

Capital Improvement Program Committee Meeting  
18 July 2012

Members Present: P. Branscombe, S. Felton, J. Ogden, J. Stewart, D. Toth

Members Absent: None

Others Present: F. Newton, J. Felton

Call to order at 7:05 PM

Committee Organization

J. Stewart administered the oath of office to S. Felton, J. Ogden, P. Branscombe, and D. Toth.

S. Felton was appointed Chairman, J. Ogden was appointed Vice- Chairmen, and D. Toth Secretary.

The committee agreed to conduct meetings on the third Wednesday of each month at 7:00 pm. unless there is additional work to be accomplished.

Distribution of Material

The following materials were distributed to the committee:

- Capital Improvement Planning Handbook
- History of Capital Reserve Funds in Ashland
- Sample Program Planning Form
- Examples of Capital Improvement Programs from Pittsfield and Tilton, New Hampshire

Capital Improvement Program

S Felton read from RSA 674:5 - Capital Improvement Plan. The CIP is a 6 - 10 year plan that is part of the Master Plan. The CIP Committee acts as an advisory group to the Select Board.

The purpose of the CIP is to help stabilize the tax rates and budgets, act as a management tolls for town officials, act as a guide to citizens for planned expenditures, and act as a guide during the budgetary process.

S. Felton asked the whether the Electric Department, and the Water and Sewer Department will be included in the CIP. The committee will invite the commissioners to a meeting to discuss the matter.

### Additional Discussion

The committee will put a basic plan together for the upcoming budget. The initial plan will be basic and address the current situation. The departments will submit their capital improvement needs to the committee, and the committee will prepare a plan that incorporates the needs of the entire town so that capital requirements can be prioritized, scheduled, and strategies for funding developed.

A question was raised as to how improvements to town buildings will be evaluated.

At the next meeting, we will determine the goal for this year and how we will proceed.

### Action Items

S. Felton will invite the Electric Department and the Water and Sewer Department Commissioners to the August 15th meeting.

Committee members will read through the materials for the next meeting and be prepared to discuss and recommend the format for the information needed from the departments.

### Adjournment

Meeting was adjourned at 8:04 p.m.