

# **Capital Improvement Program Committee (CIPC) Guidelines**

## **The Role of the Committee**

A CIP Committee established by warrant article #3 (2006) to be appointed by the Board of Selectmen pursuant to RSA 674:5 for the purpose to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. The Board of Selectmen organized the committee to be composed of 7 members: 1 each from the Board of Selectmen and Budget Committee, 2 Planning Board and 3 Town Citizens. The appointment terms of members to serve for one year (fiscal year). The sole purpose and effect of the CIPC shall be to aid the selectmen and budget committee in their consideration of the annual budget.

## **Committee Meetings**

### **Meetings held –**

- Regular meetings are scheduled for fourth Thursday's of each month. Special meetings are at the call of the chair.
- Must be posted and conducted in accordance with RSA 91-A, RSA 91-A:1-a, RSA 91-A:2, RSA 91-A:4 and any other applicable Statutes.
- Four members including a chairperson must be present to constitute a quorum. Meetings may continue in the absence of a quorum but no formal actions can be taken.

### **Reporting the meeting –**

Committee members may assign a recorder, or rotate the task of note taking among themselves from meeting to meeting. When preparing notes from a committee meeting,

- Include the date, time, and place of the meeting.  
Note the chair, members present & absent, and invited participants.
- Record acceptance and any changes to minutes of previous meeting(s).
- Record all formal motions and votes thereon.
- Note all decisions reached, including motions passed, with follow-up actions to be taken, by whom, and within what timeframe.
- Include a brief summary of discussions, without necessarily attributing comments.
- Note the time and place of next meeting.
- Distribute the minutes, to all committee members, Town Clerk, with postings in town office, town post office, town web site, and timeframe to comply with pertinent RSAs (see above).

## **Serving as a Committee Member**

**Basic Function** – Under the leadership of the chair or the chair’s designee, committee members work together to set the agenda and accomplish the charge of the committee, ensuring that the committee proposes sound and viable proposals. Committee members report to the committee chair.

### **Responsibilities –**

- Review all relevant materials in advance
- Attend meetings
- Provide thoughtful input
- Work toward fulfilling the committee’s objectives
- Carry out individual assignments
- Serve on Sub-committees as needed
- Focus on legislative body’s best interests
- Assure that accurate meeting minutes are kept

## **Serving as Committee Chair**

**Basic Function** – Consistent with RSAs, any applicable bylaws, policies and strategic plan, the committee chair leads the committee in fulfilling its charge from the Board of Selectmen. The chair is appointed for term of 1 year by the Board of Selectmen.

### **Responsibilities –**

- Accepts and supports the committee’s charge.
- Plans committee meetings, provides an agenda, and chairs the meeting.
- Develops a work plan, establishes goals, and projects a time line for committee’s work.
- Attends all meetings and keeps an ongoing awareness of committee work between meetings.
- Oversees & Maintains records of committee work in town office files.
- Facilitates members’ active participation and decision-making.
- Facilitates self-assessment of the committee.