

**\*Note notation used: MSP(U) means motion, seconded, passed, unanimous. The names of the members making and seconding the motion are listed at the end of the motion. If the vote is not unanimous, the names of those voting aye and nay are listed.**

**TOWN OF TUFTONBORO  
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE**

Minutes of the 8/9/16 Meeting

*Approved 9/7/16*

**1. Call to Order; determine quorum:**

The meeting of the Capital Improvements Program Committee (CIP) was called to order at 7:00 p.m. on August 9, 2016 at the Tuftonboro Town Offices, Center Tuftonboro, NH, by Bill Marcussen, Chair.

**Present:**

Committee Members: Jill Cromwell, George Gettman, Laureen Hadley, Helen Hartshorn, Polly Jeffers, John Lapolla, Maryann Lynch and Bill Marcussen,.

**Absent:** No one,

**Quorum:** A quorum was present.

**2. Introductions:** All introduced themselves. New members were welcomed.

**3. Review and approve Minutes from 1/12/16 meeting:**

**MSP(Aye – Gettman, Hadley, Hartshorn, Jeffers, Lapolla, Lynch, Marcussen. Abstain -**

**Cromwell) to accept the minutes of 1/12/16 as written. Hartshorn/Lapolla**

**4. Right to Know Law:** Marcussen explained the law, highlighting that all meetings are public and that all business must be done in a meeting. No official business can be conducted by email – only sending out agendas, copies of minutes, etc. Agendas must be posted 24 hours in advance of a meeting and minutes made available within 5 days.

**5. Charter of the CIP Committee:** Marcussen reviewed. A capital project is a specified item or activity with a cost of at least \$10,000 and a useful life of two years or more. Marcussen will provide Jeffers and Lynch with a copy of last year's CIP report.

**6. Election of Officers:** Lapolla/Hartshorn nominated Marcussen for Chair but he declined since he is now busy as a Selectman and thought it was appropriate for someone new to take over. Hartshorn/Gettman nominated Cromwell. **MSP(U) to elect Jill Cromwell as Chair.** Cromwell took over the Chair and ran the remainder of the meeting. Gettman/Hartshorn nominated Lapolla as Vice Chair. **MSP(U) to elect John Lapolla as Vice-Chair.** Hartshorn/Lapolla nominated Hadley as Secretary. **MSP(U) to elect Laureen Hadley as Secretary.**

**7. Review our CIP Process:** The process of emailing department heads for submissions via the website and committee members receiving copies was explained. We determined that a submission deadline of 9/1/16 will be set. Cromwell will update the forms and send the notices out next week.

**8. Schedule meeting dates:** Meetings were set for 6:30 on Wednesdays in the Town Offices on 9/7, 9/21, 10/12, 10/26, and 11/9. Weekly meetings may be set if needed. The goal is to complete work late November or early December.

**9. Training Opportunities:** Marcussen mentioned the Budget & Finance Workshop training conducted by NH Municipal Assoc. on 9/27 in Bartlett and the week before in Manchester. All are welcome to attend at Committee expense.

**10. Other Business:** None

**11. Adjourn: MSP(U) to adjourn at 7:44 p.m.**

**Hadley/Jeffers**

Respectfully submitted,

Jill Cromwell

Secretary