

TRAC MEETING NOTES
December 4, 2024

Attendees: Ginger Bulkeley, Chair
Scott Sweet, Vice Chair
Kevin Noble
Jim Fitch
Public: Jeff Baillargeon (via Zoom)
Dillon Gallagher

Meeting was called to order at 5:34 PM.

- Motion made and seconded to accept the minutes from the 11/19/24 meeting.
- Rough quotes were received from Upper Valley Lake Sunapee Regional Planning Commission. Group agreed that costs are too high but we should continue discussions with them to see if costs can be brought down to an affordable level. Agreed that there would be much value to the town to get accurate current information on road and culvert conditions and have it mapped into a digital format. Kevin and Ginger to follow up with UVLSRPC.
- Progress is being made on road inventory. Tim checked actual paved road mileage against DOT maps. We have approximately 15 miles of paved roads and approximately 53 miles of dirt roads. Kevin will add Tim's data (provided) to his spreadsheet
- Culvert inventory is still not known. Dillon will check with Wayne and Mary to see if there are any files that might provide insight into the number of culverts in town. We will use 500-600 for UVLS quotes if we don't get a more specific figure from Dillon.
- Kevin explained cloud drive set-up and procedures for getting group data into one place for report creation. Instructions with link for uploading have been e-mailed to the group. Password sent in separate e-mail. Dillon and Jeff will have access, too.
- Briefly discussed forms Scott had provided to confirm what Dillon felt has value for selectmen. Scott will review and simplify and eliminate redundant forms/information
- All forms should have the following:
 - Header "Proposed (form name) Town of Cornish, NH" "DRAFT" and Date
 - Footer Source of form or name of person who provided it to TRAC
- Discussed Road Agent management, communication and website/record-keeping section of report to clarify what Dillon felt would be of value. We will not document the budget creation process, other than providing a sample budget. Selectmen will control what is put on website for TRAC documents/recommendations. Dillon will see if there are job descriptions for road agent and crew.
- Discussed need for culverts in some places where there aren't any. Challenging to get land owner consent unless they understand the value to their road.

Meeting adjourned at 6:47 PM

Respectfully submitted, Scott Sweet & Ginger Bulkeley

And, as a reminder, here is what was in the last meeting's minutes re: the final report efforts for the next few weeks:

- Group agreed that we do not have enough data to provide specific recommendations for specific roads at this time. The focus now is as follows:
 - Get mapping quote and make recommendation to selectmen
 - Use map data to create inventory of # of culvert, miles of road, by type.
 - This inventory, along with data on past frequency of paving, culvert repair, etc... will allow for the calculation of how many miles of road/culverts need to be repaired per year to keep up with Cornish road maintenance
 - This, along with cost per mile/per culvert, will allow for a proposed budget
- Group agreed that the best we can do for now, without the above information, is to recommend the PROCESS for the selectmen to follow as information becomes available after the committee ends.
- Discussed final report for selectmen due at end of December; what did they request, what is possible in that timeframe, what is most useful.
- Assigned areas of content as follows:
 - Mapping – Kevin
 - Road work best practices, how to's, resources – Scott & Tim
 - Try to create some estimates for Cost per mile, labor, subcontractors - Tim
 - Sample budget - Scott
 - Management, communication, website/record keeping – Ginger
 - Assemble information and draft report – Kevin