

Capital Improvements Program Committee (CIP)

MINUTES

April 24, 2023

APPROVED: August 10, 2023

AGENDA: ELECTION OF OFFICERS
2023 MEETING SCHEDULE
RESIGNATION

ATTENDING: Randall Kelley (Chair), Don Milbrand (Vice Chair), Paul Regan and Daniel Kenney

ABSENT: John Bianchi, Joe Lukeman, Steve Favorite

OTHERS: Christina Goodwin (Town Administrator), Joanne Bailey (Land Use Manager) and Donna Sullivan (Land Use Administrative Assistant)

PUBLIC: Peter Paplaskas

Chair Randall Kelley called the meeting to order at 6:10 pm with quorum present.

NEW BUSINESS:

ELECTION OF OFFICERS – There was a short discussion about present Capital Improvements Program Committee (CIP) membership, quorum, current officer interests in continuing and duties. Mr. Reagan motioned to have Mr. Kelley continue as Chair. Mr. Milbrand seconded. The motion carried 4-0-0. Mr. Kelley motioned to have Mr. Milbrand continue as Vice-Chair. Mr. Reagan seconded. The motion carried 4-0-0.

2023 MEETING SCHEDULE - The Committee discussed the proposed schedule and Mr. Milbrand expressed that he had conflicts for Monday meetings. Ms. Goodwin stated that the issue with meeting on other days of the week was impacted by the limitation of meeting space within the town office building while the new Public Safety Building was under construction. Mr. Milbrand asked about meeting at the library or another location. Ms. Goodwin and Ms. Bailey talked about a need for Zoom capability and at other locations that has been an issue, in addition, certain dates and times having staff support may become an issue. After reviewing the meeting calendar, the Committee discussed moving meeting dates in August, September and October to the 2nd and 4th Thursdays at 7 pm.

Mr. Regan motioned to approve the following meeting dates for the 2023 CIP meetings:

August 10, 2023 – 7 pm
August 24, 2023 – 7 pm
September 14, 2023 – 7 pm
September 28, 2023 – 7 pm
October 12, 2023 – 7 pm
October 18, 2023 – 7pm (PB)
November 2, 2023 – 7pm (SB)
November TBD, 2023 (BC)

Mr. Kenney seconded. The motion carried 4-0-0

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RESIGNATION – JOHN BIANCHI

Ms. Sullivan read a resignation request email into record from Mr. John Bianchi which was sent to Ms. Goodwin. This will be forwarded to the Planning Board and Select Board for action. Members expressed appreciation for Mr. Bianchi service to the Committee.

MINUTES:

The minutes of October 20, 2022 were reviewed. Mr. Regan moved to accept the minutes as written. Mr. Milbrand seconded. The motion carried 4-0-0.

OTHER BUSINESS:

Ms. Bailey updated the Committee about a new process established for meeting minutes after review of a document written by the NH Association of Municipalities (NHMA). She stated that Draft minutes would be sent along with the meeting materials at the time of the meeting invite, in addition to being placed in each member's packet at the meeting for review and approval. All paper copies will be collected at the end of the meeting and approved minutes will be posted on the Town website and retained as required for record.

QUESTIONS OR COMMENTS FROM PUBLIC ATTENDING:

Mr. Kelley asked if there were any questions or comments from members of the public in attendance. Mr. Paplaskas stated that he was interested in learning more about the various town committees and asked questions about the CIP committee, its process, and its governance. Mr. Kelley and Ms. Goodwin answered questions about budget, the Committee responsibilities and purpose, the RSA that established the CIP as a Committee under the Planning Board. Mr. Paplaskas asked about the membership cap for the CIP Committee and other committees that may be of interest.

NEXT MEETING: August 10, 2023 - 7 pm

ADJOURNMENT: With no other business, Mr. Milbrand motioned to adjourn. Mr. Kelley seconded. The motion carried 4-0-0 and the meeting adjourned at 6:50 pm.

Respectfully submitted,

Janet Cote
Land Use Associate