

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

Minutes of November 10, 2010, Meeting

Members Present: Jane Fairchild, Acting Chair; Alan Ballard; Joel Mudgett; Barbara Rando; Richard Brown; Peter Jensen; Dan Merhalski, Town Planner.

Absent: Kim Dubuque, Heidi Davis.

Acting Chair Jane Fairchild called the Capital Improvements Program Committee (CIPC) meeting to order at 3:05pm.

Mr. Merhalski informed the CIPC that Chair Kim Dubuque had tendered his resignation, effective immediately, and that per the CIPC's charge, the Clerk, Jane Fairchild, would be Acting Chair until a new Chair was elected by the CIPC. Alan Ballard stated that he would prefer to wait until a new Full Member was appointed to vote for the new Chair. The CIPC members agreed by consensus to wait until the Board of Selectmen had appointed a new Full Member to vote for the new Chair.

Barbara Rando made a motion to appoint Richard Brown as the new Full Member. After brief discussion, Ms. Rando amended her motion to send a request to the Board of Selectmen to appoint Richard Brown as the Full At Large Member of the Committee, seconded by Joel Mudgett. Motion carried unanimously.

There was a brief discussion of the availability of Peter Jensen to serve as a full member as there were two members of the Planning Board on the CIPC. Jane Fairchild and Peter Jensen both confirmed that the RSAs specifically allow more than two members of the Planning Board to serve of the CIPC, but not more than two members of the Planning Board may serve on other committees.

The Draft Minutes of the October 14, 2010 meeting were reviewed. A motion was made by Mr. Jensen, seconded by Mr. Ballard to approve the minutes as written. The motion carried unanimously.

Mr. Merhalski reviewed the draft departmental and office letters to request Capital Improvement Plan information for the CIPC period. The letter included a form to fill out and ascribe priorities for each requested capital item, and a time frame of 30 day, 60 days and 90 days to produce draft, revised and final information for the CIPC.

The CIPC suggested amendments to the document to include prioritization of each item and for the draft to be revised and reviewed at the next meeting.

The CIPC discussed adding a section to the form to include actual cost estimates for items that are requested in the first year, with quotes attached, and cost estimates

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for other items, with the understanding that in later years, estimates would likely have to be amended. The CIPC also discussed including other options to purchasing, like leasing, to the forms. Barbara Rando indicated that the Municipal Needs Committee had completed a similar form and said that she would send a copy of it to Mr. Merhalski for inclusion in the next CIPC meeting packet for their review. The CIPC also asked Mr. Merhalski to survey other communities, such as Meredith, to see what format they request such information in.

The CIPC members discussed the agenda and next meeting date for the December CIPC meeting. The Committee agreed to meet on Wednesday, December 8th at 3:30 pm.

A motion to adjourn was made by Alan Ballard, seconded by Jane Fairchild. Motion carried unanimously. Meeting was adjourned at 5:00 pm.

Respectfully Submitted,

Daniel Merhalski, Town Planner
Capital Improvements Program Committee