

***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 9/2/2020 Meeting

1. Call to Order; determine quorum:

The meeting of the Capital Improvements Program Committee (CIP) was called to order at 6:30 p.m. on September 2, 2020 at the Tuftonboro Town House, Center Tuftonboro, NH, by Jill Cromwell, Chair.

Present:

Committee Members: Barbara Maidhof, David Carle, Helen Hartshorn, Tom Young, Jill Cromwell

Absent: Lloyd Wood and Laureen Hadley

Guest: Jeff Reisner (appointment to CIP is being processed)

Quorum: A quorum was present.

We all introduced ourselves.

2. Review and approve Minutes from 12/3/19 meeting:

MSP(4-1 Hartshorn abstained as she was not at 12/3/19 meeting) to accept the minutes of 12/3/19 as presented. Young/Maidhof

3. Right to Know Law: By State statute, all meetings, and minutes of meetings, are open to the public.

4. Charter of the CIP Committee: Jill reiterated how the CIP committee came about as the result of the Master Plan. It is advisory to the selectmen, establishes capital capacity and recommends projects.

5. Election of Officers:

Chairperson: Jill Cromwell. MSP(U)

Hartshorn/Young

Vice -chairperson: Barbara Maidhof. MSP(U)

Hartshorn/Young

Secretary: Helen Hartshorn. MSP(U)

Maidhof/Cromwell

6. Review of CIP Process: Letters are sent to each department head requesting information on any projects expected. The due date set is 9/9/2020.

7. Scheduled Meetings: Wednesdays at 6:30pm at the Town House: 9/16, 9/30, 10/14, 10/28, 11/11, 11/18. MSP(U)

Carle/Maidhof

8. Appoint Committee/Department liaisons: Jill circulated a list of Committee/Departments and members decided on liaisons.

9. Schedule Department Presentations: The following presentation dates were decided: 9/16 Fire Department, 9/30 Transfer Station, 10/14 Police Department, 10/28 Highway Department.

10. Training Opportunities offered by the State of New Hampshire were discussed and Jill agreed to follow up with dates.

11. Other Business: None

12. Public Input: Set rules and hear from anyone wishing to speak: At the end of the meetings public input will be entertained. There will be a 3 minute limit per speaker and that speaker cannot speak again until all other speakers have spoken. Each speaker will be limited to a maximum of 10 minutes and public input will be limited to 30 minutes. There was no public input.

13. Adjourn MSP(U) to adjourn at 7:13pm

Cromwell/Hartshorn

Respectfully submitted,

Helen Hartshorn, Secretary