

**Town of Wolfeboro  
Capital Improvements Program Committee  
November 16, 2023  
DRAFT MINUTES**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen’s Representative, Suzanne Ryan, Tim Cronin, Chuck Sumner, Members.

**Members Absent:** Brian Deshaies, Board of Selectmen’s (Alternate) Representative, Robert Loughman, Budget Committee Representative, James Pittman, SAU 49 Representative, Paul Whalen, Members.

**Staff Present:** Jim Pineo, Town Manager, Kathy Carpentier, Finance Director, Lee Ann Hendrickson, Administrative Assistant.

**I. Call to Order**

Chairman Barnard called the meeting to order at the Great Hall at 9:00 AM.

**II. CIP Process Review**

Kathy Barnard read an email from Bob Loughman regarding his request for more timely submission of paperwork.

Linda Murray stated she struggled with what the Committee had approved and what was noted in the final report.

Suzanne Ryan provided and reviewed RSA 674:6 in addition to documents from the Town of Londonderry; noting she believes there could be more descriptive information included on the project form.

Linda Murray stated the priority of the project would be a discussion between the Town Manager and Department Head; noting the Town Manager’s signature on the form is important. She stated she wants to know from the Department Head their thoughts with regard to priority.

Jim Pineo stated it is his understanding that the Committee scores the priority of the project. Referencing the Town of Londonderry’s documents, he stated the scoring system is done by the Department Head and the prioritization of the project is determined by the Committee.

The Committee further reviewed the Town of Londonderry documents and agreed to the following;

- Include “deferrable” to the project form
- Distribute the Project Scoring and Priority Summary to the Committee as a guide to project review
- Further review between Kathy Carpentier, Kathy Barnard, and Jim Pineo to incorporate changes to the department project form and review process
- Include a reference to the section of the Master Plan that addresses the project
- Town Manager to receive feedback from the Department Heads

The Committee requested the following be incorporated for the 2025-2034 CIP process;

- Include capital reserve funds
- Include debt service schedule
- Place the department and project forms in order of their presentation schedule (in the binder provided to the Committee)
- For all previously submitted 2025, 2026, and 2027 projects, the Department Heads will re-submit those projects using the new project form
- Include previously submitted and reviewed project forms for out-year projects in the binders to the Committee
- Include an area on the project form for revision date(s) - to be completed by the Town Manager, not the Department Head (to include the revision date and Town Manager's initials)
- Develop and implement a Project # on project form (to be completed by the Planning Department)
- Distribute CIP information electronically (in addition to hard copy)
- Hybrid/split projects (i.e.: combined water and road project) – place projects one project form, create a separate section in the binder for such projects, separate the financials on the spreadsheet, include the project together/combined in the CIP Narrative
- Hold Department Heads accountable with regard to submitting the projects by the submittal deadline

**III. Approval of Minutes**  
**September 14, 2023**  
**September 21, 2023**

**It was moved by Suzanne Ryan to approve the September 14, 2023 and September 21, 2023 CIP Committee minutes as submitted. Tim Cronin seconded the motion. All members voted in favor. The motion passed (5-0-0).**

**IV. Other Business**

The Committee scheduled a CIP Committee meeting for April 18, 2024, 9 am at the Great Hall.

**V. Public Comment**

None.

**It was moved by Kathy Barnard to adjourn the November 16, 2023 CIP Committee meeting. Suzanne Ryan seconded the motion. All members voted in favor. The motion passed (5-0-0).**

*There being no further business before the Committee, the meeting adjourned at 10:15 am.*

Respectfully submitted,  
*Lee Ann Hendrickson*  
Lee Ann Hendrickson