

Meeting Minutes CIP Committee

10/03/2017

13 Central Street

Hillsborough, NH 03461

Time 1:00 pm-2:00 pm

In Attendance:

Katie Nelson, CNHRPC

Sam Durfee, CNHRPC

Robyn Payson, Hillsborough Planning Director

Laura Buono, Hillsborough Town Administrator

John Daley, Selectmen

Don Solomon, Planning Board

Patricia Parenteau, SAU

Robert Hassett, Superintendent of Schools

David Roarick, Police

James C Bailey III, Selectmen

Kenny Stafford Jr, Fire

Susanne White, Planning Board

The meeting began and all present introduced themselves.

Copies of the 2011-2016 Municipal Improvements Schedule, 2011-2016 School Improvement Schedule, and 'What is a Capital Improvements Program' Factsheet were passed around to those in attendance. The purpose and use of a CIP was briefly described, noting that the finished document is only a planning tool used to schedule capital improvements over time to effectively manage capital expenditures in a community.

The three criteria from the previous 2011-2016 CIP were presented. After discussion, it was agreed that the criteria moving forward for this CIP will be: (1) the project must have a cost of greater than \$20,000; (2) must have a useful life of three years or more; and (3) may include multi-year financing. It was agreed that the purchase of department cruisers will not be included in this CIP as they are already included in the yearly operating budget of the department.

CNHRPC offered a designated meeting time where each department would be scheduled for 15 minute intervals to discuss their department's projects for inclusion in the CIP. CNHRPC would then take the information and create a project application for each of the department's projects. This was agreed upon by the committee and a meeting time was scheduled for Tuesday, October 17, 2017 from 1:00-4:00 PM. Robyn Payson will schedule each department during this time.

The next Committee Meeting will be held on Tuesday, November, 21, 2017 at 1:00 PM. CNHRPC will have all project applications completed and present the first draft of the 2018-2023 Municipal Improvement Schedule. The Committee planned to meet again in December before the document is brought to the Planning Board for their review in January.

CNHRPC agreed to meet with the School Board to develop the 2018-2023 School Improvement Schedule for inclusion in the CIP. Robyn Payson will pass along contact information from the SAU to CNHRPC.