

**TOWN OF KINGSTON, NEW HAMPSHIRE
CAPITAL IMPROVEMENT PLAN - COMMITTEE
ORGANIZATIONAL MEETING
May 24th, 2012
DRAFT MINUTES**

1. CALL TO ORDER/ POSTINGS

Chair Glenn Copleman called the meeting to order at 7:05 PM

2. ATTENDANCE

Present:

Glenn Copleman, Lynn Gainty, Peter Coffin, Glenn Greenwood,

Absent:

Mark Heitz - Board of Selectmen, Ron Conant - Budget Committee

3. APPROVAL OF MINUTES

None to approve

4. OLD BUSINESS

CIP Plan is on the Kingston town web site for anyone to review, it can be viewed at Kingston.nh.org

5. NEW BUSINESS

The committee needs the fund balances from each department on the amounts they have in reserve.

Need to check to see if Ron Conant will be attending from Budget Committee or if he is volunteering someone else.

Status of CIP - updating process was not done for 2011-12, there wouldn't have been much to adjust. Decision was made to pick up any changes in the 2012-2013 planning year and adjust any changes to the 6 year plan. At this time there are no submissions to review.

37 The CIP acts as a master plan for budgetary purposes, advisory
38 capacity and road map for Capital Expense, the committee will make
39 recommendations when to expend to keep town expenses level.
40 Large ticket items will continue to be worked through the normal
41 Warrant Article process. Impact fees can be charged by the town if it
42 has a Master Plan and a Capital Improvement Plan (CIP), growth
43 control requires a CIP.

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45 The committee needs to solicit the department heads for input -we
46 will use the existing form. It was determined that the letter and form
47 should be sent in June, the department heads should meet with the
48 Selectmen and send us the updates before our next meeting
49 scheduled to be held Thursday, August 23rd at 7p.m.

50
51 We will plan to meet the 4th Thurs of each month, dates to be
52 considered at Sept 27th, Oct 25th and any follow up meetings after
53 that if needed.

54 55 **6. NOMINATION OF OFFICERS**

56 Lynn nominated Glenn Coppleman as Chairman, Peter 2nd the motion,
57 there was no further discussion, all in favor, and motion carries.
58 Lynn nominated Ernie as Vice Chair, Glenn 2nd the motion, there was
59 no further discussion, all in favor, and motion carries.

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61 Note: Minutes will be sent to Ellen to post on the website.

62 63 **7. NEXT MEETING DATE CONFIRMED / ADJOURN**

64 Next meeting is Thursday, August 23rd, 2012 at 7:00 PM.

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66 Lynn Gainty made a motion to adjourn, Ernie 2nd the motion. No one
67 was opposed to the motion. Motion to adjourn carried.

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69 Meeting adjourned 7:35 PM