

\*Note notation used: MSP(U) means motion, seconded, passed, unanimous. The names of the members making and seconding the motion are listed at the end of motion. If the vote is not unanimous, the names of those voting aye and nay are listed.

**Town of Tuftonboro**  
**Capital Improvements Program Committee**  
**Minutes of 8/22/17 meeting**

**1. Call to order; determine a quorum 6:30pm**

**Present:** *Committee Members: Jill Cromwell, Bill Marcussen, Maryann Lynch, Laureen Hadley, Helen Hartshorn, George Gettman, Polly Jeffers*

*Quorum: A quorum was present*

**2. Approval of minutes of 12/6/16:**

**MSP(U)**

**Hartshorn/Lynch**

**3. Review of the “Right to know Law”**

**4. Discussion on the Charter of the CIP**

**5. Election of Officers:**

Jill Cromwell nominated for Chair

**MSP(U)**

**Hartshorn/Lynch**

George Gettman nominated for Vice Chair

**MSP(U)**

**Marcussen/Lynch**

Laureen Hadley nominated for Secretary

**MSP(U)**

**Hartshorn/Gettman**

**6. Review of the CIP Process**

Committee Heads of each Department will have access to a more user friendly site to submit their requests.

They will be able to attach photos or maps. CIP is asking for submissions by 9/8/17.

**7. Schedule of meeting dates: Wednesdays at 6:30pm 9/6, 9/20, 10/4, 10/18, 11/1, 11/15**

**8. Appointment of CIP liaisons with Committee Heads**

**9. Training Opportunities for CIP Members:** Municipal Assoc. Budget and Finance Workshop in Bedford on 9/12 and Attitash on 9/26. Check with Karen Koch to get registered.

**10. Other Business: None**

**11. Adjourn: 7:13pm**

**Respectfully submitted,**

**Laureen Hadley**

**Secretary**

