

Capital Improvement Program (CIP) Committee Meeting

Town of Temple

Meeting Minutes

March 30, 2022

Attendees: Gail Cromwell (Chair), Gary Scholl, Ivy Bibler, Tim Fiske, Andy Paul

The meeting was called to order at 6:30 p.m.

1. Reappointment of members

The committee moved to recommend to the Select Board the reappointment of Ivy Bibler and Andy Paul for another three-year term. Cromwell advised Bibler and Paul to notify the Select Board Assistant of their intent to serve. On motion by Cromwell, second by Fiske, the committee voted in the affirmative.

2. Meeting minutes

Minutes of the January 10 CIP meeting were reviewed. On motion by Fiske, second by Bibler, the minutes were approved as read.

3. Change to capital expense cost guideline

The committee discussed changing the minimum expense for capital improvements from \$5,000 to \$10,000. Costs have risen since the \$5,000 level was set and it was felt \$10,000 is a more realistic figure. Scholl noted that there were no capital requests costing less than \$12,500 in the last cycle and suggested that the expendable trust funds can be used for unexpected emergency expenses below \$10,000. On motion by Fiske, second by Scholl, the committee voted unanimously to raise the capital expense cutoff from \$5,000 to \$10,000. Paul will update the CIP forms and other committee documents to reflect the change.

4. Other business: department outreach

Paul recommended early outreach to department heads to communicate the change in capital expense guideline and promote proactive scheduling of future capital expenses. He suggested assigning a committee member to each department to provide outreach and answer questions. The committee agreed and assignments were made as follows:

Fiske: Highway department

Bibler: Fire department

Paul: Library

Scholl: Municipal building

Gail: Remaining departments

Paul will distribute updated CIP request forms well in advance of the budget planning season.

5. Other business: target funding levels for trusts

Bibler noted that raising the minimum for capital expenses will create the need to ensure appropriate replenishment of the expendable trusts. She suggested establishing a target level for expendable fund balances. Scholl suggested that when meeting with department heads, committee members should explore their requirements for contingency funds to handle unexpected expenses to inform future discussions on this topic.

6. Other business: Sign charette form

Cromwell distributed a draft letter of support by the CIP committee for the Community Advisory Committee's application to Plan NH to conduct a charette to explore opportunities for "sustainable community development" in Temple. The request is contingent upon the town receiving a \$5,000 mini-grant from the New Hampshire Housing Finance Authority to fund the charette. On motion by Scholl, second by Fiske, the committee unanimously approved the letter of support, authorizing Cromwell to sign for the CIP committee.

Meeting adjourned at 7:01 p.m.

Respectfully submitted by Andy Paul, committee secretary.