

Small Roads Project Meeting Minutes – May 10, 2022

7pm in the Town Hall

Note: Changes are highlighted in *italic brown*

- **Attendees**
 - Members - Jennifer Bland, Mark Girard, Brenda Melius, Gary Baber, Gregg Thibodeau
 - Interested parties - Ray LeClair
- **Review, approve meeting minutes from April 19th.** *Motion made, 2nd and passed.*
- **Finalize list of roads, groupings for physical inspections**
 - Added last meeting:
 1. Gates Mt. (Levin)
 2. Hoagland Road
 3. Livermore Road
 4. Ryan Road
 - *Members reviewed the revised road groupings. Only one change was made to move Courier Rd. to the top of the group 4 roads (JB).*
- **Determine physical inspection assignments and Dates**
 - Recuse list
 1. Brier Road BM
 2. Echo Valley MG
 3. Coffin Hill GB
 - Allotted 3 weeks for the 4 groupings, 2 weeks for the 3 groupings and 1 week for the 2 groupings
 - Inspections begin on or after May 16, 2022, and conclude on August 1, 2022
 - *Members agreed to add an inspection item that determines if the road in question provides public access to walking or snow mobile trails or other public access resources (JB and MG).*
 - *First inspection will occur on 24 May at 5pm with a rain date of 25 May. Members conducting these initial inspections include, JB, GB, BM, MG and GT. Team will address Group 1 roads.*
 - *We agreed that our road agent may not be able to make these evening inspections. As a workaround we decided that JB will solicit his input on each road as we conduct the inspections.*
 - *This initial inspection will be a pilot of our process. We expect to make refinements based on the experience in this first group.*
 - *Any interactions with local landowners will be handled by GT. Goal will be to defer any landowner concerns to the board of selectpersons.*
 - *Equipment*
 1. Jeep or ATV – MG
 2. Measuring wheel – MG
 3. Tape measures (to measure culverts, etc.) – All
 4. Smart level – MG
 5. Cameras – leverage phones
 6. Clip boards, 2 radios – JB
 7. Inspection checklist – JB/MG
 8. Maps – GT/FE
- **Review regulatory discovery**
 - *Recommendation made by GB to add 230:14 to our list of references.*
- **Develop risks, opportunities, and evaluation criteria**
 - *Multiple changes have been posted in the report*

Risks

- Regulations, policies or procedures could be vague
- *Some residents may not be able to afford maintenance costs associated with a private or Class VI road (estimate cost action item)*
- Historic decisions may not be documented - *obtain copies of deeds (new action item)*
- Redesignating Class V roads to private roads could reduce state funding and could result in a zoning change if we change road designation and increase taxes
- *Property values could be less if a road is reclassified from Class V to Class VI or a private road (new action item)*
- Public perspective may not be supportive *(complete thorough cost/benefit analysis)*
- There could be a cost to bring road up to standards if the road does not meet standards *(add into cost/benefit)*
- *Some property owners are not adhering to winter parking ban (add as cost in cost, benefit analysis – CBA)*
- *New risk – damage to road from rutting (mud season), frost heaving, etc.*
- *New risk - emergency access may be impacted if a road is not maintained as a Class VI or private road.*

Opportunities

- † Decreased maintenance costs due to a reduction in the roads being maintained (labor)
- † Decrease maintenance costs with less impacts to equipment (plows, trucks, etc.)
- † Decrease maintenance costs with less materials (culverts, gravel, sand, etc.)
- † Analysis should include timesheets and actual data whenever possible. Will also include extrapolated data when actual data does not exist
- † *Obtain and review deeds for each property on the road*
- † *Public perspective could be supportive*

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• **Review Plan and Status**

• **Other Business**

- *Class VI roads being blocked. Recommend BOS restating the rules regarding Class VI roads.*
- *Recommend to the BOS that they consider a winter parking ban fine for all roads maintained by the town.*

• **In-Progress Work**

- *Complete road inspection checklist, due 5/14* JB, MG
- *Obtain deeds for each of the properties on in scope roads* JB, CC
- *Compile cost benefit information for next meeting* GT, JB, KB, MM
- *Confirm state funding for Class V roads* GT, JB, CC
- *Confirm loss of property value if road is reclassified from Class V to private road or Class VI* GT, JB, CC
- *Add task to estimate maintenance cost to property owner if road is reclassified* TBD
- *Add cost of bringing roads up to Class V standard into cost/benefit* TBD
- *Add cost of fixing a road due to rutting, frost heaving, culver damage, etc.* TBD

• **Next Meeting Date and Topics**

- First Inspection: 24 May, 5pm Brier Road
- Next Meeting: 01 Jun 2022
- Next Meeting Topics:
 1. Meeting minutes approval – 10 May All
 2. Review physical inspection assignments and results All
 3. Review regulatory discovery (if any) GT
 4. Review historical findings (on-going activity) GT & JB
 5. ****new**** Begin discussion on cost and benefit analysis All
 6. Continue to develop risks, opportunities, and evaluation criteria All
 7. Review plan and status GT

Meeting Schedule

Committee Members

- Gregg Thibodeau (project manager)
- Jennifer Bland
- Gary Baber
- Mark Girard
- Brenda Melius

Jun:	21-Jun-22, Tue	
Jul:	12-Jul-22, Tue	
Aug:	02-Aug-22, Tue	
Aug:	23-Aug-22, Tue	** Gregg not available
Sep:	13-Sep-22, Tue	
Oct:	04-Oct-22, Tue	
Oct:	25-Oct-22, Tue	
Nov:	15-Nov-22, Tue	
Dec:	06-Dec-22, Tue	

Interested Parties

- Ray LeClair (sp?)
- Ray Leonard
- Frank Emig