

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
Minutes of 10 May 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);

Attended via telephone: Peter Jensen (Planning Board)

Richard called the meeting to order at 9:05 AM

Josh was seated in place of Peter.

After taking a moment for members to read the minutes, minutes were approved with a minor change. Alan made a motion to approve minutes of the CIPC meeting on 19 April 2012. Richard seconded and the minutes were approved unanimously.

Agenda Items: It was agreed to change the order of review to accommodate Bruce's schedule.

1. Discussion continued on the 2012 Schedule; a minor change of date: 24 of May instead of 25th was noted.
2. The Committee reviewed the Draft amended project requests that were provided by Department Heads through Bruce:
 - A. The Police requests were discussed at length; there were questions regarding the K-9 unit need continuing and the difference in cost due to equipment. It was decided to assume that the Unit will be continued, pending reconsideration by the new Chief. It was thought that the CIPC may require detailed vehicle maintenance logs. Bruce will pass our suggestions along to the Chief.
 - B. Fire Department requests were reviewed; Bruce was give some suggestions to pass along to the Fire Chief including questions which were raised regarding the Forestry Vehicle plans and the "swapping" of assets among departments.
 - C. The DPW requests were briefly reviewed – Bruce left at 10:20 AM, so discussion was less in-depth and will be continued at a later meeting. The CIPC did discuss the need for a better explanation for the level of road funding: It was acknowledged that the Department Head had done a good job of programming the future needs at a particular quality level, but that there seemed to be no clear understanding of what level of road quality this would be, nor was there an established standard set by the policy makers as to what it should be.
3. Capital Reserve and Trust Fund were reviewed briefly and Richard clarified the procedures that are used for withdrawal. It was decided that there was no need

to review this procedure with the Trustees or their representative present. The Documents Heidi had provide were thought to be sufficient for CIPC needs. Heidi left the meeting at 10:40 due to a prior commitment.

4. The information regarding the Status of the Lion's Club was reviewed and the Town Administrator's memo of 7 May 2012 to Bruce was considered. Jon let the committee know that there needed to be more information developed. It was still unclear as to the areas of responsibility regarding the building, and it was agreed that as the Lease Agreement of the building was to end on 7 June 2017, that more consideration of the future of the building as well as the current maintenance needs should be addressed sooner rather than later to assure that this major asset of the Town and the important community services based there were not allowed to degrade. It was moved by Josh and seconded by Alan that **"The CIPC send a letter to the Board of Selectmen to formally request that the BoS a person responsible for the Lion's Club property long and short term needs."** This motion was passed with a unanimous voice vote. Josh will draft a letter and forward the draft to Richard for review and dispatch.

Agenda Item II, Other Business:

There were no other issues discussed.

Next meeting to be 17 May 2012, 9:00 AM at the Town Office meeting room.

Alan made the motion to adjourn at 11:05 AM which was seconded by Barbara. Passed unanimously.

Respectfully submitted,

Josh Bartlett, Temporary Acting Secretary. CIPC.

Minutes approved as written at meeting of May 17, 2012