

MINUTES

Sanbornton Capital Improvements Program Committee (CIPC)

Meeting Date and Time: Monday, January 27 2017 at 7:00 PM

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

The meeting was called to order by Andy Sanborn at 7:00 PM. All in attendance recited the Pledge of Allegiance.

Present: Dick Gardner, Planning Board; Andy Sanborn, Chair/Citizens' Representative, Nina Gardner, Citizens' Representative; Katie Ambrose, Town Administrator; Craig Weisman, Budget Committee

Approval of draft CIPC minutes from 12/12 – Nina Gardner made a motion to approve the draft minutes of 12/12. Dick Gardner seconded the motion and the motion passed unanimously.

New Business

- a. **Minor technical corrections to CIP plan** – Chair Andy Sanborn stated that there are some minor technical changes that should be made to the CIP plan, including changes to some dollar figures, labels of items and years provided by Town Administrator Katie Ambrose. Craig Weisman made a motion to accept the technical corrections and Dick Gardner seconded the motion. The motion passed unanimously.
- b. **Guidelines for CIP Committee** – Chair Andy Sanborn explained that Selectman Katy North provided a document to be shared with the group members which outlines the guidelines for a CIP Committee, concluding that the Committee's obligations have been fulfilled. Nina Gardner stated that the guidelines voted on at Town Meeting in 2006 reference RSA 674:5, but do not state that the Committee "may encompass future projects" as stated in the actual RSA language. She also noted that if the Board of Selectmen does not find value in the continued work of the CIPC then the group should not continue meeting, and Craig Weisman agreed. Dick Gardner stated that the CIPC is a subcommittee of the Planning Board that assists the BOS and Budget Committee with planning for capital items.

Chair Sanborn explained that the Town was aware of the purpose of the CIPC when voted on in 2006 and would not have voted for it if they did not find a value in the group's mission. He also stated that he would like the CIPC to work towards planning for all the large capital assets of the Town, including knowing when the assets were purchased and when they will expire, on a regular basis. Town Administrator Ambrose stated that the role of CIP Committee is to also carry out the mission of the Master Plan by planning for related expenses and suggested possibly meeting earlier in the year in the next fiscal year, and all were in agreement to make September 15, 2017 the deadline for department heads' capital requests.

Nina Gardner made a motion to authorize Chair Andy Sanborn to come before the BOS and state that the CIP Committee would like to be of assistance with capital item planning, consistent with the language of RSA 674:5. Craig Weisman seconded the motion and the motion passed 3-1, with Dick Gardner voting No.

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- c. **Review and critique of CIPC process** – Chair Andy Sanborn asked the Committee members for their views on how the CIPC ran this year, and stated that he himself would like to see an evaluation of tax impact for the requested items from department heads. TA Ambrose explained that the Assessor would be involved in getting those numbers. Dick Gardner stated that having purchase dates included on capital items as well as a possible asset inventory for larger items from each department. Craig Weisman stated that department heads know what their departments have and need, and Nina Gardner noted that the DPW's grader is a large asset that is not on the plan currently, but the group should be aware of when a new one will be needed in order for the Town to plan for its funding. Chair Sanborn agreed to ask DPW Director Brian Bordeau about the age and expiration of the grader.

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Audry Barriault, CIPC Secretary