

## Capital Improvement Program Committee

July 6, 2006 7 PM

### **DRAFT MINUTES**

In attendance: Sue Newell, Brian Moser, Rich Kelton, Dawn Lincoln.

Called to order at 7:04 PM.

Motion: Brian nominates Dawn for secretary. Rich seconds. Motion passes unanimously.

Per RSA 674 group name should be Capital Improvement Program Committee.

Discussion re: if we need a mission statement.

- \*gather and collate data
- \*provide necessary services to residents in a cost-efficient manner
- \*spread costs evenly over time to avoid spikes in taxes
- \*revise annually
- \*convey precise, concise relative info in an easy to read document

Sue will write a draft of a mission statement for our next meeting using the above brainstorming ideas.

Discussion re: definition of "capital improvement". For a product or service: 1) minimum of \$5000 and 2) minimum useful life of 5 years.

Next meeting: 7/13/06 7 PM, Town Hall.

Completion schedule – budget process starts in September/October. Selectmen should start earlier. Target date for a draft of CIP is 9/1/06.

Discussion re: what to include in the final report: need overview (totals by item/year), dollar amount/explanation of each proposed item.

Reviewed proposed worksheets. Everyone finds them to be complete. As work progresses, may find the need to revise.

The town manager provided Sue with the original information for this project. Not all departments were included. We need to know whether these departments have capital improvement needs or not. Some may not have needs of this type, but we would like to know this for sure to enable the CIP to be as complete as possible.

Sue will fill in a worksheet with the info from the town manager and bring to next Monday's planning board meeting and Wednesday's selectmen's meeting.

Sue will make a new form for requests for additional information to distribute with the information next week. One should go to each department to give them the opportunity to tell us if they have capital improvement needs and if so what they are.

Assignments: Sue/Dawn: make form for dept. use, mission statement

Brian/Rich: will do research as needed, including picking up materials as needed

Discussed need for a vehicle inventory in the future.

Motion to adjourn by Dawn. Seconded by Brian. Motion passed unanimously. Adjourned at 8:10 PM.

Respectfully submitted,  
Dawn Lincoln