

## CAPITAL IMPROVEMENT PROGRAM COMMITTEE(CIPC)

October 13, 2016

### Meeting Minutes

Present: Craig Davis; Citizen's Representative, Karen Ober; Selectman's Representative, Julie Lonergan; School Board Representative, Dick Gardner; Planning Board, Andy Sanborn; Citizen's Representative, Nina Gardner; Citizen's Representative and Katie Ambrose; Town Administrator.

1. Open: At 5:35pm, Chair pro tem Craig Davis recognized the presence of a quorum and called the meeting to order.

Town Clerk/Tax Collector Marla Davis was present for the purpose of swearing in membership.

2. Review organizational purpose of CIPC: members present reviewed the purpose of the CIPC. Craig Davis made a motion to appoint Andy Sanborn as Chair of the CIPC for FY18, 2<sup>nd</sup> by Julie. Discussion: Andy discussed his concerns about how the meetings flow, others members discussed past CIPC and the process followed. Vote: all were in favor.

Andy Sanborn made a motion to appoint Craig Davis as Vice Chair of the CIPC for FY18, 2<sup>nd</sup> by Nina Gardner, all were in favor.

3. Discuss format to get requests from department heads: Craig Davis made a motion that all requests brought before the CIPC from departments will be passed along to the BOS, whether recommended or not, 2<sup>nd</sup> by Andy Sanborn, all were in favor. TA Katie Ambrose presented the committee with samples of other towns CIP and the process that they follow. Also handed out was information from NHMA on a CIP process. This information was to be reviewed by committee members and discussed at the next meeting. The committee will adopt a process at the next meeting.
4. Discuss meeting schedule for FY18 CIP: The committee will meet Tuesday October 18, 2016 @ 5:30 at the town office and Monday October 24, 2016 @ 5:30 pm at the town office.
5. Old Business: The committee reviewed the blank request form used in the past for CIP requests and also the form used in recent years for the same.
6. New Business: Karen Ober suggested stepping down as the BOS Representative so that Katy North can participate in the process as in the past. Craig Davis made a motion to have Karen Ober step down and that Katy North be asked to replace her

as the BOS representative for FY18 and to hire a recording secretary, 2<sup>nd</sup> by Nina Gardner all were in favor

7. Adjourn: At 6:26 pm, Craig Davis made a motion to adjourn, 2<sup>nd</sup> by Dick Gardner all were in favor.

Next meeting October 18, 2016 @ 5:30 pm at the Town Office

Respectfully submitted

Katy North  
Volunteer Clerk