

DRAFT MINUTES

Town of Tuftonboro

Joint Capital Improvements Program Committee Meeting

with the Budget Committee

July 25, 2023, 6:30 PM at the Tuftonboro Town Office

The meeting was called to order by the Chair at 6:35 PM. A quorum was determined.

Members Present: Jill Cromwell, Chair, Barbara Maidhof, Tim Galvin, Chip Albee, Gary Chehames, and Carol Bush

Members Absent: Tom Young, David Carle

1. Chairman Comments

The Budget Committee Chair stated that the budget committee's goal is to become more organized by coordinating with the CIP and the Selectman related to the creation of warrant articles. The CIP Chair stated that the committee is re-evaluating the role of the committee by looking at how other towns utilize their CIP committee. In order to apply grant monies to the budget, CIP approval is needed according to RS674.

2. Review of 2023 CIP Report/ Coordination with Budget Committee

Suggestions were made that the report should reflect all the Capital needs of the various departments within the town such as a new roof for the firehouse. It was discussed that CIP report contains a Recommended Capital Project Schedule which lists by department their anticipated capital needs over the next ten years. While some departments submit requests for the next ten years, other departments do not even when reminders are sent to them. The committees agreed to work together with individual departments in order to have the capital budget be reflective of all the needs of the departments. The initial departments to be targeted are the Fire department and the Transfer Station. In the future, the agenda for the departments will include a tour of the major facilities which could include the CIP representative for that department, a review of their current operations, a review of Capital Expenditure Needs to include current equipment, life assets and facilities, and future needs and changes. The Budget Chairman commented that the Capital Capacity calculation used by the CIP committee was not useful for the Budget Committee.

3. Funding Alternatives

Copies of the 2024 Budget will be distributed to all members of both committees. The town needs to decide how to go forward with warrant articles. Does the town set up capital reserves for costly equipment such as fire engine, etc.? Grants are also available for some major equipment. Should the town fund a grant writer?

4. Joint Future Meetings

The draft CIP Report should be presented to the Budget Committee on December 12, 2023 with the final reported being presented at the January 16, 2024 meeting.

There being no public input or Other Items, a motion was made and seconded (Galvin/Maidhof) to adjourn meeting. Passed by unanimous vote at 7:50PM.

Respectfully submitted,

Barbara Maidhof, Vice-Chairman