

## MINUTES

### CAPITAL IMPROVEMENTS PLAN COMMITTEE

September 5, 2018

The Campton Capital Improvements Plan Committee met at 9:30 a.m. at the Campton Municipal Building. Members of the committee present were Peter Laufenberg, Karl Kelly, Tim Scanlon and Bill Frye. Also present was Town Administrator, Carina Park

Approval of Minutes: Chair Laufenberg inquired if there were any revisions or concerns regarding the minutes of June 28, 2018 and August 7, 2018. **There were no revisions. A Motion was made to approve the minutes of June 28, 2018 and August 7, 2018. The Motion was seconded and with a roll call vote the minutes of June 28, 2018 and August 7, 2018 were unanimously approved as written.**

The Committee reviewed a sample CIP Policy Handbook from the town of Thornton. The Committee made suggestions for revisions to the policy to better fit the needs of the Town of Campton. Carina Park agreed to revise the document based on the committee's suggestions and will be a draft of the policy to the next meeting.

The Committee reviewed the current CIP Matrix and Capital Reserve Funds balances.

The Committee asked Carina to reach out to the Dept. Heads inquiring if there are any updates that will need to be made to the matrix for 2019. The committee agreed the deadline for Dept. Heads to make changes to 2019 will be October 1, 2018.

Adjourn: There being no further business, Peter Laufenberg declared the meeting adjourned at 10:25 a.m.

Respectfully submitted, Carina Park, Town Administrator