

***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 1/12/16 Meeting**

1. Call to Order; determine quorum:

The meeting of the Capital Improvements Program Committee (CIP) was called to order at 6:00 p.m. on January 12, 2016 at the Tuftonboro Town Offices, Center Tuftonboro, NH, by Bill Marcussen, Chair.

Present:

Committee Members: George Gettman, Helen Hartshorn, John Lapolla, Bill Marcussen and Carolyn Sundquist.

Absent: Jill Cromwell, Laureen Hadley and Jim McIntyre.

Quorum: A quorum was present.

2. Review and approve Minutes from 12/16/15 meeting:

MSP(U) to accept the minutes of 12/16/15 as corrected.

Sundquist/Hartshorn

3. CIP process, timetable and calendar review: Again this year, the work of the committee was delayed by late submission of projects and slow development / refinement of supporting information. This caused a delay in completion of the committee's report until late December and resulted in presentation to the Budget Committee and Board of Selectmen in early January.

4. Suggested changes for CIP 2016

- Hold CIP Committee organizational meeting in late May or early June.
- Email project solicitation in June with follow-ups in July and August.
- Promulgate the project presentation schedule in advance.

5. Other Business: None

6. Adjourn: MSP(U) to adjourn at 6:34 p.m.

Lapolla/Gettman

Respectfully submitted,

Bill Marcussen
Secretary pro tempore