

MOULTONBOROUGH, NEW HAMPSHIRE  
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE  
Minutes of 19 April 2012 Meeting

Members Present: Richard Brown (Chair); Josh Bartlett (Alternate); Barbra Rando, Alan Ballard (ABC), Jon Tolman (Selectman), Heidi Davis (Town Finance Director) Bruce Woodruff (Town Planner)

Absent: Peter Jensen (Planning Board)

Richard called the meeting to order at 1:05 PM.

Josh was seated in place of Peter.

Future meeting time was agreed to be 9 AM on the 3<sup>rd</sup> Thursday of each month to better accommodate the member's schedules.

After taking a moment for members to read the minutes, there was discussion regarding updating project timelines vs. actual expenditures and bids. This was tabled until after minutes were approved with a minor change. Josh made a motion to approve minutes of the CIPC meeting on 22 March, 2012 with corrections. Richard seconded and the minutes were approved unanimously.

Organizational nominations were accepted and passed unanimously: Richard will continue as Chair; Peter will continue as Secretary.

Discussion continued on the Project Timeline: Heidi will provide CIPC to (through Bruce) with an expenditure report on each project as they progress. Department Heads will report Project Progress to Bruce. The committee was specifically interested in changes in scope, significant bid variances from estimates, and unplanned or unanticipated changes in the projects.

From the Agenda Item II Review and Discussion:

1. Schedule was reviewed with Bruce's tentative suggestions; the committee agreed that the better meeting time would be used for individual meetings with the Department Heads and the projected schedule would be: The Department Head meetings would include detailed discussions regarding justifications, which in some cases may require vehicle maintenance logs.
  - a. 10 May – Regular Meeting (at the new time); members to have had a chance to review the requests from Department Heads.
  - b. 17 May – Meeting with Police and Fire representatives to review requests.
  - c. 25 May – Meet with DPW and School representatives review requests.
  - d. 31 May- Meet with Town Hall and Recreation representatives to review requests.

- e. Bruce will revise schedule to include tentative Public Hearing Dates, etc. and forward to the Committee.
2. Capital Reserve and Trust Fund were reviewed briefly, as the spread sheet showing Fund names and combined amounts was somewhat unclear. Heidi guided discussion regarding fund sources, revised names of accounts and combined amounts and expenditure process. This was to be continued as it was thought that the presence of a representative from the Trustees of the Trust Funds would be requested for the next meeting.
3. The review of the draft Project Requests was decided to be best if done independently before the next CIPC meeting by the Committee Members and questions and concerns to be collectively discussed at that time.
4. The information regarding the Red Hill River Dump site were briefly reviewed, Jon let the committee know that there was more information being developed and that the information currently provided was very preliminary and meant only to serve as an "Heads-up". Further, it was his opinion that this could be a longer term project, and of as yet unknown magnitude or impact.

Agenda Item II, Other Business:

1. Alan asked for a clarification on the responsibility for the Lion's Club Building and Grounds as it seems that there was a question of Department "ownership". Bruce stated that in his understanding, all town buildings and grounds were the responsibility of the Public works Director, Scott Kinmond. There were some questions about the lease expiration, and future remodel/renovation needs. Bruce will look into this further.
2. Richard opened the meeting up to the public for questions and comments. Nancy Wright asked a general question regarding the water quality in the Red Hill River at the Dump site, and it was suggested that the DES and the State Wetlands people would be looking at the impact of the material found.

Alan made the motion to adjourn at 2:20 PM which was seconded by Barbara. Passed unanimously.

Respectfully submitted,

Josh Bartlett, Temporary Acting Secretary. CIPC.