

Revised October 24, 2009
Revised January 28, 2011
Revised November 26, 2013
Revised August 14, 2019
Revised October 9, 2019

BY-LAWS
OF THE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
OF THE
LINCOLN PLANNING BOARD

ARTICLE I AUTHORITY

Pursuant to RSA 674:5 and Warrant Article No. 25, as adopted at the March 12, 1996 Town Meeting, the Lincoln Planning Board hereby creates a permanent standing committee, to be named the "Capital Improvements Program (CIP) Committee."

ARTICLE II PURPOSE

The purpose of the committee will be to assist the Planning Board in its annual adoption of a Capital Improvements Program by performing any task deemed appropriate to the implementation of RSA 674:6 and RSA 674:7.

ARTICLE III MEMBERSHIP

- A. The committee will be comprised of four (4) voting members, as follows:
- Representative of the Planning Board
 - Representative from the Budget Committee
 - Selectman's Designated Representative
 - Public or Staff Representative
- B. The Planning Board may determine changes to the previous year's committee structure at any time.

ARTICLE IV ORGANIZATION

- A. The Chairman of the committee will be the Board of Selectmen's Designated Representative.
- B. The Finance Director is hereby designated as the financial officer.
- C. The CIPC Chairman is hereby designated as the primary contact.

- D. The office of the Planning Board/CIP Secretary will be responsible for providing staff support for the purposes of taking and preparing committee minutes and other routine staff needs of the committee.


ARTICLE V RESPONSIBILITIES

- A. The CIP process is generally set forth as follows:

- Step 1:* On or about **June 1st** each year, letters are sent out by the representative of the Planning Board to department heads requesting their detailed CIP project submittal information for the next fiscal year. Each year the department head reassesses all of the prior project requests and adds a new sixth year.
- Step 2:* By **July 1st**, all project requests are due back to the CIP Committee.
- Step 3:* Generally speaking, from **July through October**, the CIPC meets to prioritize all requested projects and develop the draft CIP. As part of the process, the CIPC may create a sub-committee; known as the "CIP Advisory Committee," whose sole purpose will be to assist the CIPC in creating a priority ranking of all CIP proposed projects.
- Step 4:* By **November 15th**, the CIPC, makes its recommendations to the Planning Board.
- Step 5:* By the end of **November**, the Planning Board will conduct a public hearing and take action or amend the CIP based on input from the public hearing.
- Step 6:* By **December 15th**, the Planning Board adopts the CIP and distributes it to the Budget Committee, the Board of Selectmen and the general public to be used as a planning tool.

- B. In addition to a proposed Capital Improvements Program, at the end of its annual work as a CIPC, the Committee will address any matter deemed appropriate by the Committee, including a critique of these committee by-laws.

Last revised by the Planning Board during its meeting of October 9, 2019.



OJ Robinson, CIPC Chairman &
Selectmen's Designated Representative