

# Small Roads Project Meeting Minutes – 19 April 2022

## 7pm in the Town Hall

- **Attendees**
  - Members - Jennifer Bland, Mark Girard, Brenda Melius, Gary Baber, Gregg Thibodeau
  - Interested parties - Ray Leonard, Frank Emig, Ray LeClair
  
- **Member introductions & meeting schedule**
  - We reviewed the meeting schedule and agreed to meet every 3 weeks, on Tuesday's at 7pm.
  - Members will review and determine if there are any dates that they know they can't make.
  - We agreed to keep the committee to 5 members and solicit input from the road agent or others as needed.
  
- **Review perspectives of this effort**
  - What follows is a list of topics that attendees felt were relevant to this effort
    1. Cost to taxpayers
    2. Emergency services access
    3. Legal issues and liabilities
    4. Definition/classifications of a private road vs. Class VI etc.
    5. Safety
    6. Public perspective
    7. Cost and benefit; including overtime, equipment maintenance, etc.
      - Will include analysis of timesheets and actual data whenever possible.
      - Will also include extrapolated data when actual data does not exist
      - Cost to bring road up to standards if the road does not meet standards
    8. Ease of plowing with turnarounds
    9. Adherence to winter parking ban
    10. Culvert and water drainage maintenance
    11. Zoning could change if we change road designation (risk)
  
  - *We will explore these and other factors at our next meetings.*
  
- **Review report, appendix & use**
  - The report will be used at each meeting. The report topics will mirror what is on the agenda.
  - The report and appendix will contain the results of our analysis, our findings, decisions and recommendations, and will be a permanent record of our effort.
  
- **Confirm goal and review high level schedule**
  - We reviewed the guidance from the board of selectmen
  - To ensure clarity we also reviewed and updated a restated goal.
    1. Restated Goal: Determine if Class V roads that have only one resident are correctly classified as a Class V Road or should be redesignated as a Class VI road or a private road and make recommendations on each road to the BoS NLT 12/31/2022.
    2. It's our intent to review this with the Board of Selectpersons (BoS) at the next BoS meeting.
  
- **Review decision process** – we reviewed the process and the activities/tasks that would be part of this process.
  - Options





- 4. Create physical inspection checklist JB
- 5. Prepare for next meeting topics GT
- 6. Identify and review previously completed UNH study MB
- 7. Review restated goal with BoS GT
- 10-May-22, Tue, 7pm at the Town Hall

**Next Meeting Topics**

- 1. Finalize list of roads, groupings for physical inspections All
- 2. Determine physical inspection assignments All
- 3. Review regulatory discovery GT
- 4. Review historical findings (on-going activity) GT & JB
- 5. Develop risks, opportunities and evaluation criteria All
- 6. Review Plan and Status GT

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**Meeting Schedule**

- May: 31-May-22, Tue
- 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
- Dec: 27-Dec-22, Tue

○ **Committee Members**

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