

**TOWN OF RYE
CAPITAL IMPROVEMENTS PLAN COMMITTEE
MEETING MINUTES
Monday, June 11, 2018 – 5:30 p.m.
Rye Town Hall**

Members Present: Mae Bradshaw, Keriann Roman, Bill Epperson

Also Present: Paul Goldman (pending committee member)

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Bradshaw called the meeting to order at 5:35 p.m. and led the Pledge of Allegiance.

II. VOTE ON MEMBERSHIP OF PAUL GOLDMAN

**Motion by Keriann Roman to nominate Paul Goldman as a member of the CIP Committee.
Seconded by Bill Epperson. All in favor.**

III. SCHEDULE OF MEETINGS

There was discussion in regards to the schedule for upcoming meetings. It was agreed that the Committee would meet on the 1st and 3rd Mondays at 7:00 p.m. starting in August. The meetings will be held over the months of August and September. It was also agreed to schedule a meeting for July 30th.

IV. REVIEW OF 2019-2024 FORMS:

- **Department Letter**

The Committee reviewed the department letter, which will be sent out within the week. The letter is in the same format as past years with just a change in the dates. The deadline for department responses is noted as July 15th. It was agreed that it should be emphasized to the department heads that capital projects submitted to the CIP should include cost estimates and plan sources that have recently been obtained.

- **Status Report**

The Committee reviewed the format for the status report, which was used the previous year. There were no issues or concerns.

- **Project Request**

The format for the project request sheet was reviewed. The Committee did not have any issues or concerns.

V. ELECTION OF OFFICERS

**Motion by Keriann Roman to nominate Mae Bradshaw as chair.
Seconded by Bill Epperson. All in favor.**

**Motion by Keriann Roman to nominate Bill Epperson as vice-chair.
Seconded by Mae Bradshaw. All in favor.**

VI. COMMITTEE ASSIGNMENTS

Committee assignments were noted and have been submitted to all members. New member Paul Goldman agreed to cover public works, Rye Beach Precinct and the cemetery. The other members will continue working with the assignments they had last year.

➤ **Next Meeting to be held July 30th 7:00 p.m.**

ADJOURNMENT

**Motion by Bill Epperson to adjourn at 5:59 p.m. Seconded by Keriann Roman.
All in favor.**

Respectfully Submitted,
Dyana F. Ledger