

# Small Roads Project Meeting Minutes – November 15, 2022

## 7pm in the Town Hall

**Attendees:** Ray LeClair, Gregg Thibodeau, Gary Baber, Jennifer Bland, Frank Emig, Mark Girard. Also in attendance was Kathi Bradt.

### Warrant Article Development

- In addition to the warrant examples and RSA references that KB provided we also reviewed the previously identified statutes, ordinances, etc.
- We also reviewed the 2017 warrant article for Nelson and Echo Valley roads
- We added a requirement in the article that we should state the road is still a public right-of-way (ROW) but will no longer be maintained by the town. This requirement is in addition to the already identified requirement to state the applicable RSA and state an effective date.
- We agreed that if DOT does not have a preference due to the revenue pay cycle that we would establish May 1<sup>st</sup>, 2023, as the effective date. This would ensure that folks are not put out trying to find someone to plow. If DOT recommends that we coincide with their revenue cycle (payment to the towns) then we would use their recommendation, which likely would be 1 July.
  - **Action Item: Charlotte** to contact DOT and determine if they have any guidance for the effective date of these road changes.
- *Draft Wording: To see if the Town will vote to reclassify XXXX Road from a Class V to a Class VI, effective July 1<sup>st</sup>/May 1<sup>st</sup> (see action above) pursuant to RSA statutes 231:45, 231:21 and 231:43. As a Class VI Road it is still a public right-of-way but will no longer be maintained by the Town.*
- We will be taking the following actions to obtain approval and communicate the effort, the background, reasons for the recommendations and solicit public input.
  - **Action Item: GT** create a handout presentation that will be used in various forums. Also create a Frequently Asked Questions (FAQ);
  - **Action Item: JB/GT/Others** Use these in public hearings, post in public areas, share on the town web page and post in Annual Town Report.
  - **Action Item: GT** obtain select board approval on 21 November to move forward with warrant article and public hearing (requires a vote)
  - **Action Item: BoS/CC** schedule public hearing
  - **Action Item: KB and CC** obtain lawyer approval of the warrant articles
  - **Action Item: GT** schedule time to review with the budget committee and possible presentation at the budget committee's public hearing
  - **Action Item: JB** work with Charlotte to create notice to the abutters. Must be received NLT 14 days prior the town vote.
- We discussed the possible select board actions and determined that needs to go to a vote because the warrant articles, public hearing and town vote request will be from the select board. GT has agreed that he can present the information at the public forums but it's the responsibility of the select board to own this effort.

## Cost Changes

- Decision made to include a minimum cost for DOT standard work. The maintenance cost is for plowing, clearing ditches and seasonal grading. The maintenance cost does not include replacement of culverts, headwalls, dissipaters, etc. That type of required work will be included in this minimal DOT standard cost.

## Other

- We reevaluated Parsons Road and agreed to also recommend that this road be reclassified from a Class V to a Class VI.
- **Action Item: GT** to update our tables and presentation accordingly.
- We also agreed that if other roads are questioned during the public reviews that they would be tabled for a future review.

## Next Steps

- |                   |  |                               |
|-------------------|--|-------------------------------|
| • 11/15-11/21     | Draft warrant with BoS approval        | GT, BoS                       |
| • Dec-Jan         | Obtain legal approval for warrants     | KB, CC                        |
| • Dec-Jan         | Final BoS Approval                     | GT, BoS                       |
| • Jan             | Post Notices for Public Hearing        | JB, GT                        |
| • 28 Jan<br>(SRC) | Public Hearing                         | BoS, GT, Small Road Committee |
| • TBD Feb         | Attend Budget Committee Public Hearing | GT, SRC                       |
| • TBD Feb         | Send Notice to Abutters                | JB, CC                        |
| • TBD Mar         | Town Vote                              | BoS, GT, SRC                  |

## Meeting Schedule

21-Nov-22, Mon	BoS warrant article review
06-Dec-22, Tue	Warrant article final
27-Dec-22, Tue	HOLIDAY – NO MEETING
10-Jan-22, Tue	Public Hearing Prep
28-Jan-22, Sat	Public Hearing
17-Jan-23, Tue	Public Hearing Results; Prep Town Meeting
07-Feb-23, Tue	Complete prep for Town Meeting
07-Mar-23, Tue	Town Meeting
14-Mar-23, Tue	Closeout Project

## Members

Gregg Thibodeau  
Jennifer Bland  
Gary Baber  
Mark Girard  
Brenda Melius  
Ray LeClaire  
Frank Emig