



TOWN OF  
NEW LONDON, NEW HAMPSHIRE

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**CIP Committee**

**Regular Meeting**

Minutes

**August 11, 2021 – 9:00 AM**

**Attendance: Paul Vance, Emily Campbell, Lyndsay Harkins**

**Absent: Paul Gorman & Peter Bianchi**

**Others Present: Kimberly Hallquist & Adam Ricker**

1. **Call to Order** –

The meeting began with Paul Vance explaining that Paul Gorman was unable to attend the meeting at the last minute but that he had spoken to him just before the meeting and had been asked to chair in his absence.

Mr. Vance explained that the intention of the meeting was to explain the CIP spreadsheet that the departments and committees were asked to fill out, pass out materials and set a schedule for the CIP process.

Adam Ricker began by passing out materials to the committee including a packet of the submitted information from each department and/or committee who responded to the request for information. Mr. Ricker explained that there may be some irregularities in how each department filled out the spreadsheets, but that through the review process we would adjust them to a standardized format. The spreadsheet includes a short description of the project, the total amount of the project and the amount that would be anticipated in each fiscal year. For some projects the entire amount would be needed in one year and others may be projects that are phased and divided among multiple fiscal years. Mr. Ricker explained that the CIP Committee does not decide how much should be set aside each year for the projects or what the funding method would be, that is the purview of the Selectmen and the Budget Committee.

Committee members were asked to review the submitted information and determine which departments they would like to meet one-on-one with. There may not be a need to meet with some departments if the Committee feels their request is straightforward and simple.

Mr. Ricker reviewed the proposed schedule (below) for the CIP process. He asked that everyone look at their calendars for August 30th as they would plan to meet twice that

week for 2 hours to conduct 30-minute interviews with department heads. Committee members should come to the meeting on 8/18 with their availability for the week of 8/30.

**August 11, 2021**

Kick-off meeting to determine schedule and distribute submitted forms

**August 18, 2021**

Discussion of submitted forms and determine which departments or committees will be asked to meet with the CIP Committee.

**September 1 & 3, 2021**

Meetings/Interviews with departments that were identified at the August 18<sup>th</sup> meeting. Departments will be asked to meet with the CIP for 30-minute time slots.

**September 8, 2021**

CIP Committee to discuss the information that has been presented to them.

**September 15 & 22, 2021**

The Committee will draft and finalize the report to move to the Planning Board for approval.

**September 28, 2021**

The Planning Board will discuss the report of the CIP Committee

**October 12, 2021**

The Planning Board will hold the Public Hearing to adopt the CIP.

2. **Future Meeting Dates:** August 18, 2021 at 9:00 AM.

**Motion to Adjourn**