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Capital Improvement Plan (CIP) Committee

Town Hall Auditorium  
**August 30, 2022**

**APPROVED MEETING MINUTES**

**Members Present**: Jane Ford (Planning Board Rep), Richard Lesavoy (Budget Committee Rep), Bart McDonough (Director of Community Development), Philip Nazzaro (School Board Rep), Brian Ward (Town Council Rep- *Alternate*)  
**Members Absent**: Danielle Honan (Budget Committee Rep- *Alternate*) and  
Colin D. White Sr. (Town Council Rep)  
  
The meeting was called to order at 6:05 PM by **Bart** **McDonough**.  
  
**1. Pledge of Allegiance**

**2. Introductions**  
All present introduced themselves. **Brian** **Ward** was appointed a voting member this evening. A quorum of four members was established.  
  
**3. Review of Rules and Procedures**   
**Bart** **McDonough** reviewed the rules and procedures provided in the CIP packet. There were no questions.  
  
**4. Election of Chair, Vice Chair and Coordinator**   
  
 **Action**  
**Motion**: **Jane** **Ford** moved to elect **Phil** **Nazzaro** as Chair   
 and **Rich** **Lesavoy** as Vice-Chair for the CIP this year.   
**Second**: **Brian** **Ward**  
**Discussion**: None  
**Vote**: Approved 4-0-0  
  
**5. Review of Process, Forms, Instruction Manual, and Final Product  
Bart** began the discussion of the process, forms to be used, the instruction manual, and the final project. He felt that the CIP should return to the basics by following RSA 674:5 through 674:8 and the Master Plan. He will email everyone a copy of the Master Plan and a copy of all of the Project Request Forms to review prior to the 2nd meeting. The 3rd meeting will be the scheduled meeting with those submitting Project Request Forms. A 4th meeting will be called to finish the ranking of the projects. The final CIP report is due to the Town Manager by September 15. The School Project Request Forms will be due at a later date TBD.   
  
The members discussed amending the process by making approvals at the next meeting for those proposals that require no further explanation. If any proposals require further information, then the submitter would be asked to attend the 3rd meeting. This will save considerable time for the Department/School/Commission heads.

**Action**  
**Motion**: **Brian Ward** moved to elect **Bart McDonough** as CIP Coordinator.  
**Second**: **Rich Lesavoy**  
**Discussion**: None  
**Vote**: **Approved 4-0-0**  
 **6. Schedule**   
Members agreed on the next three meetings - dates/time:

2nd meeting – Tuesday, September 6, 2022 at 6:00 PM place TBA  
3rd meeting – Thursday, September 8, 2022 at 5:30 PM place TBA  
4th meeting – Monday, September 12, 2022 at 6:00 PM place TBA  
  
**7. Other**   
None  
  
**8. Adjourn**

**Action**  
**Motion**: **Brian Ward** moved to adjourn at 6:35 PM  
**Second**: **Rich Lesavoy**  
**Discussion**: None  
**Vote**: **Approved 4-0-0**  
The next meeting will be held on Tuesday, September 6, 2022 at 6:00 PM.

Respectfully submitted,

Sue Frick

Recording Secretary