

Currently there are no standards that deal with various gradations of low volume roads or a written standard or policy setting forth criteria for road acceptance. This must be addressed. Director Edgar recommends forming a working group at the staff level that will include, at a minimum, himself, Mike Faller, Bob Hill, Water and Sewer Superintendent, and Chuck Palm, Fire Chief. Selectman Flanders suggested including Kevin Morrow, Police Chief, as part of the working group. Selectman Worsman agreed to act as liaison between the working group and the Board and report to Board with periodic updates. An important decision that needs to be made early on is who will manage this project. John Edgar is a likely candidate in his capacity as Director of the Community Development Department. John and Mike would begin by researching what other communities have done and soliciting sample regulations from their professional networks. This will allow them to pinpoint the kind of assistance they need from outside consultants.

In response to questions posed by Selectman Lovett, John explained that the working group would proceed to develop recommendations on a consensus basis, meaning that they can move forward with something that might not be ideal, but everybody can live with. Colette Worsman, as the Board's representative to the Planning Board, and the Town Manager would function as sounding boards for the working group. Carol Granfield would not be directly involved in the work of the group, but should be available if there is a need to consult her in her capacity as Town Manager. Colette Worsman will act as a conduit back to the Selectman.

The approximate timeline for the project is:

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|----|---|-------------------|
| 1. | Identify staff issues | June – July '07 |
| 2. | Secure outside expertise | July – August '07 |
| 3. | Initial draft for comment, legal review | Oct. – Nov. '07 |
| 4. | Revise draft, comment | Nov. – Dec. '07 |
| 5. | Final documents for public hearing | Jan. – Feb. '08 |
| 6. | Adopt as appropriate | Feb. '08 |

Dialogue ensued regarding the resources available to complete the project. Although it will require discipline in the department head's schedules, John believes it is within the staff's ability to get the project accomplished, and that it will save a lot of time in the future. Dialogue ensued regarding the funds available for the project and the kind of information that can be gathered before approaching consulting firms that have done this type of work.

Selectman Worsman expressed concerns with developers "pushing the envelope" with respect to road standards and would like to see the standards approached with a conservative point of view. Those coming on the Planning Board in the future might not have the same experience and expertise, and should be able to interpret and enforce the regulations easily. She expressed concerns with layout issues including future connectivity between properties and access by safety vehicles.

John Edgar told the Board that a Petitioner's request that a road be taken over by the Town must be considered, so it should be clear what the expectation is at the time the road is built. The

Board needs to address whether a change from a private road to a Town road must be authorized at Town Meeting.

Selectman Lovett asked that the Board be apprised of how the project is moving along.

Selectman Brothers would like the finished product to be a source to use for guidelines that will be updated when necessary. John Edgar agreed that the finished product can be reviewed and amended. He would like to take advantage of experienced people in critical positions and move forward with the project now.

There was a consensus by the Board in terms of the direction of the project, and the working group was directed to go forward to the Planning Board.

The Chair motioned to adjourn the Workshop at 5:10 p.m. Seconded by Colette Worsman. All in favor. 4-0-0. Motion passed.

Respectfully submitted:

Carol M. Granfield, Town Manager

Peter F. Brothers, Acting Chairman

Karin Landry, Recording Clerk

Robert C. Flanders

Miller C. Lovett

Colette Worsman