

2016
Town of Moultonborough, N.H.
DRAFT 2017-2022 CIP Schedule

January 21, 2016

Date	Department Action	Town Planner Action	CIPC Action	Public Action
March 31		Distribution of draft CIP Schedule, forms, guidance; solicit <u>new</u> requests for 2022 & revised requests for balance of program.		
April 4- April 15	Begin assemblage of new & revised CIP requests			
April 7		Planner sends committee draft schedule and process, forms.	First Meeting to review/revise/approve Schedule	
April 15		Specific meeting times and locations set up for review meetings between Planner & Dept Heads		
April 20 (deadline)	New requests for 2022 & revised requests for balance of program completed/submitted.			
April 18- April 22	Review Meetings with Town Planner	Review, advise and critique capital requests		
April 28	All Depts. Revise requests/resubmit to Planner as needed. Finance provides project information to Town Planner.	Prepare quarterly analysis of on-going/incomplete prior year(s) capital projects. Distribute CIP Project Request Forms for review.	Second Meeting to review status of on-going/incomplete prior year(s) capital projects and preliminary review of CIP Project Requests	
May 12	Finance provides Capital Reserve Funds Balance Information.	Distribute any revised requests to CIPC and CR Funds Balance spreadsheet.	Third Meeting to continue review of CIP Project Requests and to review Capital Reserve Funds Balance spreadsheet.	
May 26	Presents to CIPC	Provide additional justification/information and Form C to CIPC.	Fourth Meeting with Police and Fire to review CIP requests	
June 2	Presents to CIPC	Provide additional justification/information and Form C to CIPC.	Fifth Meeting with DPW/Road Agent to review CIP requests	
June 9	Presents to CIPC Police/Fire/DPW provide asset tracking spreadsheet info.	Provide additional justification/information and Form C to CIPC.	Sixth Meeting with Recreation Dept. to review CIP requests. Also to review any asset management spreadsheets provided by Police/Fire/DPW.	
June 16	Presents to CIPC	Provide additional justification/information and Form C to CIPC.	Seventh Meeting with School, Library, and Town Hall to review CIP requests.	
June 20- June 22		Admin CIP requests, Master Plan Tie-in matrix. Meets with		

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		Town Administrator & Finance Director to review CIP Requests		
June 23		Provides forms and materials.	Eighth Meeting to review Master Plan Tie-in matrix; using Form C's, begin ranking process. Schedule Dept. visits as needed.	
June 30	Submit any requested info on CIP Project Requests to Planner	Prepares preliminary ranking matrix sheet for members	Ninth Meeting to meet with Town Administrator and Committee rating/ranking of project requests.	
July 7		Planner provides materials to members	Tenth Meeting to complete rating/ranking, and as required for Dept. visits	
July 14	Finance assembles financial impact analysis.	Adjusts requests and reviews final requests with Departments as needed.	Eleventh Meeting <ul style="list-style-type: none"> • Discuss Rankings • Discuss/Review Draft 2017-2022 CIP Report & Project Matrix • Discuss/Review annual spending levels 	
July 28		Prepares draft report. Committee support Meets with Departments to review final draft CIP.	Twelfth Meeting to review & tentatively approve final draft report to send to public hearings. Approve public hearing dates of 8/25 and 8/29.	
July 31		Public hearing notices. Draft report posted on web and in office.		
August 25	Voluntary attendance.	Committee support.	First Public Hearing Committee approves revisions from public input. If no changes, Committee MAY approve final CIP Report and recommend to BoS. (cancelling 2 nd public hearing)	Public comments on program
August 26		Revisions as needed, revised report posted on web and in office.		
August 29 Monday	Voluntary attendance.	Committee support.	Second Public Hearing Committee approves final CIP Report and recommends to BoS.	Public comments on program
August 31		Submits Final Report to BoS/Town Clerk		

NOTE: All CIPC Meetings and Public Hearings are scheduled on a Thursday, except for the second Public Hearing, which is scheduled to be held on a Monday. Regular CIPC meeting time is 10:00AM. Public Hearing time is 7:00PM.