

Town of Raymond

Capital Improvements Program (CIP) Committee

Rules of Procedure

Adopted: DD MMM YYYY

Chair: _____

Vice Chair: _____

1. Purpose of the Capital Improvement Program (CIP) Committee.
 - a. The sole purpose and effect of the capital improvements program shall be to aid the Town, School, and the budget committee in their consideration of the annual budget.
 - b. A capital improvement plan is a living document used as a community planning and fiscal management tool for the purpose of coordinating the location, timing, and funding for capital improvements over a multi-year period. Essentially, it is a prioritized list of anticipated large expenses, including, but not limited to capital expenses related physical plant and facilities, equipment, feasibility, architectural and engineering studies and infrastructure needs. The threshold of what a “large expense” is and the details of what is needed may vary from municipality to municipality, but the process, the governing law and its usefulness are the same across the state. The goal is to develop a CIP plan that provides a working blueprint for sustaining and improving a municipality’s infrastructure needed to maintain desired levels of government services.
2. Duties per RSA 674.
 - a. Shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation.
 - b. Which may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues. Identify if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project.
 - c. The plan shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls
 - d. It shall submit its recommendations for the current year to the selectmen, school board, and the budget committee, if one exists, for consideration as part of the annual budget.
3. Membership.
 - a. Duties and Responsibilities of the Chairperson:
 - i. Is obligated to vote
 - ii. Presides over all meetings held by the committee
 - iii. Schedules and posts meetings throughout the year
 - iv. Is responsible to ensure compliance with NH RSA 91A (i.e., posting, agendas, minutes) and Town of Raymond specific policies.
 - v. Shall ensure Rules of Procedure are reviewed every 3 years from last issuance.
 - vi. Review and maintain the Town CIP Committee website accurate.
 - vii. Maintain understanding of applicable parts of RSA 674, Capital Improvements Program and RSA 32 Budgeting
 - b. Vice Chairperson: Vice Chairperson shall fulfill the duties of the chairperson when the chairperson is not available.
 - c. General:
 - i. The CIP Committee consists of eleven (11) members. There will be three (3) citizens-at-large members fulfilling 3-year staggered terms, plus two members from each of the following boards: Board of Selectmen, School Board, Planning Board, and Budget Committee.
 - ii. All members will be appointed by the Board of Selectmen for the period of their elected board positions.

- iii. All members shall cease to hold office immediately when a member ceases to have a domicile in the Town of Raymond.
 - iv. Citizens-at-large members shall be sworn in after appointment and take an oath of office per RSA 42:1.
 - v. Resignations of citizens at large members shall be made in writing and submitted to the Chairperson and the Town Clerk: verbal resignations are not sufficient.
 - vi. To comply with and complete required Town of Raymond Ethics training as designated by the Ethics Committee.
 - vii. The planning of long term significant infrastructure projects require consistence of policy and personnel. Once appointed to the committee, the member should stay the entire time of their election and appointment.
 - viii. Make every effort to follow Riggins Rules.
4. Meetings.
- a. An organizational meeting of the CIP committee shall be held as soon as possible following Town elections and board assignments, preferably before May. At the first meeting, the Chairperson and Vice Chairperson will be elected; the secretary is recommended and is optional.
 - b. New members shall receive or be directed to online orientation material including but not limited to the following:
 - i. Town of Raymond CIP Rules of Procedures
 - ii. Town of Raymond prior years CIP Plan
 - iii. Raymond School District prior years CIP Plan
 - iv. Town of Raymond Code of Ethics
 - v. RSA 91:A, Access to Governmental Records and Meetings
 - vi. RSA 674:5-8, Capital Improvements Program
 - vii. Comprehensive list and balance of all of the capital reserve funds and special revenue funds.
 - viii. Current tax rate, bond status, debt service, future revenues expenditures, and debt.
 - ix. NHMA and NH State References and Training (CIP applicable excerpts)
 - 1. NHMA Volunteer Manual
 - 2. Basic Law of Budgeting
 - 3. NHMA Fundamentals of the Municipal Budget Process
 - 4. The Planning Board in NH, A Handbook for Local Officials
 - c. Routine meetings will be held at the call of the Chairperson to duly transact business of the committee throughout the year. Meetings will be held at a location designated by the chairperson, normally at the Raymond High School and are normally scheduled for the second Tuesday of each month beginning at 6:30pm., unless otherwise noted. The committee shall adjourn before 9:30pm unless a majority of the committee votes to extend to a time specific.
 - d. All meetings shall be conducted in accordance with NH RSA 91:A:3.
 - e. The CIP Committee as a 11-member board has a quorum at six (6) members to constitute a meeting. Attendance and filling of all positions is crucial.
5. Data requesting from Town/School.
- a. Information requested by the CIP Committee under 674:6. All town or city departments, agencies, officials, and any affected school board are required to provide the planning board, or CIP committee, upon its request, a statement of all capital projects proposed to be undertaken during the CIP period.

- b. An individual member of the committee seeking information not requested by committee action, is requested as a courtesy, to inform (copy) the Chairperson and the applicable School Board or Selectman members of the CIP Committee of their request.
- 6. Public Comment. Public comment will be allowed at all regular meeting session. A time limit of 30 minutes shall be allotted each meeting with individual speakers limited to approximately 3 minutes. The Chairperson reserves the right to suspend public comment for disrespectful or threatening comments.
- 7. Planning.
 - a. Based on inflation and focus of the school board and selectmen to catch up after decades of underfunding, the values for focused CIP planning.

i. Thresholds are listed below for specific priorities:

Priority	Cost	Service Life
1	>\$250,000	>10 years
2	>\$500,000	>20 years
3	>\$1,000,000	>30 years

Table 1

Examples: replace RHS roof membrane in 40years for ~\$2.3M; or replace first fire truck out of safety complex every 20-years for ~\$900K

ii. Priorities are defined below:

Priority	Definition
1	failure to accomplish the maintenance action and then failure of the component would significantly stop the functions of the School/Town operations
2	failure to accomplish the maintenance action and then failure of the component would adversely affect functions of the School/Town, however it would still continue to operate
3	failure to accomplish the maintenance action has little to no effect to the operations of the School/Town, may reduce readiness or slightly increase cost

Table 2

- b. The cost, life expectancy and priority will be assessed periodically and is expected to change as the funded CRF percentages increase. As the rate of >80% funded is reached, a lower cost threshold and less significant items can be added to the CIP plan. Infrastructure data and requests from the Town and School should include the following data.

CRF	Maintenance Description	Loc/ Bldg	Crit (1,2,3)	LMA (mm yy)	Cost (\$)	Service Life (yrs)	Due (yyyy)	Est Cost (\$)
Equip/Fac	Replace Membrane Roof	RHS	1	06/10	\$1M	40	2050	\$3.3M
Fire Equipment	Replace Ladder Truck	Safety Complex	2	04/04	\$750K	30	2034	\$1.2M
Equip/Fac	Replace all windows	IHGMS	3	7/07	n/a	n/a	2050	\$1.1M

Examples are made up and are not factual.

Table 3

- c. The key for long term Town of Raymond success is the standardization and consistence of the policy and plan.
- d. Individual items outside less than the thresholds are part of the governing body's operating budget and unanticipated fund balance.
- e. Funding requests to the legislative body and expenditure recommendations are provided to the governing bodies and to the Budget Committee.
- f. Selection of town and school infrastructure and maintenance to include in the CIP plan is purely within the individual Town's duties and is the responsibility of the CIP Committee to establish the guidelines and thresholds.
 - i. These thresholds may change over long periods of time, however they should stay consistent to maximize a standard CIP plan for budgeting.
 - ii. In the most general sense, a capital improvement is something that has a **high cost** and a **use life of several years (normally more than 6 years)**, in contrast with regular operations and maintenance, which generally have a lower cost and occur on a more frequent basis.
 - iii. Typically, capital improvements will include infrastructure projects, land acquisition, buildings, or engineering studies for any of those projects, and may include vehicles or highway maintenance equipment.
 - iv. At this time the CIP Committee threshold for both the Town and SAU are as follows:
 - 1. Appropriations from the legislative body for the purpose of fully funding the listed maintenance action should not be touched by the governing body. Needed maintenance actions not covered by the CIP Plan should be incorporated into the Operating budget for the legislative body to provide one time approval.
 - 2. The CIP Committee strongly recommends that the governing bodies should not dip into the saved funds for specific items to pay for non-listed maintenance infrastructure unless they conduct a hearing with the legislative body.