

**Town of Wolfeboro
Capital Improvements Program Committee
December 8, 2017
Minutes**

Members Present: Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Bob Tougher, Mike Hodder, Paul O'Brien, Jim Shildneck, Members.

Member Absent: Joyce Davis, Member.

Staff Present: Dave Owen, Town Manager, Matt Sullivan, Director of Planning & Development, Lee Ann Hendrickson, Administrative Secretary.

Guest: Robert Loughman, Budget Committee Member.

Chairman Barnard called the meeting to order at the Great Hall at 9:01 AM.

I. Consideration of Minutes

October 5, 2017

Corrections:

It was moved by Jim Shildneck and seconded by Mike Hodder to approve the October 5, 2017 CIP Committee minutes as submitted. All members voted in favor. The motion passed.

II. CIP Workshop

CIP Process & Form

Following review of the CIP form, the Committee agreed to the following changes;

- Top right box:
 - Delete Department Priority & Account Number
 - Order of list as follows; Department, Division, Ranking, Proposed Start (FY), First Year of Funding (new heading)
- Delete Purpose of Request box
- Delete Department Priority box
- Submitting Authority box; add "Date" under "Town Manager" and require signature of Department Head and signature of Town Manager
- Combine Description/Location and Justification boxes and retitle "Description, Location & Justification:"
- Revise Rationale box as follows;
 - 2nd bullet; strike "Removes imminent threat to"

- 4th bullet; strike “federal or state mandatory requirement” & replace with “external mandate”
- Strike 7th bullet
- Strike 8th bullet
- Impact on Operating Costs or Personnel Requirements; insert “Estimated” prior to “Impact” in the title
- Related Projects; strike “Prepared For” and replace with “Projected Date/FY”
- Amend Capital Outlay forms
- Require submittal of backup information and documentation
- Increased administrative review prior to submittal to Town Manager/Town Manager review

Paul O’Brien asked if the CIP modifies project costs.

Jim Shildneck replied no.

Paul O’Brien asked if an Asset Management Plan becomes part of base budgeting.

Linda Murray replied no.

Bob Tougher stated Asset Management Plans are advisory.

Planning Board & BOS CIP Goals

Matt Sullivan stated past practice has been that the BOS has endorsed the goals for the CIP Committee however, feels the Planning Board should formulate and adopt its own goals for the CIP Committee. He read the statute relative to CIP.

Kathy Barnard stated she doesn’t feel the BOS should be only body to develop goals since the CIP Committee is a subcommittee of the Master Plan. She stated that if there is one set of goals, she is not sure whether such should be from the BOS.

Mike Hodder recommended the goals should include the goals of the Master Plan.

Linda Murray stated that in the past, procedurally, the BOS has developed the goals and priorities and provided such to Department Heads. She stated the BOS should submit the goals to the Planning Board in order to mesh into their goals for the Committee.

Matt Sullivan stated he doesn’t want the Planning Board to lose authority by not developing its own goals.

Mike Hodder stated there needs to be a basis in the Master Plan for the CIP; noting the CIP Committee needs to refer to projects identified in the Master Plan. He stated he would like to see the Department Heads be conscientious of the goals of the Master Plan.

Mike Hodder requested the Committee review its membership and recommended appointing two additional members from the public and incorporating terms; noting the public has minimal representation on the Committee.

The Committee agreed to the following course of action:

- Matt Sullivan/Staff to ensure the project ties into the Master Plan during his administrative review
- Planning Board to send a letter to the BOS regarding CIP Committee goals
- Planning Board review appointing additional “at large” members to the CIP Committee

It was moved by Jim Shildneck and seconded by Mike Hodder to adjourn the December 8, 2017 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 11:00 AM.

Respectfully submitted,

Lee Ann Hendrickson

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