

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

Minutes of June 17, 2010, Meeting

Members Present: Kim Dubuque, Chair; Alan Ballard; Heidi Davis; Jane Fairchild; Peter Jensen; Dan Merhalski; Joel Mudgett; and Barbara Rando. Absent: Richard Brown.

Chairman Kim Dubuque called the Capital Improvements Program Committee (CIPC) meeting to order at 5:00pm. Minutes of the June 8, 2010, meeting were approved by motion of Alan Ballard, seconded by Joel Mudgett. Carried unanimously.

Kim announced that Barbara Rando has declined to serve as Clerk as appointed at last meeting. Jane Fairchild was nominated to serve as Clerk by motion of Alan, seconded by Joel. Carried unanimously.

Kim reviewed the scope and charge of the committee based on documents from the Office of Energy and Planning (OEP) distributed at last meeting. He feels the group needs to develop a strong base from which to move forward. This would include, at a minimum, an inventory of town property and a history of expenditures >\$10,000 by department for the past several years. Alan, seconded by Joel, made a motion to use the OEP document as general guidance in developing the Capital Improvement Program for Moultonborough. Carried unanimously.

Kim suggested that a letter of introduction be sent to town department heads to inform them of the formation of the CIPC and that the committee would be seeking input from them. Dan agreed to draft such a letter for the committee's review at next meeting.

The group agreed that a complete inventory of all capital equipment and property should be undertaken at the outset. Many of the town databases go back five (5) years, so this would be the most accurate timeframe for which to create the document. Significant expenditures more than five years ago can be researched on an as-needed basis. Heidi and Dan will compile this information, which may take several weeks. Heidi provided the committee with a list of current town vehicles and a replacement schedule.

The group discussed touring and reviewing physical facilities and capital equipment with department heads. This would involve site visits to: Town Hall (various departments as needed); School Department; Police; Fire and EMS; Road Agent/DPW; Waste Management; Recreation; VNA; and Library. A schedule of tours over the summer and fall will be developed and these will be carried out weekly if possible.

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Dan and Heidi will begin to develop a two-year history and summary of requested and actual expenditures >\$10,000 by department which will be useful during the tours and interviews. This information can be expanded out to five or more years as needed for the more detailed inventory.

Peter raised the possibility that the town has or had something akin to a CIP in the past, based on information he came across recently. The now-defunct Building Needs Committee or the Lakes Region Planning Commission (LRPC) may have developed similar information. Dan will investigate further.

The next meeting date was set for Thursday, July 15, 2010, at 5:00 pm and monthly thereafter.

Alan made a motion, seconded by Joel, to adjourn the meeting at 6pm. Carried unanimously.

Respectfully Submitted,

Jane Fairchild, Clerk
Capital improvements Program Committee