

MINUTES

Capital Improvements Program Committee

Meeting Date and Time: Wednesday, December 13th 2023, 6:30 PM

Meeting Place: Old Town Hall, 19 Meeting House Hill Rd, Sanbornton NH

Present: Chair Andy Sanborn, Nina Gardner, Bob Silvia, Jody Slack, Selectman Glenn Frederick

a. Minutes – Nina Gardner made a motion to approve the draft minutes of 11/27 with corrections. Jody Slack seconded the motion and the motion passed unanimously.

b. Board of Selectmen requests – Selectman Glenn Frederick explained that the BOS is requesting \$27,500 in a CRF fund for five years to save toward the cyclical evaluation needed in 2028. The Town has contracted with Avitar to do ongoing assessing work as well but this money is in addition to that. Nina questioned if a CIP request is the correct way to save for this as it is not a physical item. Ralph Carter stated that having a CRF shows taxpayers where the money is going. Chair Sanborn stated that if a new CRF needs to be established for this purpose then that is the purview of the BOS.

The BOS has requested a new CRF for Winnisquam Watershed Protection for addressing issues leading to runoff into the lake. Chair Sanborn stated that he does not believe the requested \$25,000 per year is enough as there are eleven projects that need to be completed according to the report from Winnisquam Watershed Network. Selectman Frederick stated that the BOS did not request funds for the Town Building Improvements & Design CRF as it was thought that this CRF was only needed for the new town office building and PD but those projects are complete; there is a Town Facilities Repair & Refurbish CRF that can be used for buildings. Nina stated that she thinks the CRF is still needed and predated the town office and PD projects. She suggested looking at the originating language for the warrant article that created the CRF.

Chair Sanborn stated that Facilities CRF could be used for items like furnaces or equipment while Town Buildings Improvements would be used for additions to existing buildings. Nina stated that she would like to see what each CRF request adds to the tax rate; Bob Silvia stated that he believes that 10.5 cents is added for every \$100,000 of spending. Selectman Frederick noted that the BOS is in favor of the Chapel Fire Station improvements proposed by Chief Dexter and have requested \$100,000 for FY25 and FY26, and then decreased to \$50,000 for FY27. The Chapel improvements alone are projected to cost \$100,000 and would be spread out over two years, leaving monies in the CRF for other needs. The new overhead door at the Life Safety Building at \$21,000 would also come from this CRF in FY25. Selectman Frederick stated that the BOS is requesting \$7,000 for Milfoil & Phosphorous and \$25,000 for Town Hall Repair & Restoration.

Nina Gardner made a motion to recommend the BOS request of \$25,000 for Winnisquam Watershed Preservation. Jody Slack seconded the motion. Chair Sanborn stated that he believes a number closer to \$200,000 is going to be needed if each project is close to \$1,000,000 to complete. Nina stated that this would add around \$.20 to the tax rate. Selectman Frederick asked if having too much money in the CRF will make it harder to get grants; Chair Sanborn responded that he would expect the money to be spent quickly and not accumulate. Nina stated that she

would be in favor of \$100,000 as Old Town Hall will be an expensive project also. Chair Sanborn withdrew his motion. Nina Gardner made a motion to recommend funding the Winnisquam Watershed Preservation CRF at \$100,000 for the next five years. Chair Sanborn seconded the motion and the motion passed unanimously.

Chair Sanborn made a motion to fund the Town Building Improvements CRF at \$25,000 per year for the next five years. Bob Silvia seconded the motion and the motion passed unanimously.

Nina Gardner made a motion to recommend the BOS request of \$7,000 for Milfoil & Phosphorous for the next five years. Chair Sanborn seconded the motion and the motion passed unanimously.

Bob asked if there is an estimate for what it will cost to make updates to Old Town Hall. Selectman Frederick stated that the BOS is looking for a steward to come up with a list. Nina stated that she knows someone who applied to be the steward and never heard back from the BOS; Selectman Frederick stated that once a person is appointed then a committee could be formed to do more investigation. Nina stated that it will take money to get experts who can weigh in on what is needed and what it will cost. She noted that there seemed to be significant support for renovation at Chapel Station by the BOS so it seems that updates to Old Town Hall are being put off.

Chair Sanborn made a motion to recommend the BOS request for \$25,000 for Town Hall Repair & Restoration for the next five years. Selectman Frederick seconded the motion. Nina stated that a new roof will be needed at the very least. Chair Sanborn withdrew his motion. Bob Silvia made a motion to fund the CRF at \$50,000 for the next five years. Nina Gardner seconded the motion and the motion passed unanimously.

Members stated that the CRF for the cyclical reval should be in the purview of the BOS.

c. Police requests – Nina Gardner made a motion to recommend the request for \$78,000 for FY25 for a police cruiser. Selectman Frederick seconded the motion and the motion passed unanimously.

Chair Sanborn made a motion to recommend the request for \$14,500 for body cameras for FY25 and \$6,500 for FY26 to FY30. Jody Slack seconded the motion and the motion passed unanimously.

d. Fire requests – Chair Sanborn made a motion to recommend the request for \$21,000 for a new overhead door. Bob Silvia seconded the motion and the motion passed unanimously.

Chair Sanborn made a motion to recommend the request for \$80,000 for Command Car 2 to be paid from the Ambulance Revenue Fund. Nina Gardner seconded the motion. Nina stated that the balance in that CRF is \$341,000 and is funded by user fees and not taxation. The motion passed 4-1, with Jody Slack voting No.

Chair Sanborn made a motion to recommend the request for \$100,000 for Chapel Station improvements to be paid from the Town Facilities CRF over the course of two years. Nina Gardner seconded the motion and the motion passed unanimously.

Nina Gardner made a motion to change the current figure of \$100,000 per year to \$125,000 per year for the Fire Truck CRF for the next five years. Chair Sanborn seconded the motion. Nina

noted that that number will probably have to increase in the future as costs increase. The motion passed unanimously.

d. Library request – Chair Sanborn noted that there are grant monies that will cover about half the request for a new automatic door opener the library. Nina Gardner made a motion to recommend funding the request for Library Building Entrance Door Accessibility for \$16,000 for FY25 which includes added funds for electrical work. Chair Sanborn seconded the motion and the motion passed unanimously.

e. Transfer Station request – Nina Gardner made a motion to fund the Transfer Station CRF at \$49,800 for FY25 through FY28, decreasing to \$24,350 for FY29-FY30. Chair Sanborn seconded the motion and the motion passed unanimously.

f. Highway requests – Nina stated that the same roads keep getting routine maintenance while lesser-traveled roads do not get as much attention. Ralph Carter noted that there is too much money being spent on gravel roads instead of asphalt; he added that there are grants available for widening roads to accommodate pedestrians and bicyclists. Chair Sanborn stated that the Highway Director has provided a plan showing that four asphalt roads will be addressed next year and only one gravel road.

Members discussed adding \$200,000 to the Roads CRF for the purpose of making improvements to the roads that contribute to runoff into Lakes Winnisquam. Bob Silvia made a motion to recommend funding the Roads CRF at \$800,000 for the next five years. Chair Sanborn seconded the motion and the motion passed unanimously.

Chair Sanborn made a motion to recommend the request for \$150,000 for Bridges for the next five years. Jody Slack seconded the motion and the motion passed unanimously.

Nina Gardner made a motion to recommend funding the Heavy Equipment CRF at \$176,250 for FY25 through FY27, decreasing to \$110,00 for FY28 and FY29. Chair Sanborn seconded the motion and the motion passed unanimously.

g. Other business – Nina stated that she would like Bob to look into the tax rate calculation of 10.5 cents per \$100,000 of spending, as that will be important to voters to know. Chair Sanborn stated that the CIP process did not go smoothly this year and he attributes this to having less staff at the town offices. Nina noted that the BOS requests were not received until today and the varying levels of experience within the BOS has caused challenges.

Meeting adjourned at 8:36pm. The next meeting will tentatively be held in the beginning of January to finalize the CIP spreadsheet.

Respectfully submitted,

Audry Barriault