

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

Minutes of August 12, 2010, Meeting

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

Chairman Kim Dubuque called the Capital Improvements Program Committee (CIPC) meeting to order at 5:00pm. Peter, Alternate, was seated for Barbara. Richard, Alternate, was seated for Joel.

Minutes of the July 15, 2010, meeting were approved by motion of Alan, seconded by Kim. Carried unanimously. Alan made a motion to approve the minutes of the site visit to the Transfer Station, seconded by Kim. Approved with Jane abstaining. Alan made a motion to approve the minutes of the site visit to the Public Safety Building (police and /EMS fire), seconded by Kim, carried unanimously.

The Committee reviewed the upcoming site visits that have been scheduled to date. They are: SAU, August 18, Recreation and Town Hall, August 25. Dan will attempt to schedule the Library for August 25 at 3pm and will notify committee members when this is complete.

The group discussed work for the coming months and a schedule of tasks. When all site visits are complete, the Committee will send out another letter to request that departments begin prioritizing their capital needs for the coming six years, then interview department heads again to discuss specific requests. Public hearings will be scheduled during that process. The committee discussed how to distinguish "wants" versus "needs". The group felt that all requests must be justified with hard data to support the need for each request. Department heads should not just state, "We've always done it this way" and expect it will be recommended. It will be up to the CIPC to ask the hard questions as to why the town should spend money on each capital item.

The report to the Board of Selectmen is due by September or October 2011 for the 2012 budget year. Dan was asked to prepare a schedule/calendar of the committee's tasks for the months ahead. They will review this at the next scheduled meeting.

Alan shared a memo he had received at a recent School Board meeting, written by Kim Paranelli, SAU Business Administrator. In that memo, she questioned the CIPC's definitions of a "capital item", which differs from the school auditor's definition. The CIPC agreed that we are not asking the schools to change their accounting practices but that our definition is established by the Board of Selectmen which they are required to do under the statute relating to Capital Improvement Committees. Therefore, we are bound by that definition. This matter can be clarified with Mike Lancor if necessary when we tour the school facilities.

Alan also noted that several new town committees are being formed including a Master Plan Implementation Group and a Blue Ribbon Commission looking at programs/facilities for recreation and community services needs. The CIPC may need to interface with these groups as they begin their work.

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The next regularly scheduled meeting of the CIPC was scheduled for September 16 at 5PM.

A meeting was adjourned at 6:25 after motion by Kim, seconded by Alan. Carried unanimously.

Respectfully Submitted,

Jane Fairchild, Clerk
Capital Improvements Program Committee

DRAFT