

**Meeting Minutes**  
**Capital Improvements Program Committee (CIPC)**  
**November 2, 2023**

CIPC Members in Attendance: Peter Claypoole (Planning Board Representative), Cody Gray (Member at Large), Mary Phillips (Advisory Budget Committee Representative), Frederick Van Magness (Member at Large), and Jon Tolman (Board of Selectmen Representative).

Town Staff Present: Charlie Smith (Town Administrator), Dari Sassan (Town Planner), and Heidi Davis (Finance Director).

The meeting was called to order at 2:04 pm.

As the first order of business, Mary Phillips made a motion to elect Cody Gray CIPC Chairman for the fiscal year (FY) 2024-2025 budget cycle. Peter Claypoole seconded the motion and Mr. Gray was unanimously elected. Fred Van Magness made a motion to elect Mary Phillips CIPC Clerk; Peter Claypoole seconded the motion and Ms. Phillips was unanimously elected.

The Committee reviewed the Committee charge, as revised by the Board of Selectmen on July 27, 2023. Fred noted that RSA 674:7 directs CIPCs make recommendations not only regarding the town's capital projects, but also those the school district. Discussion ensued about the capital assessment being developed for Moultonborough Academy and the Moultonborough Central School, the CIPC's role, and the upcoming meeting among the Select Board, CIPC, and the School Board/officials.

Cody reviewed the forms used by the departments in the capital project review process and the Committee discussed the scoring process, in particular the challenge of ranking multiple projects objectively and consistently. Mary suggested elaborating on the scoring terms to give more meaning, context, and consistency to the scoring process. Cody asked Committee members make recommendations for consideration at a future meeting. Heidi Davis presented a spreadsheet being developed to track the history of projects being considered by the Committee as part of the 6-year capital plan.

The Committee discussed whether the CIPC should be involved in recommending how projects should be funded, including whether funds should be set aside in capital reserve funds, or whether the Committee's role is solely when funds will be expended for a project. The consensus is that the CIPC should be involved in both processes to have a robust capital plan.

The Committee scheduled the following meetings:

- November 6: 8:00 – 9:30 am, to review Town Administration and Police Dept. capital projects
- November 13: 1:00 – 4:00 pm, to review Department of Public Works and Fire Dept. projects
- November 14: 7:00 pm, review of the School Capital Needs Assessment at Moultonborough Academy with the School Board and Board of Selectmen
- November 20: 1:00 – 3:00 pm, review of Recreation Department and Library projects

The meeting adjourned at 3:55 pm upon a motion by Peter Claypoole, seconded by Fred Van Magness.

Respectfully Submitted,  
Mary Phillips, CIPC