

**CAPITAL IMPROVEMENT PLAN COMMITTEE  
REGULAR MEETING  
May 12, 2005**

The Capital Planning Committee meeting of May 12, 2005 was called to order at 5:40 P. M. in the Northgate Conference Room, 50 Nashua Rd., S#100, Londonderry, NH.

**PRESENT:** Town Planner, Tim Thompson, AICP; Planning Board Rep., Rick Brideau; Budget Committee Member/Chairman, John Silvestro; Budget Committee Member Alternate, Frank Heggarty and Executive Assistant, Margo Lapietro.

**MEETING MINUTES:** Approval of April Meeting Minutes not voted on due to lack of quorum.

Chairman Silvestro announced we have two members and an alternate, will have a workshop rather than a meeting. All should have received an e-mail of the dept retirement schedule for the School District does not include the bond that was passed last year, the debt retirement from the Town and CIP Handbook, the existing CIP Plan and the enrollment numbers from the School District. Chairman Silvestro recommended we throw out last years CIP, start from scratch. T. Thompson questioned if the department heads should fill out the criteria for their projects or just fill in the rationale part for their project. Chairman Silvestro said the department head should fill it in and each CIP fill theirs in. Need all submissions to this committee no later than 8/1/05. T. Thompson stated that the Planning Dep. set a deadline of mid to late July because CIP Committee will be meeting in August. T. Thompson reviewed the proposed submission worksheets and timelines for project submission by Boards/Committees/Departments. Chairman Silvestro suggested a check box for "urgent needs" under Rationale for Project area; T. Thompson responded he would add it.

Chairman Silvestro reviewed the Scoring Sheet and made changes.

Debt Schedule was going to be discussed but due to both School and Financial Representatives not being here tonight, they will be discussed at the next meeting scheduled for June 9.

Chairman Silvestro asked that T. Thompson remind the members that if they have two unexcused absences it will be requested of the Board/Committee that they represent that they be replaced.

No motion needed to adjourn at 5:50 P. M.