

Capital Improvements Program Meeting Minutes  
First Organizational Meeting

Date:7/26/2018

Location: Safety Services Conference Room

In Attendance:

Donna Nashtway  
Fred Gallup  
Ronald Kulpa  
Chris White  
Chris Whitehouse  
Lynne Wiggins  
Michael Marquise

Discussed formation of CIP committee and covered the handbook supplied by the Town of Sunapee.

- Reviewed the New Hampshire Municipal Association framework for capital improvement plans
- Thoroughly read and discussed the charge and composition for the CIP Committee approved by the BOS dated 6/18/2018
  - Purpose, Authority, Definitions, Composition and Term, Power and Duties, Severability, and Effective Date
  - Opened the forum to questions regarding the document and terms.
- Reviewed capital reserve expendable trust accounts for the town of Sunapee
- Discussed the Master Plan generated in 2010 and the bearing that it would have on the direction taken by the CIP. The planning generated by the committee should reflect the Master Plan's objectives.
- Walked through the provided right to know law RSA 91-A and Ethical principles packet

Discussed the areas of focus for the CIP during future meetings

- Funding, timing of projects (shovel ready for grants), lease vs buy
- Classification of urgency for proposed expenses
- Benefit to the town
- Relation to master plan
- Long term stability of tax rate

Positions within the committee were discussed. Chair and secretary roles were outlined.

- Request for volunteers was made
- Chris Whitehouse recommended Chris White as chair and was seconded by Fred Gallup
- Chris Whitehouse volunteered as secretary and the motion was seconded

-First official CIP meeting arrangements were tentatively set with the highway department pending scheduling availability for department head.

-Lynne Wiggins agreed to reach out to Highway Department to confirm meeting

-All meetings must be held in televised meeting rooms at town hall or safety services conference room.

-Donna discussed all communications must be available to the public and that emails should be used for clerical purposes such as arranging/confirming meetings and all communications regarding scheduling should include Barbara Vaughn at the [frontdesk@town.sunapee.nh.us](mailto:frontdesk@town.sunapee.nh.us).