

# Town of Tamworth

## Planning Board

\*\*\* draft Capital Improvement Program Committee MINUTES \*\*\*

April 29, 2014

**Meeting was called to order at 6:50 pm.**

**Members Present:** Steve Gray, Chairperson, David Little, Melissa Donaldson, clerk

**Members Absent:** John Wheeler, Jack Waldron, Bob Seston

The proposed meeting schedule was discussed and revised. Meetings are now being considered for the following dates:

May 27

July 1

July 29 – deadline for department information submittal

August 26 – draft CIP report, ratings and rankings

September 9 – if needed

September 16 – public hearing

September 24 – present to Planning Board

September 25 – present to Selectmen

It is decided that meetings will be held at 7 pm.

Proposed Department Assignments are listed below.

Town Government – Steve

Fire Department - Steve

Police – John

Highway – Steve

Rescue - Steve will send email to find out when they are meeting. John or Bob, will you attend with Steve?

Parks and Rec- Steve

Conservation Commission – Bob

Transfer Station – Steve

Cook Memorial Library – Steve

Emergency Management – Steve

Energy Commission – defunct

Planning Board – David

Economic Development Commission – Steve will email Pat

Zoning Board of Adjustment – David

School District – Jack

Cemetery Commissioners – John

Trustees/Trust funds – John

Any member is welcome to attend any department meeting that the CIP is attending.

The membership list was distributed for review. If your information has changed, please contact Melissa so that the list can be updated.

David will send updated spreadsheets to Steve, and he will send them out with the letters for the departments.

A discussion was held regarding the new RSA that allows for a contingency fund. 1% of the budget may be used. This is approximately \$20000 for this town.

Steve has a list of potential CIP members and will be contacting them to see if they are interested.

We would like to add a feedback section to the CIP report that asks the departments to explain items that did not get included in the budget, and if the money allotted was or will be spent this year. Do the departments have any changes in their plans? Steve will include this request in the letter that is sent to the departments.

The definition of Capital Improvement was discussed and it is the consensus of the CIP committee that it will stay the same this year.

A discussion was held regarding Town Government including money in the CIP for office space/expansion.

The next meeting of the CIP will be held on May 27 at 7 pm, at the Tamworth Town Office.

Reminder for next meeting: discuss posting of the meeting schedule, pending information regarding where the meetings will be held.

The meeting was adjourned at 8:58 pm.

Respectfully submitted,

Melissa Donaldson

Planning Board Clerk