

**Town of New Castle, New Hampshire**  
**Capital Improvement Plan (“CIP”) Committee**  
**Meeting Minutes**

**Date:** June 18, 2015

**Location:** New Castle Town Hall Meeting Room

**Present:**

*Committee Members:* Jeffrey Hughes (Chair), David McArdle, Tom Smith, Richard White

*Department Heads & Guests:* David McGuckin (Selectman), Steven Tabbutt (Public Works Director)

*Members of the Public:* Bill Cronin

The Meeting was called to order by Jeffrey Hughes, Chairman, at 4:35 pm.

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Welcome

Mr. Hughes welcomed committee members and guests to the meeting.

Approval of Minutes

The Committee reviewed the Minutes of the previous meeting. It was noted that Chief Blanding’s names was misspelled. The Minutes were approved as amended.

Road Study

Mr. Tabbutt provided an update on his work in developing an inventory and assessment of Town roads. He stated that the Town road budget for the current fiscal year is \$25K. His assessment of the required scope of work for the next 5 years is as follows:

<u>Fiscal Yr</u>	<u>Road</u>	<u>Area</u>	<u>Scope of Work</u>	<u>Est .Cost</u>
<b>FY2017</b>	Wentworth Road	540L x 21W	Plane & Overlay (2.5in Asphalt)	\$30K
	Ocean Road	580L x 21W	Plane & Overlay (2.5in Asphalt)	<u>\$32K</u>
	<b>FY Total</b>			<b>\$62K</b>
<b>FY2018</b>	Oliver Street	765L x 20W	Reclaim; 3” Repave	\$30K
	Quarterdeck Lane	700L x 22W		<u>\$28K</u>
	<b>FY Total</b>			<b>\$58K</b>

**FINAL**

<u>Fiscal Yr</u>	<u>Road</u>	<u>Area</u>	<u>Scope of Work</u>	<u>Est .Cost</u>
<b>FY2019</b>	Atkinson Street	290L x 18W		\$15K
	Atkinson Street	133L x 15W		\$ 7K
	Steamboat Lane	400L x 12W	Shim & Overlay (1.75")	<u>\$22K</u>
	<b>FY Total</b>			<b>\$44K</b>
<b>FY2020</b>	Main Mast Circle	1,100L x 20W		\$30K
	Quarterdeck Lane	700L x 22W		<u>\$28K</u>
	<b>FY Total</b>			<b>\$58K</b>
<b>FY2021</b>	Davidson Street	380L x 22W		\$16K
	Ritson Street	200L x 22W		\$ 9.5K
	Laurel Lane	690L x 20W		<u>\$23K</u>
	<b>FY Total</b>			<b>\$58.5K</b>

Committee members thanked Steve for pulling this all together and giving a great start to development of a long-term road program.

The Committee members discussed additional data and information which should be added to Steve's 5 year projection of road work in order to develop a more complete assessment and forecast of work and cost. There was consensus that the following elements should be added:

- Full inventory of all town roads (length & width)
- An assessment of the condition of each, and or each portion of the road
- Estimated scope of work needed; including expected time frames
- Estimated cost of work

This information could then be input into a spreadsheet, similar in design as the V&E Fund.

Mr. Hughes stated that our objective should be to develop an estimated of the scope of work, and cost to maintain all town roads for the future. And to development of a recommendation to the Select Board, in time for the next budget cycle, for an estimate of the costs for the next fiscal, as well as a recommendation to establish a reserve fund for the maintenance and repair of Town roads.

Next steps:

- a) Tom Smith will work with Steve Tabbutt to develop a spreadsheet, as described above.
- b) Richard White will research whether there are any standard classifications/ratings of road conditions

**FINAL**

Other Business

There was no other business to come before the Committee.

Public Comments

Mr. Cronin commented on the need for a road program.

Adjournment

The meeting adjourned at approximately 5:00 pm.

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Respectfully submitted by

Jeffrey Hughes  
CIP Chair