

NEWMARKET CAPITAL IMPROVEMENT PROGRAM (CIP)
COMMITTEE

RULES OF PROCEDURE

Adopted September 14, 2017

AUTHORITY:

The Newmarket Capital Improvement Plan and formation of a Capital Improvement Program Committee were authorized by the Town of Newmarket Town Charter which was last amended on March 11, 2014. The Capital Improvement Program Committee shall have all the powers granted to them under RSA 674:5 through 674:8.

MEMBERSHIP:

The CIP Committee shall consist of up to six (6) members and four (4) alternates.

Regular members:

1. One Town Council member
2. One Planning Board member
3. One Budget Committee member
4. One School Board member
5. One At Large member
6. One At Large member

Alternate Members:

1. One Town Council member
2. One Planning Board member
3. One Budget Committee member
4. One School Board member

The Town Council shall appoint one Town Council member and one Alternate; the Budget Committee shall appoint one Budget Committee member and one Alternate, and the Planning Board shall appoint one Planning Board member and one Alternate. The School Board shall appoint one School Board member and one Alternate. The two At Large members shall be appointed by the Town Council for a term not to exceed three (3) years.

Alternate members should attend all meetings to familiarize themselves with the workings of the Committee and stand ready to serve whenever a regular member is unable to attend. Any Alternate member shall have the same voting rights as a regular member, when filling in for a regular member.

A quorum of four (4) members shall be required in order for the Committee to make motions or to act on any issues that come before the CIP Committee.

All regular members shall have voting rights in all decisions that come before the CIP committee. A majority vote shall be necessary for the Committee to adopt any policy recommendation.

OFFICERS:

1. The CIP Committee shall convene upon the call of the Town Administrator or the previous year's CIP Chair or Vice Chair for organizational purposes and electing a Chair and Vice Chair.
2. A Chair shall be elected annually by a majority vote of the Committee. The Chair shall preside over all meetings and shall appoint such committees as directed by the Committee and shall affix his/her signature in the name of the Committee.
3. A Vice Chair shall be elected annually by a majority vote of the Committee. The Vice Chair shall preside in the absence of the Chair and shall have full powers of the Chair on matters that come before the committee during the absence of the Chair.
4. The CIP Committee shall appoint all ex-officio members it feels necessary to perform the duties required subject to the Town Council approval.

MEETINGS:

1. Regular meetings may be held on the call of the Chair or at such other times as the Committee may determine.
2. Quorum. A quorum for all meetings shall be four members, including Alternates sitting in place of members.

RECORDS:

1. The records of the Committee shall be kept by the CIP Coordinator and made available for public inspection at the Newmarket Town Hall.
2. Minutes of all meetings including names of Committee members or persons appearing before the Committee, and a brief description of the subject matter, shall be open to public inspection.

REPORTS:

The Capital Improvement Program Committee shall prepare and submit to the Town Administrator a Capital Improvement Plan at least one (1) month prior to the final date for submission of the Town budget and no later than October 1.