

Meeting Minutes

MEETING	CIP Sub-Committee
LOCATION	Gilford Town Hall
DATE/TIME	4/13/11 Start: 9:09am Adjourn: 11:38 am
FACILITATOR	B. Sullivan
SECRETARY	D. Leonard
ATTENDEES	S. Morgan (Gilford); S. McMillin (DES); S. Dolloff (DES); D. Leonard (Meredith); P. Moynihan (Laconia); B. Sullivan (Franklin); R. Korber (rep for Bay District)

AGENDA TOPICS (OLD BUSINESS)

- 1. Identify Secretary:** D. Leonard volunteered
- 2. Approve Minutes from March 9th 2011 CIP Meeting:** S. Morgan (motion to approve), R.Korber (second), approved unanimously by the sub-committee.
- 3. Review and Approval of Executive Summary for the WRBP CIP Program**

Discussion:

Committee reviewed Executive Summary.

Committee agreed reference to / explanation of the "CDM CIP document" should not be in the Executive Summary document, but rather it should be a separate document used as a cover letter to the Executive Summary.

Committee agrees to S. Morgan's recommendation to include reference to the \$50k threshold (which triggers a CIP review) in the Executive Summary.

Committee votes to accept Executive Summary with minor edits (motion: S. Morgan, second: R. Korber, unanimous to accept)

Action Items:

	Person	Deadline
Make approved edits to Executive Summary	S. McMillin	Next CIP Meeting

- 4. Review and approval of the WRBP "Capital Improvement Program Summary per State Fiscal Year" project worksheet.**

Discussion:

Committee reviewed revision dated "3/10/11". All edits requested from 3/9/11 CIP Sub-Committee meeting had been made.

Committee voted unanimously to approve "Capital Improvement Program Summary per State Fiscal Year" project worksheet **formatting** revision 3/10/11 with minor edits. (motion: D. Leonard, second: S. Morgan, unanimous to accept)

Action Item:

	Person	Deadline
Make minor edits to worksheet	S. McMillin	Next CIP Meeting

AGENDA TOPICS (cont)

5. Establish planning period for CIP. 10 or 15 years?

Discussion:		
Committee unanimously agreed planning period should be 10 years.		
Action Items:	Person	Deadline
NONE		

AGENDA TOPICS (NEW BUSINESS)

1. Comments on 1st quarterly CIP Subcommittee Status Report #1

<p>Discussed the Status Report #1 developed by B.Sullivan. Committee agreed to include status report(s) in final CIP as either a cover letter or in appendix. Sub-committee agreed that “sub-committee” would be used to describe the group instead of workgroup or subgroup and that any final documents would reflect this nomenclature.</p> <p>The committee agreed several minor edits need to be made to the report. Edits will be made and document will be redistributed electronically to gain consensus among the sub-committee.</p> <p>Once consensus has been reached the document will be voted on for approval by the sub-committee at the May 2nd Advisory Board continuation meeting and delivered to the Advisory Board for review at that time.</p>		
Action Items:	Person	Deadline
Make proposed edits and redistribute to Sub-Committee	B.Sullivan / R.Korber	May 2, 2011

2. Review revised 10-year “WRBP CIP Projects Under Consideration” planning handout.

<p>S. McMillan and S. Dolloff provided brief overview of each project listed on the revised “WRBP CIP PROJECTS UNDER CONSIDERATION 2011-2021” dated 3/10/11 prepared by WRBP staff. The committee requested that documents under review or drafts be clearly identified as such and dated appropriately so they are not construed as final.</p> <p>Sub-Committee agrees that projects with unknown costs should be represented as “to be determined” or “TBD” under the “Est. Cost” column and not be given a value until a confident number can be presented.</p> <p>Sub-Committee requests phased projects are represented as a lump sum. It was noted that the lump sum, as well as project phases, are presented on the “Capital Improvement Program Summary per State Fiscal Year” worksheet.</p> <p>Sub-Committee identified that the “River St. repaving, drainage restoration” project needs a complete reassessment. Members agree to meet with WRBP staff to perform a site visit along the roadway and provide alternatives based upon their collective experiences.</p> <p>S. McMillin and S. Dolloff noted that one project to evaluate WWTP furnaces was left off of the list unintentionally.</p>		
Action Items:	Person	Deadline
Continue to update project list with the latest data and costs	S. McMillin / S. Dolloff	Next CIP Meeting
Perform site visit at River St. and develop preliminary alternatives	CIP members	Next CIP Meeting

3. Discussion on populating forms by category and priority

Committee agrees that the WRBP staff can begin to populate “Capital Improvements Worksheets” for the projects listed in tiers 1 and 2 on the “WRBP CIP Projects Under Consideration 2011-2021” form.

Action Items:	Person	line
Complete as many project worksheets as possible	S. McMilln / S. Dolloff	Next CIP Meeting

Other Business:

- A brief discussion took place about how the WRBP sets its septage rates.
- A brief discussion took place about how the WRBP (and ultimately the towns which fund it) **both benefit from and subsidize** several benefits for the **entire** lakes region community.

Meeting Adjourned: Motion to adjourn: S. Morgan, second: R. Korber – Meeting adjourned at 11:38am

Next Meeting: May 12th, 9:30am at the Gilford Town Hall