

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
6/28/2018 Thursday 8:30 a.m.	DPW - Requested to attend Second Meeting to provide more information	Provide Additional justification/information	9th Meeting: Department Head asked to provide more information

Date	Dept Action	Town Planner	CIPC Action
7/5/2018 Thursday 8:30 a.m.	MEETING ADDITION	Provide Additional justification/information	10th Meeting: Review/1st Draft FY 19 CIP; review w/ TA
7/9/2018 Monday 7:00 p.m.	PUBLIC HEARING - Department Heads Attendance is Voluntary	PUBLIC HEARING	11th Meeting: Conduct 1st Public Hearing receive comments
7/16/2018 Monday 7:00 p.m.	PUBLIC HEARING - If Necessary	PUBLIC HEARING	12th Meeting: Conducts 2nd Public Hearing, if necessary
7/19/2018 Thursday 8:30 a.m.	Provide final Comments	Finalizes Draft CIP	13th and FINAL Meeting: CIPC Adopts Final Draft and submits to MPB & BOS

Town of Moultonborough
Town Administrator
Town Planner
Capital Improvements Program Committee
Capital Reserve
Fire Chief
Police Chief
Finance Director
Road Agent
Department of Public Works
Master Plan

ToM
TA
TP
CIPC
CR
FC
PC
FD
RA
DPW
MP