

CIP Committee
Draft Minutes
Thursday, November 20, 2014
6:30 pm

Meeting called to order at 6:30 pm in the Fire Station Meeting Room

Present: Steve Felton, Susan MacLeod, David Toth;

Absent: Ingrid Heidenreich (with notice), Kendall Hughes

1. Topics for discussion: MOTION by Steve to nominate David Toth for Chair; seconded by Susan. All in favor. Susan suggested Committee have bylaws and/or Rules of Procedure.

Homework: We should all review the OEP Handbook for our next steps and timeline

2. Review of Recommendations submitted, and presentation made: Member of the public present expressed that the presentation to the BOS on October 6th was “impressive”. Committee felt we made the best recommendations based on the information given, and it is now up to the Board of Selectmen to determine priorities and use. The CIP is an ongoing process and when department heads have new costs and plans, the BOS and Town Administrator must make it clear that this information should always go through the CIP Committee to update the spreadsheet to show the impact of these changes that best inform the Budget Committee (BC) and BOS. The spreadsheet gives the comprehensive view versus the departments’ focused view of their particular needs. The CIP Committee can also help with planning by running the options with their costs. There has been continual improvement in this process that is new to everyone and communication is critical. It changes the timeline for planning. This committee is committed to making the process as understandable and easy as possible.

There is still important information missing: DPW equipment replacement schedule and road work schedule; no forecast of needs for town buildings in the next ten years; dredge & fill and other costs for the beach.

3. Next steps for joint public meeting in 2015: CIP component is to explain its advisory role based on gathering information on all capital needs of the Town, formulating how to spread over time the amounts needed to be accrued to level the tax rate, and showing what the consequences of decisions to delay taking this financial action are in terms of cost. The material must be clear and as “digestible” as possible. Next step will be to show next ten years for a projected operating budget, breaking out capital expenses, including debts (leases and bonds). What is the Town’s financial health? Article in *Town & City* (NHMA periodical) was about the NH Bond Bank and formulating bond assessments—ratios of long-term debts, debt as percentage of expenditures, etc.. Lakes Region Planning Commission can be of assistance in figuring out the Town’s bond formula, and where it stands in relation to other towns. We will need to meet with both the BOS and the BC to plan this presentation—goal is educate the voters and answer their questions. Dave commented that the information the Budget Committee has now is much improved from in the past and the solution to holding the line on taxes is a CIP for the long run to spend less. Communication amongst BOS, BC, CIP, Planning Board (PB) and Economic Development Committee (EDC) is improving all the time and the move to seek outside help and funding is happening with good results. Other things to address: Perception of why tax rate decreased; how past decisions to defer expenditures significantly increased the cost; include grants, PB and EDC in presentation; look at increase from \$443,000 in recommended warrant articles to <\$500,000 with altered or additional warrant articles submitted; creating printed materials and getting people to attend.

Next Meeting: Saturday, November 29 at 9:00 am, Town Office to work on presentation outline to bring to BOS meeting Monday, December 1. (Steve offered to bring coffee).

Next regular CIP meeting: Wednesday, January 21, 2015, 6:30 pm at the Fire Station.

7:30 pm: Motion to Adjourn by Steve; All in favor.

