

**Town of Moultonborough (ToM), N.H.
2018-2023 CIP and CIPC Schedule¹**

May 3, 2017

Date	Dept Action	Town Planner (TP)	CIPC Action	Public Action²
April 20	Dept Heads receive information	Distribution of draft CIP Schedule, forms, guidance; solicit <u>new</u> requests for 2018 to 2023.		
April 19	Begin assemblage of new & revised CIP requests	E mail to CIPC re: 1 st meeting on May 3 rd		
May 3	Assemble CIP information	TP sends CIPC draft schedule and process, forms.	1st Meeting: Organize review/approve schedule; review FY 17 projects	
May 10 Deadline	Submit CIP FY 18 to 23 information to TP	Receives CIP info; sets meeting times / locations review meetings between CIPC & Dept Heads		
May 17	Prepare for meeting	Organizes meeting; prepares report on ongoing / incomplete projects	2nd Meeting: Preliminary review of CIP requests; review status of ongoing and incomplete projects; request additional information	
May 24	Ongoing work	Ongoing work		
May 31	Revise requests /resubmit to TP. FD provides project information to TP	Prepare for meeting	3rd Meeting: Review Police & Fire w PC and FC	
June 14	FD provides CR funds balance information.	Distributes information to CIPC	4th Meeting: Review DPW & RA	
June 21	Presents to CIPC		5th Meeting: Review Rec and Library	
June 28	Presents to CIPC	Review / update ranking forms	6th Meeting: Review w SAU # 45, MCC, Heritage, ToM	
July 12			7th Meeting: 1 st Cut to review / rank CIP requests	
July 19	Presents to CIPC	Provide additional justification/information to CIPC.	8th Meeting: Review / rank all CIP requests; set priorities	

¹ Schedule is subject to change based on comments from CIPC, TA and progress being made.

² All CIPC meetings are public and will be posted on the Town bulletin board and website. The public is always welcome to attend.

Date	Dept Action	Town Planner (TP)	CIPC Action	Public Action²
August 2	Attend meeting (voluntary)	Provides information on MP connection; TA and FD review 1 st DRAFT	9th Meeting: Review / 1 st Draft FY 18 CIP; review w/ TA	Public invited
August 16	Presents to CIPC	Provide additional justification/information and Form C to CIPC.	10th Meeting: Conduct 1 st Public Hearing receive comments	Public invited
August 23	Attend meeting (voluntary)	Makes changes to 1 st Draft based on Public and CIPC comments.	11th Meeting: Conducts 2 nd Public Hearing, if necessary	Public invited
August 30	Provide final comments	Finalizes Draft CIP	12th and FINAL Meeting: Adopt Final Draft and submit to MPB and BOS	Public invited

NOTE: All CIPC Meetings and the Public Hearing are scheduled on a **Wednesday (proposed for this update)**. Regular CIPC meeting time is 8:00AM. Public Hearing time is 7:00PM on Wednesday August 16th and Wednesday August 23rd (if 2nd Public Hearing is necessary).

TP completes staff work by the date noted in the left hand column

Town of Moultonborough	ToM
Town Administrator	TA
Town Planner	TP
Capital Improvements Program Committee	CIPC
Capital Reserve	CR
Fire Chief	FC
Police Chief	PC
Finance Director	FD
Road Agent	RA
Department of Public Works	DPW
Master Plan	MP