



VOLUNTEER MANUAL

A GUIDEBOOK FOR DEVELOPING POLICIES AND PROCEDURES



Capital Improvement Program Committee Member

Appointed Position

- Duties of Position:** Prepare and amend a recommended program of municipal capital improvement projects (CIP) as an aid to the mayor, selectmen and/or budget committee in their consideration of the annual budget. Confer with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards in developing the capital improvement plan. Classify projects according to their urgency and need for realization and recommend a time sequence for their implementation. The CIP may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, 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. The program shall be based on information submitted by the departments and agencies of the municipality and take into account public facility needs indicated by the future development of the community as projected in the master plan.
- Responsibilities:** Acting through the CIP Program Committee prepare and amend the municipality's CIP
- Appointing Authority:** In Towns, appointed by select board, town council or manager. In cities the manner of appointment as provided in the city charter
- Length of Appointment:** In Towns the term of appointment prescribed by town meeting vote or determined by the select board, town council or manager. In Cities the term of appointment as provided in city charter.
- Time Commitment:** Attend regular meetings of CIP Committee and undertake such other duties that are assigned by the Committee.
- Qualifications:** Eligible candidates include adults over the age of 18 who are U.S. Citizens and who reside in the town or city. Prior interest in municipal infrastructure and land use preferred but not required.
- Support Provided:** The town or city may pay for membership in and attendance at training programs provided by the New Hampshire Municipal Association and/or the NH Office of Planning & Development.