednesdays of every month at **5 PM starting September 4th**. Meetings with departments and town committee may necessitate time changes and will be scheduled according to their availability.

The **CIP** will meet the 1st and 3rd Tuesdays of every month at **5 PM starting with September 3rd**. Some meetings will be in the daytime to accommodate town employees' schedules.

New Business

Caisse shared that the Select Board was asked to review the process for handling income from **Cemetery** burials. Should there be a new revolving account, so that the funds are easily accessible to pay for expenses associated with burials? Or can we use an existing trust fund? Flexibility is the goal. The BAC suggests an existing fund, if it provides enough flexibility and tracking/oversight to meet auditor's recommendations.

Highway Department: Payout of retirement funds to the Road Agent discussed. BAC and Select Board confirm that Road Agent will be paid based on his salary before the transition to the new Road Agent, his original full-time salary.

Some confusion was discussed over accrued vacation time. The Select Board members present agree that a full review of the employee manual would be a good idea. This review should be done by someone with HR experience. Perhaps the NHMA has a recommendation. (This is not a BAC or CIP issue).

Motion to adjourn at 6:07 PM. Unanimous approval.

Attachments:

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*2019_04_23_Email_HwyPaving_Scholl
Asphalt and Paving History
2019_05_08_E-mail_HwyPaving_Scholl
2019_05_09_E-mail_CIP_Scholl
2019_05_09_E-mail_CIP_Scholl_Attach
2019_06_08_Email_RSMS_Cromwell
2019_06_08_SWPRC_RSMS_FactSheet_Cromwell
2019_07_10_E-mail_RSMS_Cromwell
2019_07_10_E-mail2_RSMS_Cromwell
2019_07_10_E-mail2Att1_RSMS_Cromwell
2019_07_11_E-mail_Dashboard_Scholl
2019_07_11_E-mail_DashboardAtt1_Scholl
2019_07_11_E-mail_DashboardAtt2_Scholl
2019_07_11_E-mail_Bibler
Road Paving and Sealing Schedule – Revised July 2019*

On File at Town Office:

Town of Hancock Pavement Plan