

**MINUTES OF THE  
CAPITAL IMPROVEMENTS PLAN COMMITTEE**

September 10, 2025

The CIP Committee held a meeting on Wednesday, September 10, 2025 at the Salem Town Hall, 33 Geremonty Drive, Salem, NH.

**Committee Members Present:** Sean Lewis; Nicole McGee; Jim Kocztat; Colleen Mailloux

*The meeting was called to order at 9:05 am.*

## 1. Review of Minutes from August 14, 2025 Meeting

**MOTION BY:** Jim Koczat

***Move to approve the minutes of the August 14, 2025 CIP Meeting.***

**SECOND BY:** Colleen Mailloux

**VOTE: 4-0-0**

**The motion passed unanimously.**

## 2. CIP Process Suggestions Memo

Mr. Brubaker explained his memo to the CIP Committee about process improvement suggestions. There were 5 items for consideration. The Committee had consensus on the first two suggestions – internal department prioritization and adding a reference to master planning effort(s) and/or supporting documentation. The Committee discussed the third suggestion of involving committees with some projects; the consensus was to have the staff liaison present projects and invite involved committees to any applicable projects. The Committee discussed the fourth suggestion of taking a comprehensive look at the six-year outlook instead of primarily looking at the immediate next year. The Committee recommended having internal department meetings prior to submission to the CIP Committee. The Committee discussed the fifth suggestion of having the CIP Committee recommend which outer year to defer projects to. The CIP Committee felt it may be confusing, and the department heads should be able to adjust which fiscal year a deferred project is put in as a part of their annual CIP process. Mr. Brubaker will put in a narrative note in the CIP report about what a recommendation for deferral means.

**MOTION BY:** Jim Koczat

*Move to adopt the changes to the CIP process as highlighted in the memo and amended per the Committee discussion.*

**SECOND BY:** Nicole McGee

**VOTE: 4-0-0**

**The motion passed unanimously.**

### 3. Bylaws Reviews and Changes

The Committee reviewed the proposed bylaws changes on the screen and discussed each one. The Committee wanted to keep the 'or designee' language next to Assistant Town Manager in the membership table that was added last year. The Committee added the Community

1 Development Program Manager as a seventh voting member. The Committee amended the  
2 language about which committee appoints which positions and added the ability to for each  
3 committee to appoint an alternate. The Committee removed section B.3. The Committee changed  
4 Section F to make bylaws changes able to be made and recommended in one meeting instead of  
5 two. Other minor typographical changes were included in the changes.  
6

7 **MOTION BY:** Jim Koczat

8 *Move to approve the bylaws changes per Crayton's suggestions and the CIP Committee's*  
9 *discussion.*

10 **SECOND BY:** Colleen Mailloux

11 **VOTE:** 4-0

12 **The motion passed unanimously.**

13

14 **4. Other**

15 The CIP Committee will meet next on Wednesday, September 17 at 9 am to finalize the bylaws  
16 changes. Mr. Brubaker will present the CIP report, process changes, and bylaws changes at the  
17 September 22 Town Council meeting.  
18

19 **5. Adjourn**

20 **MOTION BY:** Jim Koczat

21 *Move to adjourn at 10:00 am*

22 **SECOND BY:** Nicole McGee

23 **VOTE:** 4-0

24 **The motion passed unanimously.**

25 **ADJOURNMENT AT 10:00 AM.**

26

27 Notes/minutes taken by: Crayton Brubaker