

## 05/10/12 Capital Improvement Plan Committee

Capital Improvement Plan Committee  
Thursday, May 10, 2012  
4:00 p.m.

Present: Diane Hardy, Michael LaBranche, Rick McMenimen and Judith Ryan were present.

Absent: Rose-Anne Kwaks was excused.

The first meeting of the CIP committee convened at 4:00 p.m. in the Town Council chambers of the Newmarket Town Hall. The first order of business was the election of officers.

### Election of Officers

There was a nomination that Rick McMenimen be Chair. It was moved by Judith Ryan, seconded by Michael LaBranche. The motion was adopted unanimously.

There was a second nomination that Judy Ryan be Vice Chair. It was moved by Rick McMenimen, seconded by Michael LaBranche, and unanimously voted.

There was a third nomination that Rose-Anne Kwaks be recording secretary. It was moved by Judith Ryan, seconded by Diane Hardy and unanimously voted.

There was a fourth nomination that Diane Hardy serve as the CIP coordinator. It was moved by Michael LaBranche, seconded by Judith Ryan, and unanimously voted.

### Rules of Procedure

Chairman McMenimen suggested that the Committee review and adopt the Rules of Procedure. There were a few changes noted:

- Under "Officers" paragraph 1 change the date of convening to May 15.
- Under "Reports", sentence one change to "3rd day of October" and sentence three change date to October 15 for submission of the report to the Town Administrator.

A motion was made by Michael LaBranche, seconded by Rick McMenimen to adopt the Rules of Procedure that were approved for the last fiscal year with the modifications noted. All in favor. Diane Hardy offered to make changes and get a clean copy out to everyone.

### CIP Manual and Forms

The committee reviewed the CIP manual that was sent out last year to the Department heads and the various boards and committees requesting funds through the CIP process.

The committee noted a few minor changes. The committee also reviewed the forms that were submitted last year. It was agreed there should be consistency among all the department requests and that the costs should be projected for a ten (10) year period. The spreadsheet that had been submitted by the Police Department for vehicle replacement was noted as a good model, as it listed all equipment, the vehicle year, mileage, the replacement costs, and spread the costs over a ten year period, so there wouldn't be any spikes in cost in any given year. Diane Hardy will locate an electronic copy of this spreadsheet and modify it for use by all the Departments. It was stressed that each department must update the replacement costs and apply an inflation factor so when the time comes to make the purchase there will be enough money available to cover the cost. The committee thought it would be helpful if all Departments could attend a mandatory training session on how to fill out the forms so everyone understands the expectations of the CIP committee.

## CIP Schedule

The CIP committee discussed scheduling. The entire schedule is moved up by two months due to the recent Town Meeting date change. It was decided that the requests need to be submitted by July 15, so we can schedule sessions with each Department by the end of August. Also, it was suggested that the CIP committee resume the practice of having meetings at the site of the various town departments in order to tour the facilities; become familiar with the department's operations and equipment; and discuss the specific CIP requests.

## Memo to Departments

Diane Hardy will prepare a memo on this year's CIP process for the Town Administrator's signature and send out the forms and CIP manual to department heads, committees and boards. The committee would like the completed forms and back-up materials at least a week in advance of the meetings to give everyone the chance to review them. The committee will discuss dates to meet to review CIP requests with the Departments at a future meeting. An e-mail will be sent out early next week to give people an advance notice of the deadline for CIP requests. Diane Hardy will draft a preliminary schedule for those dates for the next meeting.

It was also noted that the Finance Department needs to be involved in the preparation of the CIP. Michael LaBranche will contact the Town Administrator and see if arrangements can be made to have Matt Angel, the Interim Finance Director, join us for the next meeting.

The next meeting was set for Thursday, May 31, 2012 at 4:00 p.m. for the Committee to review and approve the CIP Manual and forms. Diane Hardy will make the necessary changes and get the revised materials out to everyone in advance of the meeting. It was decided a training session with the Department heads be tentatively scheduled for June 7, 2012.

It was noted that an Alternate from the Planning Board is needed. Rick McMenimen will make that request of the Chairman of the Planning Board.

## Adjourn

A motion was made by Rick McMenimen, seconded by Michael LaBranche, to adjourn. The motion was voted unanimously.

The meeting adjourned at 4:45 p.m.