

**CIP COMMITTEE MINUTES**  
**Public Safety Complex, Lee, NH**  
**October 11, 2022**

**Members present:** Katrin Kasper, Pat Barbour, Brian Cisneros, and David Cedarholm

Called meeting to order 5:10 pm.

Accept minutes from previous meeting: David suggested adding the “Public Safety Complex, Town of Lee, NH” to the heading and “Katrin Kasper agreed to take minutes for this meeting.

Brian motioned to approve minutes with the suggest additions. Pat seconded. Unanimous vote to approve.

Regarding the appointment of a secretary, the committee agreed to rotate the note taker responsibilities, and David agreed to take notes for this meeting.

Discuss previous CIP and the Financial Planning Tool (FPT): The committee discussed how the CIP was developed in past years and to what extent the existing CIP could be used for future years. The committee also discussed the challenges of updating the CIP given that the previous CIP was prepared through a combination of the previous Planning Board Chair’s spreadsheet and the FPT. The fact that there does appear to be a singular location where all the information resides and detail is insufficient, the committee felt the effort to properly develop a fresh CIP was probably unrealistic given the time constraint.. It also appears there is not adequate backup readily available on each of the CIP items.

David directed the committee’s attention to a PDF of the CIP presentation that the Town Administrator recently emailed to the committee, which included a flow chart of how a CIP is routinely developed. The committee agreed that they would prefer to develop the new/updated CIP with this approach, however all agreed there is not enough time to follow this procedure and do a thorough job. So, a more streamlined approach was agreed upon that focusing on updating the items in the upcoming 3 years would be a way to appropriate.

Decide best path to move forward: Because of the time constraints, it was decided to focus on what the current CIP proposes for the upcoming 3 years and have the department heads provide more detail and status updates on each those items. David will communicate this to the Town Administrator with a deadline of Monday 10/17/22 (since the committee’s next meeting is 10/18/22) and Katrin offered to help with this effort.

Miscellaneous – There was a discussion about the definition of a CIP item. Currently the definition is any capital expense greater than \$5000, and there was a general consensus that that definition is too simple and the threshold is too low. The committee agreed that this definition should updated by a Select Board and it was suggested that the Board do this at their upcoming meeting. David will communicate this to the Town Administrator.

It was agreed that the committee also requests updated Trust Fund values.

Meeting was adjourned at 6:40 PM. The next meeting is scheduled for 5 PM on Tuesday 10/10/22.