

Small Roads Project Meeting Minutes – June 1, 2022

7pm in the Town Hall

- **Minutes approved from June 1st, meeting.** Motion JB, 2nd BM, passed.
- **Meeting Members** – It was agreed that given the amount of work that this committee has that it warrants and increase in members from 5 to 7. We have added Frank back into the committee and we've also added Ray LeClaire.
- **Physical road inspections**
 - Reviewed the two inspections that were completed. Breier and Polly Hill Roads. Several additions and corrections made to the inspections. See attached inspection worksheets for changes.
 - Polly Hill - It was noted that the primary landowner has a desire to make that road a private road/driveway.
 - We agreed to create 2, 3 person teams to assess future roads. Team 1 – Brenda, Ray, Gregg; Team 2 – Mark, Gary, and Jen.
 1. Team 1 will visit Breier road to answer some of the questions we still have and will also review Meader and Royce Hill roads.
 2. Team 2 will assess Nelson and Langdon roads.
 - Teams will meet at the Town Hall and consolidate into one car per team at 5pm.
 - We had agreed to June 8th however this, conflicts with ConCom, so instead we are checking with folks to see if 15 June or 22 June would work.
 - We also agreed that JB will confirm the current classifications of each road. The map we are using is showing some of these roads as being private already.
- **Review regulatory discovery**
 - GT and Charlotte are still following up with other towns and NH Municipal Association, respectively.
- **Review historical information requirements**
 - We reviewed the draft requirements and agreed to add one more requirement to our list, “date the road became a Class V” if known.
 - Point was made to ensure we are looking at the current deed.
 - We discussed an option to use the online tools to obtain the deeds ourselves without impacting Charlotte. BM will work on a couple of the properties to see what we can get ourselves and what the effort will be. This might be something that we can split up between several folks to get the remaining deeds.
 - Frank offered his time to do this work.
- **Develop cost and benefit categories to be assessed**
 - It was agreed that we should not define the pros and cons from the perspective of the individual landowner. Our focus is from the perspective of the town. Individual landowners will be responsible for defining their pros and cons and they will have a public hearing to voice their concerns.
 - There is a calculation that Kathi has leveraged in the past. Jen has that and will share it at our next meeting. We will compare that with the following list of items that we identified.
 - **Equipment & parts costs** - will include but not limited to: wear and tear on vehicles; usage of appropriately sized vehicles; the number of vehicles.
 - **Material** – culverts, gravel, sand/salt, calcium chloride, bridge repair material
 - **Labor** – culvert work, snow plowing, vehicle maintenance, spring road repairs, overtime, brush and ditch maintenance.
- **Complete development of risks, opportunities, and evaluation criteria**
 - Risks and opportunities are complete. Evaluation criteria will begin to be assessed when we complete 80% of the inspections and obtain 80% of the historical information
- **Review plan and status** – plan is still on track, project is GREEN.
-

- **New action items**
 - JB to determine current road classification for each of the roads
 - Team 1 & 2 to complete the next round of inspections over the next 2-3 weeks
 - BM to obtain a couple of deeds and define the process
 - JB to bring the towns calculation that is used to manage highway crews infrastructure costs to our next meeting.

- **Next meeting & inspections**
 - 21 June 2022, 7pm, Town Hall
 - Next inspections either 15 June or 22nd June; e-mail request made on 6 June to the committee.

Members

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

Meeting Schedule

Jun:	21-Jun-22, Tue	
Jul:	12-Jul-22, Tue	
Aug:	02-Aug-22, Tue	
Aug:	23-Aug-22, Tue	<i>** Gregg not available</i>
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	