

**MINUTES OF THE  
CAPITAL IMPROVEMENTS PLAN COMMITTEE**

August 14, 2025

The CIP Committee held a meeting on Tuesday, August 14, 2025 at the Salem Town Hall, 33 Geremonty Drive, Salem, NH.

**Committee Members Present:** Sean Lewis; Nicole McGee; Jim Koczat; Colleen Mailloux; Brian Thornock

*The meeting was called to order at 9:01 am.*

## 1. Review of Minutes from August 5, 2025 Meeting

**MOTION BY: Jim Koczat**

***Move to approve the minutes of the August 5, 2025 CIP Meeting.***

**SECOND BY:** Nicole McGee

**VOTE:** 4-0-1 (Mr. Thornock abstained)

**The motion passed.**

## 2. MS4 Compliance – Adjust Spreadsheet

23 The Committee discussed the MS4 compliance project and its necessity as a project and what it  
24 typically includes. The Committee decided to include the MS4 Compliance in this year's CIP  
25 recommendation sheet.

27 The Committee looked at the bylaws and the definition of a capital project. The Committee  
28 decided that, in future years, the MS4 Compliance and Infiltration & Inflow projects should be  
29 included as a part of the operating budget, not CIP. The Committee decided that the Road  
30 Program should still be considered in the CIP every year.

32 The Committee moved Infiltration and Inflow to #12 and MS4 Compliance to #13 to the bottom  
33 of the recommended list and renumbered the rest of the projects accordingly.

**MOTION BY:** Colleen Mailloux

*To approve the amended spreadsheet and to recommend to the Town Council the updated list of projects recommended for funding and deferral.*

SECOND BY: Jim Koczat

**VOTE: 5-0**

The motion passed unanimously.

### 3. Other

43 Ms. Mailloux noted that Town staff will begin working with department heads to begin focusing  
44 on putting in their outer year capital projects. Mr. Thornock mentioned the need to have  
45 information on future projects to determine significance and readiness.

1 The CIP Committee will meet next on Wednesday, September 10 at 9 am to discuss bylaws  
2 changes and process changes for department submissions for outer years.  
3

4 **4. Adjourn**

5

6 **MOTION BY:** Colleen Mailloux

7 *Move to adjourn at 9:34 am*

8 **SECOND BY:** Jim Koczat

9 **VOTE:** 5-0

10 **The motion passed unanimously.**

11 **ADJOURNMENT AT 9:34 AM.**

12

13 Notes/minutes taken by: Crayton Brubaker