

**MINUTES OF THE**  
**CAPITAL IMPROVEMENTS PLAN COMMITTEE**

The CIP Committee held a meeting on Tuesday, May 20, 2025 at the Salem Town Hall, 33 Geremonty Drive, Salem, NH.

**Committee Members Present:** Jim Koczat, Sean Lewis (PB Rep), Colleen Mailloux, Nicole McGee, Brian Thornock (BC Rep)

**Staff Present:** Crayton Brubaker, Community Development Program Manager

*The meeting was called to order at 1:02 pm.*

Ms. Mailloux, Assistant Town Manager was welcomed to the Committee. She has experience working with capital improvement programs in her own town and at her recent jobs at the FAA and in Londonderry.

Mr. Thornock was welcomed as the new Budget Committee member. He also has experience working with capital improvement programs in his career.

## 1. Election of Officers

**MOTION BY: Nicole McGee**

### ***Move to nominate Sean Lewis as Chair.***

## **SECOND BY: Jim Koczat**

**VOTE:** 4-0-1 (Mr. Lewis abstains)

## The motion passed.

**MOTION BY: Sean Lewis**

***Move to nominate Nicole McGee as Vice-Chair and Brian Thornock as Secretary.***

## **SECOND BY: Jim Koczat**

**VOTE: 5-0**

**The motion passed unanimously.**

## 2. Review of Minutes from August 6, 2024

## **MOTION BY: Jim Koczat**

***Move to approve the minutes of the August 6, 2024 CIP Meeting.***

## **SECOND BY: Nicole McGee**

**VOTE:** 3-0-2 (Ms. Mailloux and Mr. Thornock abstained)

## The motion passed.

### 3. Review of Easy CIP

1 Mr. Brubaker reviewed Easy CIP software and that department heads submit project sheets for  
2 the Committee to review. The projects are due to be updated by the end of May.  
3

4 **4. Review of CIP Committee Process**

5 The Committee reviewed the circular CIP process graphic that was adopted in 2022. The  
6 Committee discussed the desire to look at outer years in the fall and the feasibility of what that  
7 would look like for the Committee and department heads. Ms. Mailloux discussed that this 2025  
8 year might be a year in flux and that if the Committee started earlier next year, it would be  
9 possible to look at the overall 6-year plan. The Committee discussed using the scoring system for  
10 the outer year projects.  
11

12 **5. CIP Bylaws**

13 The Committee discussed having an even numbered committee. There were no proposed updates  
14 to the bylaws.  
15

16 The Committee discussed the CIP guidelines and ceiling and floor values. The Committee  
17 discussed how the projects are recommended and eventually compiled into a recommendation  
18 spreadsheet. The prior year's spreadsheet was shown on the screen and discussed.  
19

20 **6. CIP Summer Schedule, Deadlines, and Department Presentations**

21 The Committee discussed how many meetings were needed to meet with the various  
22 departments. It was determined that 2 days of department presentations were needed, ideally one  
23 just for the Municipal Services Department and one for the rest of the departments. After the  
24 presentations, one final meeting will be scheduled to review and rank projects. The schedule is as  
25 follows:  
26

27 Tuesday, July 8, 2025 – 1pm – Department Presentations Part 1  
28 Tuesday, July 15, 2025 – 1pm – Department Presentations Part 2  
29 Tuesday, August 5, 2025 – Final Project Ranking and Recommendation  
30

31 **7. Adjourn**

32 **MOTION BY: Jim Koczat**

33 *Move to adjourn at 2:10 pm.*

34 **SECOND BY: Nicole McGee**

35 **VOTE: 5-0**

36 **The motion passed unanimously.**

37  
38 **ADJOURNMENT AT 2:10 PM.**

39  
40 Notes/minutes taken by: Crayton Brubaker