

Town of Moultonborough, N.H.
DRAFT 2019-2024 CIP & CIPC Schedule

Date	Dept Action	Town Planner	CIPC Action
	Begin assemblage of new & revised CIP requests	Email to CIPC re: 1st meeting on	
	Dept. Heads Receive Information	Distribution of draft CIP Schedule, forms, guidance; solicit new requests for 2019-2024.	
4/26/2018 Thursday 8:30 a.m.	Assemble CIP information	TP sends CIPC draft schedule, process & forms	1st Meeting: Organizational Meeting. Review/ approve schedule; review scoring process; review FY 18 projects
	Submit CIP FY 19 to 24 information to TP	Receive CIP info; set meeting times/location/review meetings between CIPC & Dept. Heads	
5/8/2018 Tuesday 8:30 a.m.	Prepare for meeting	Organizes meeting; prepares report on ongoing/incomplete projects	2nd Meeting: Preliminary review of CIP requests: review status of ongoing & Incomplete projects; request additional information
5/17/2018 Thursday 8:30 a.m.	Revise requests /resubmit to TP. FD provides project information to TP	Prepare for meeting	3rd Meeting: Review Police & Fire w/ PC & FC
5/22/2018 Tuesday 8:30 a.m.	FD Provides CR Funds Balance information	Distributes information to CIPC	4th Meeting: Review DPW & RA
5/31/2018 Thursday 8:30 a.m.	Presents to CIPC		5th Meeting: Review Rec & Library
6/7/2018 Thursday 8:30 a.m.	Presents to CIPC		6th Meeting: Review SAU, MCC, Heritage, ToM
6/14/2018 Thursday 8:30 a.m.			7th Meeting: 1st cut to review/rank CIP Requests
6/21/2018 Thursday 8:30 a.m.	Presents to CIPC	Provide Additional justification/information and Form C to CIPC	8th Meeting: Review/Rank all CIP requests; set priorities

Date	Dept Action	Town Planner	CIPC Action
6/28/2018 Thursday 8:30 a.m.	Attend Meeting (Voluntary)	Provides information on MP connection; TA & FD review 1st DRAFT	9th Meeting: Review/1st Draft FY 19 CIP; review w/ TA
7/9/2018 Monday 7:00 p.m.	Presents to CIPC	Provide Additional justification/information and Form C to CIPC	10th Meeting: Conduct 1st Public Hearing receive comments
7/16/2018 Monday 7:00 p.m.	Attend Meeting (Voluntary)	Makes changes to 1st Draft based on Public and CIPC comments	11th Meeting: Conducts 2nd Public Hearing, if necessary
7/19/2018 Thursday 8:30 a.m.	Provide final Comments	Finalizes Draft CIP	12th and FINAL Meeting: CIPC Adopts Final Draft and submits to MPB & BOS

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