

Town of Tamworth

Planning Board

*** Capital Improvement Program Committee MINUTES ***

April 24, 2018

The meeting was called to order at 7:17 pm by Jack Waldron.

Members Present: Jack Waldron, Chairperson, John Wheeler, Sheldon Perry, Melissa Donaldson, clerk

Members Absent: Kathi Padgett, Becky Mason (David Little??, Bob Seston??)

Approval of minutes from 9/12/17 – spelling/spacing correction noted in second paragraph from bottom. John made a motion to approve, Sheldon seconded. APPROVED

Proposed Work Schedule

Membership

Contact Information – see attached (need Becky Mason email)

Schedule of Committee meetings

Tues 4/24, Tues 5/15, Tues 6/26, Tues 7/31, Tues 8/28

CIP Timelines – attached timeline was reviewed

CIP Process

Appoint CIP Rep to Municipal Safety Building Committee – A lengthy discussion was held regarding the Municipal Safety Building. Jack reported on the committee's past meetings and possibilities for the location. John made a motion to appoint Jack as the appointed representative to the Municipal Safety Building Committee. Sheldon seconded. APPROVED

2018 Letter to departments – The proposed letter was reviewed. The committee list at the bottom of the page will need to be edited. Sheldon will check with the Suzanne Morgan to see

if she would like to be on the CIP. Jack mentioned asking Susan Ticehurst also, Sheldon will do that. Jack will ask Nicole Maher-Whiteside if she is interested. We are happy with the letter.

Lessons Learned in 2017:

? CIP Meeting before Budget Hearing – we talked about this last year but did not do it.

John feels that having a meeting with the Selectmen would be a good idea to review what has been done with the recommendations. (January?) We do not know if the budget/finance committee is going to continue.

Other comments from committee – none

Possible Capital Expense Issues

Content of CIP Report – reorganized it last year.

Department List – see attached

Work out CIP contacts for each Dept – wait until May meeting to do assignments. We are going to meet on May 15, 7 pm, at the Town Office

Other Business

John made a motion to adjourn at 8:05 pm. Sheldon seconded. APPROVED

Respectfully submitted,

Melissa Donaldson

Planning Board Clerk

Town of Tamworth, NH - Capital Improvements Program

2018 Member Contact Information

?? David Little 440-5888, 323-7515	468 Great Hill Rd, Tamworth NH 03886	david@kinterra.com
Becky Mason, BOS Rep 603-323-8563	865 Turkey Street, Tamworth NH 03886	
Kathi Padgett, Planning Board 323-7967, 615-604-7529	PO Box 384 Tamworth NH 03886	kathi.padgett@gmail.com
Sheldon Perry, Planning Board 603-323-7001	191 Great Hill Rd, Tamworth NH 03886	s.perry@steepleviewcabinetry.com
Bob Seston 312-965-9670	Box 501 268 MacGregor Hill, Chocorua NH 03817	rkseston@gmail.com
John Wheeler 323-8617	PO Box 269, Chocorua, NH 03817	jwheeler61@roadrunner.com
Jack Waldron, Chair 323-8913	3027 Chinook Trail, Wonalancet, NH 03897	jackw@g4com.com
Melissa Donaldson, Clerk 603-662-7741	. 635 Eaton Rd. Freedom NH 03818	mom2k9s@gmail.com

CIP Timelines

2018

Committee appointed by Planning Board	4/25/18
Committee Meetings April – September	
	Tues 4/24
	Tues 5/15
	Tues 6/26
	Tues 7/31
Draft Reviewed by Committee	8/28/18
Public Hearing	9/18/18
Report to Planning Board	9/26/18
Report to Board of Selectmen	10/4/18
Report to School Board	10/18/18

Town of Tamworth, NH - Capital Improvements Program

84 Main St., Tamworth, NH 03886

May 06, 2018

<Department>

<Title> <First Name> <Last Name>

The Capital Improvement Program Committee appreciated your help with the 2017- 2022 CIP Report and needs your help for the 2019 CIP Update (planned capital expenditures in 2019-2024). Capital Expenses are defined as expenses greater than \$5000 with an expected lifetime of 5 years or more.

With your continued help, the Selectmen and voters will know “when, why, and what” your department will need for capital projects and equipment over the next 6 years. With continued cooperation among the departments and early capital project planning, Tamworth will provide vital services, protect the Town’s property and programs, and have reasonably level tax requirements in the future.

Your cooperation and early planning resulted in an earlier end-of-process public hearing last year. That gave all the departments the opportunity to influence the assigned project ratings (A thru D, most urgent to least), rankings (1 thru 4, highest to lowest), and recommendations that we make to the Selectmen and voters, and to include everyone’s capital spending plans.

We hope to follow this schedule:

June to July 17–update and make any necessary changes to your capital project/equipment list, funding requirements, and schedule for 2019 through 2024. A worksheet is enclosed which has your FY18 CIP plan. **Please make any changes to your 2019-2024 plans**, along with future additions. Verify the included project descriptions also. Members of the CIP Committee will ask to meet with you at your convenience.

July 17 to August 14– we’ll assemble everyone’s information and check with you for any changes and/or corrections to what we have for your department.

August 14 – August 28 CIP Committee prepares the draft report using your project descriptions, schedules, and financial estimates modified by our perception of the overall needs of the town.

September 18, 2018 – CIP public hearing. We hope you or your representative will attend to monitor the committee’s ratings, priorities, schedule, and recommendations to be included in the final report.

September 26, 2018 Planning Board acceptance of report

October 4, 2018 Deliver to the Board of Selectmen

October 18, 2018 Deliver to School Board

We greatly appreciate your making these decisions early, and trust that planning longer-term capital expenditures now will again make preparing your annual operating budget easier in the fall.

We’re looking forward to meeting with you.

Best regards,

For the CIP Committee

*Melissa Donaldson Andy Fisher David Little Becky Mason Kathi Padgett Sheldon Perry Bob Seston
Jack Waldron John Wheeler*

Department Assignments will be done at the May 15 meeting.

Department	Dept Contact	CIP Contact
Town Government	Steve Gray	
Fire Department	Chief Colcord	
Police Department	Chief Littlefield	
Highway Department	Richard Roberts	
Rescue Squad	Jeff Tavares	
Parks & Recreation	Parker Roberts	
Conservation Commission	Nelson O'Bryan	
Transfer Station	Glenn Johnson	
Cook Memorial Library	Mary Cronin	
Emergency Management	Chief Colcord	
Energy Commission	Ed Maduskie	defunct
Planning Board	???	
Economic Development Commission	Pat Farley	
Zoning Board of Adjustment	John Mersfelder	
School District	Jack Waldron	
Cemetery Commissioners	John Wheeler	