

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

Minutes of July 15, 2010, Meeting

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

Chairman Kim Dubuque called the Capital Improvements Program Committee (CIPC) meeting to order at 5:00pm. Minutes of the June 17, 2010, meeting were approved by motion of Alan Ballard, seconded by Kim Dubuque. Carried unanimously.

Richard Brown arrived at 5:10pm.

The Committee reviewed a spreadsheet of Capital Improvements Approved at Town Meetings 2008, 2009, 2010, prepared by Heidi and Dan as requested by the CIPC at the last meeting. Amounts budgeted were reviewed in light of amounts expended according to the spreadsheet. The respective roles of the CIPC and the Advisory Budget Committee (ABC) were reviewed. The group discussed how to use the spreadsheet data and what additional information would be useful for the site visits. Minor adjustments to the format were suggested. The group agreed that this information should be supplemented by staff interviews during the site visits.

The Committee reviewed the draft introductory letter to department heads prepared by Dan as requested at last meeting. A few editorial changes were made. The letter as edited was approved by motion of Jane, seconded by Alan, carried unanimously. The letter will be sent out next week by Dan.

A tentative schedule of site visits and interviews of department heads and staff was prepared. The schedule is as follows:

- Waste Management Tuesday, July 27th at 10 am
- Fire/EMS/Police Wednesday, July 28th at 9am and 11 am respectively
- Recreation Department Wednesday, August 4 at 9am
- Town Hall (Town Administrator) Wednesday, August 4 at 11am
- Highway Department Wednesday, August 11 at 9am
- SAU 45 Wednesday, August 18 at 9am

Dan will schedule the meetings at the requested times and communicate any problems to the Chair. Other visits, including the Library, will be scheduled during the next regular CIPC meeting. Kim requested that Dan prepare a brief questionnaire for the committee to use as a guide for the upcoming site visits.

The next meeting of the CIPC will be on Thursday, August 12, 2010, at 5pm. There may be a need for more frequent meetings over the coming months as the department/facility site visits will be intensive and we may need to meet more often to ensure that we are obtaining the information we need. The schedule will be adjusted accordingly.

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Jane raised the question of whether the Committee wanted the minutes posted on the town website. After a brief discussion, the Committee agreed to post the draft minutes on the website, as well as having them available in the office. Once the draft minutes are approved, the posted draft will be replaced with the final, approved version.

The meeting was adjourned at 6:30pm after motion by Alan, seconded by Peter, to adjourn. Carried unanimously.

Respectfully Submitted,

Jane Fairchild, Clerk
Capital Improvements Program Committee