

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

DRAFT

Minutes of December 8, 2010, Meeting

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

Acting Chair Jane Fairchild called the Capital Improvements Program Committee (CIPC) meeting to order at 3:30pm. The committee briefly discussed the recent resignation of the former Chair Kim Dubuque and Joel stated that the Board of Selectmen had accepted his resignation from the CIPC at their November 11 meeting. The Chair of the Committee is thus currently vacant. Joel also stated that the Selectmen had accepted the CIPC's recommendation of November 10 to name Richard Brown, Alternate, to full membership on the Committee at the same meeting. Thus all permanent seats are filled and we have one alternate, Peter Jensen. An advertisement is running to locate one or more additional alternates.

Jane then asked for nominations to name a new permanent Chair of the Committee. Alan Ballard made a Motion to appoint Richard Brown to the Chair position, seconded by Barbara. After a brief discussion of Richard's qualifications and experience, the Motion carried unanimously. Richard then took over running the meeting.

Minutes of the November 10, 2010, CIPC meeting were approved by Motion of Jane, seconded by Alan, carried unanimously.

The Committee then spent a great deal of time discussing and revising the DRAFT Project Request Form-FY 2012-2017 document prepared by Dan for review. The discussion centered around the actual form itself and several changes to wording/language/format were requested. The Committee compared this to a form designed by the now-defunct Municipal Needs Committee several years ago and added certain ideas from that document, including language to better justify a "need" request from a "want" request from department heads. The Committee also believes it is imperative for departments to provide a list of alternatives that have been considered in their decision to request funding for each project and this question will be incorporated into the form. A lengthy discussion ensued regarding whether ongoing operating and maintenance costs should be requested as part of the capital project request or whether this committee's only focus is the actual capital investment items. After a review of NH RSA 674:5, 6, 7 and the Selectboard's "Charge to the CIPC" committee dated January 21, 2010, it was determined that estimated operating and maintenance costs including anticipated personnel impacts and anticipated revenues, if any, should be included with each request and that this matter is within the scope and charge of the CIPC. The Committee also discussed adding additional explanatory language in the cover letter that will go out with the form, to clearly explain how the form should be used and how to describe the scope of the project. The letter should clearly state expectations that the respondent must provide full explanations and complete cost estimates of each project, which must each be identified and described on a separate form.

At the close of the discussion, a Motion was made by Alan, seconded by Jane, to request Dan and Richard to meet to combine all of today's discussion points into a revised document

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which will be sent to Committee members for review prior to the next meeting. Carried unanimously.

The group decided to table the review of the Master Plan implementation Matrix until next meeting.

Richard mentioned that he had been in contact with someone from Plymouth State College regarding a possible student research project on State's Landing Beach. Joel requested that he bring this to the attention of the Selectmen.

The next regularly scheduled meeting of the CIPC was scheduled for January 12 at 1pm and the following meeting was tentatively set for February 9 at 1pm.

The meeting was adjourned at 5:35 after Motion by Alan, seconded by Barbara. Carried unanimously.

Respectfully Submitted,

Jane Fairchild, Clerk
Capital Improvements Program Committee

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