

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
Minutes of June 14th, 2012, Meeting

Members Present: Richard Brown (Chair); Peter Jensen (Planning Board); Alan Ballard (ABC); Bruce Woodruff (Town Planner); Jon Tolman (Selectman)

Absent: Heidi Davis (Town Finance Director); Barbara Rando; Josh Bartlett (Alternate)

Meeting Location: Town Hall

Richard called the meeting to order at 9:00 AM.

On a motion by Alan and second by Jon, the amended minutes of May 31st, 2012 were approved unanimously.

Discussion

Priority review at next meeting should occur as first agenda item following the minutes review.

The committee made points that we should be careful about tying requests to Master Plan goals as the goals without reading the details of the goals, as the goals by themselves are so general they can be interpreted in many different ways.

The committee's general consensus is we will prioritize all requests together as well as prioritizing them within their departments. The committee also asked that the dept. heads prioritize their requests.

The planner was asked if he were planning a town that didn't exist, in what order would he add the departments that Moultonborough has. He ordered them as follows; Fire, Police, Dept. of Public Works, School, Buildings and Grounds, Town Administration, Recreation. The case was made though that the better way to plan them would be by first identifying the function each department performs and then ordering the functions. For instance, there would be some town administration functions that are likely as important as Fire or Police functions. The planner said ultimately he thought each request should be prioritized on its own merits within the year the request is made.

The committee discussed services being 100% funded by taxpayers vs. primarily funded by users of the service through fee for service or private fundraising.

The committee moved to the storage area (basement) to review suggested changes to usage of the space presented by Andy Daigneau. Andy distributed a proposed layout for the area and discussed the reasoning behind each proposed modification.

The committee discussed the need to have legal requirements for records retention before making any recommendations on modifications to the layout of the storage area. The committee agreed to address the need for some department head to own the records retention issues.

The committee discussed our recommendations for development of asset management plans for capital assets. The committee also discussed the agenda for the 6/28 joint meeting with the Board of Selectmen at their 4:00 PM workshop.

Priorities for BOS /CIPC Meeting

- Formalize Asset Management
- What funding level should we target for Capital each year (\$1mil, \$1.5mil, etc.)
- Should we have a standard method of categorizing capital expense vs. operational expense that we use for both school and town – currently school and municipality do this differently.
- Criteria for planning equipment replacement.
- Criteria for requesting equipment replacement when the planned replacement year is upon us.
- Wants vs. Needs – Should dept. heads get direction they should bring us needs-lists instead of wish-lists.
- Land Purchases
- Records Retention
 - a. project request scope
 - b. what are legal requirements for all records in town
 - c. are there gaps between legal requirements and our current storage
- Lions Club
 - a. who will manage the properties maintenance and update needs
 - b. does that person know about this planning responsibility
- Recreation Dept.
 - a. Feasibility study for Rec. Dept.
 - b. Cement Floor for Ice Rink
 - c. Zamboni future

The next meeting is scheduled for Thursday, June 21st, 2012 at 9:00 AM at Town Hall.

Alan made a motion to adjourn the meeting. Peter seconded and the motion was unanimously approved. The meeting was adjourned at 11:25 AM.

Respectfully Submitted,

Peter Jensen,
Capital Improvements Program Committee