

MINUTES

Sanbornton Capital Improvements Program Committee (CIPC)

Meeting Date and Time: Thursday, October 12, 2017 at 5:30 PM

Meeting Place: Town Offices, 573 Sanborn Road, Sanbornton, N.H.

The meeting was called to order by Chair Andy Sanborn at 5:30 PM.

Present: Dick Gardner, Planning Board; Andy Sanborn, Chair/Citizens' Representative, Justin Barriault, Budget Committee; Jody Slack, Planning Board.

Approval of draft CIPC minutes from 2/27 – Dick Gardner made a motion to approve the draft minutes of 2/27. Jody Slack seconded the motion and the motion passed, with Justin Barriault abstaining.

New Business

a. Capital Expense request deadline and form – Chair Andy Sanborn explained that the capital expense request forms have not been sent to department heads by the Town Administrator; she is waiting on the directive of the CIP committee. He suggested October 30th as a deadline for the forms back from department heads. Justin Barriault stated that the Highway Department may not be ready, and suggested giving the 30th as the deadline but understanding if some departments cannot meet that deadline, and the rest of the committee agreed. Dick Gardner made a motion to make the deadline for capital expense requests October 30th, 2017. Justin Barriault seconded the motion and the motion passed unanimously. Jody Slack made a motion to request Town Administrator Katie Ambrose distribute the forms. Justin Barriault seconded the motion and the motion passed unanimously.

Chair Sanborn asked if members would like any changes made to the current expense form. Dick Gardner stated that the form was okay but that a detailed inventory sheet of all departments' assets is needed for the CIP to plan effectively. The current sheet only keeps a 6-year outlook of assets and their payoff schedules. Chair Sanborn stated that he would also like to see an inventory sheet like this, that keeps track of past expenditures as well, going back at least 5 years as well as ahead 15 years. He stated that a previous CIP member, Jeff Jenkins, had created this type of document and he will see if it's still available. Dick Gardner made a motion to direct Chair Sanborn to reach out to Jeff Jenkins to obtain the inventory document. Jody Slack seconded the motion and the motion passed unanimously.

b. Chairmanship – Dick Gardner made a motion to nominate Andy Sanborn as the CIP Chair. Justin Barriault seconded the motion and the motion passed unanimously. Chair Sanborn noted that the Board of Selectmen are trying to recruit another Citizens' Representative to serve as a member of the CIP committee. Any interested residents would need to be approved by the Board of Selectmen.

c. Meeting schedule – The committee decided on the upcoming dates for meetings, noting that TA Ambrose can also ask department heads if they prefer a certain meeting date to answer questions:

Monday, October 23rd at 6:00 (to talk about plan for asset inventory)

Monday, November 6th at 6:00 (Police and FD to answer questions)

Monday, November 27th at 6:00 (Highway Department)

Meeting adjourned at 6:30. The next meeting is scheduled for Monday, October 23rd at 6:00 to be held at the Town Offices.

Respectfully submitted,

Audry Barriault, CIPC Secretary