

## MINUTES

### **Sanbornton Capital Improvements Program Committee (CIPC)**

**Meeting Date and Time:** Monday, December 5 2016 at 6:30 PM

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

The meeting was called to order by Andy Sanborn at 6:56 PM. All in attendance recited the Pledge of Allegiance.

**Present:** Craig Davis, Citizens' Representative; Dick Gardner, Planning Board; Andy Sanborn, Chair/Citizens' Representative; Nina Gardner, Citizens' Representative; Katie Ambrose, Town Administrator; Katy North, Selectmen's Representative.

**Approval of draft CIPC minutes from 11/28** – Craig Davis made a motion to approve the draft minutes of 11/28. Dick Gardner seconded the motion and the motion passed unanimously.

### **New Business**

- a. **Discussion on final format of CIPC report** – Chair Andy Sanborn asked the Committee what they would like the final format of the CIPC report to look like. He suggested a Yes or No vote from the Committee members on each request, along with a narrative if necessary. Nina Gardner made a motion for a roll call vote for non-unanimous decisions, stating that this will capture how members are voting now versus later. Craig Davis seconded the motion and the motion passed unanimously.

The Committee reviewed and voted on the following requests:

### **Fire Department**

Painting of Exterior of Life Safety Building – Nina Gardner made a motion to not consider this request as it is already included in a request from the Board of Selectmen. Dick Gardner seconded the motion and the motion passed unanimously.

Fire Truck Replacement – Nina Gardner made a motion to include the fire truck replacement in the CIP plan and recommend funding at \$70,000 per year. Craig Davis seconded the motion and the motion passed unanimously.

Forestry Truck Replacement – Craig Davis made a motion for the forestry truck to continue to be included in the fire department's \$70,000 capital reserve fund so that the truck can be replaced in 2022. Nina Gardner seconded the motion and the motion passed unanimously.

Ambulance Purchase – Craig Davis made a motion to include the ambulance purchase on the CIP plan for FY18 and recommend funding at \$260,000, with funding coming from the Emergency Medical Services Fire and Rescue Apparatus, Equipment and Vehicles Special Revenue Fund. Nina Gardner seconded the motion and the motion passed, with Selectman Katy North abstaining as this has not been discussed by the Selectmen yet. Chair Andy Sanborn stated

that he feels a second ambulance would buy a great deal of service for the town at very little cost to taxpayers. Craig Davis mentioned that a second ambulance would allow for backup when one ambulance is in use. Nina Gardner stated that purchasing a second ambulance would reflect the Town's commitment to the aging demographic of Sanbornton. Dick Gardner stated that without the purchase of an ambulance in FY18, a replacement ambulance would still be needed in two years.

### **Police Department**

Ford Interceptor – Craig Davis made a motion to include the request for the Ford Interceptor in the CIP plan and to recommend funding at \$33,000. Nina Gardner seconded the motion and the motion passed, with Katy North abstaining.

Concept and Design for New Police Station – Nina Gardner made a motion to not advance with this request, but to place it on the CIP plan for FY19. Craig Davis seconded the motion and the motion passed unanimously. Nina Gardner stated that the Committee is lacking information related to a space needs study of all town buildings and should have that before moving forward. Town Administrator Katie Ambrose reported that she is still waiting on a call back from the engineering firm contracted to complete the space needs study that Nina is referring to. Dick Gardner stated that if the Select Board receives the study before they vote on this purchase request then they should move forward with it.

### **Recreation Commission**

Recreation Building – Nina Gardner made a motion to include the new recreation building on the CIP plan and recommend funding it in FY18 at \$98,000. Dick Gardner seconded the motion and the motion passed, with Katy North abstaining and Craig Davis voting No. Nina Gardner explained that even if a comprehensive town building area is made available in the future, it does not negate the need for a Recreation Building now and the current arrangement is not ideal. Andy Sanborn stated that the recreation building, for which \$30,000 has already been raised, would support many programs. Craig Davis stated that he feels \$68,000 for a Recreation Building is not well spent and that there are space needs of all town buildings that need to be addressed.

### **Department of Public Works**

(1 of 8) Town Roads – Nina Gardner made a motion to include this request for road repair in the CIP plan FY18 through FY23 and recommend funding at \$600,000. Craig Davis seconded the motion and the motion passed, with Katy North abstaining and Chair Andy Sanborn voting No. Chair Andy Sanborn stated that he does not feel there is enough information in the road plan provided by the DPW director. Nina Gardner agreed that the plan is not specific enough but explained that the DPW director is a working manager and does not have the resources to create a detailed plan. Craig Davis stated that he feels the Budget Committee should discuss creating a capital reserve fund for roads with the Selectmen, rather than including it in the operating budget.

(2 of 8) Town Bridges – Nina Gardner made a motion to include the request for bridges in the CIP plan for years FY18 to FY23 and recommend funding at \$100,000. Craig Davis seconded the motion and the motion passed unanimously.

(3 of 8) Replace Truck 5 – Craig Davis made a motion to include the replacement of Truck 5 on the CIP plan and recommend funding at \$20,000 for years FY18 to FY23. Nina Gardner seconded the motion and the motion passed unanimously.

(4 of 8) Replace Truck 4 – Craig Davis made a motion to include the replacement of Truck 4 on the CIP plan and recommend funding at \$20,000 for years FY19 to FY24. Nina Gardner seconded the motion and the motion passed unanimously.

(5 of 8) Replace Truck 1 – Dick Gardner made a motion to include the replacement of Truck 1 on the CIP plan and recommend funding at \$32,000 for years FY20 to FY25. Nina Gardner seconded the motion and the motion passed unanimously.

(6 of 8) Replace Truck 3 – Craig Davis made a motion to include the replacement of Truck 3 on the CIP plan and recommend funding at \$32,960 for years FY21 to FY26. Nina Gardner seconded the motion and the motion passed unanimously.

(7 of 8) Replace Truck 6 – Craig Davis made a motion to include the replacement of Truck 6 on the CIP plan and recommend funding at \$9,000 for years FY22 to FY27. Nina Gardner seconded the motion and the motion passed unanimously.

(8 of 8) Replace Truck 2 – Craig Davis made a motion to include the replacement of Truck 2 on the CIP plan and recommend funding at \$34,000 for years FY18-FY22.

### **Board of Selectmen**

Phosphorous/Milfoil Reduction – Craig Davis made a motion to continue to include the capital reserve fund for Phosphorous/Milfoil Reduction on the CIP plan and recommend funding at \$5,000. Nina Gardner seconded the motion and the motion passed unanimously.

Town Hall Restoration/Repair – Craig Davis made a motion to include the request for Town Hall Restoration/Repair in the CIP plan and recommend funding at \$25,000. Nina Gardner seconded the motion and the motion passed unanimously.

Facility Maintenance and Repair - Nina Gardner made a motion to include the request for Facility Maintenance and Repair on the CIP plan for FY18 to FY23 and recommend funding at \$40,000. Craig Davis seconded the motion and the motion passed unanimously. Dick Gardner noted that recommending to extend a request out to future years was not part of the original request. Nina Gardner stated that the Selectmen requesting funding for maintenance is a positive thing.

Town Building Improvements – Craig Davis made a motion to include the request for Town Building Improvements on the CIP plan for FY18 to FY23 and recommend funding at \$25,000.

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Nina Gardner seconded the motion and the motion passed unanimously. Nina Gardner mentioned that this is another a positive step made by the Selectmen and it would be helpful if a plan was developed that outlined what the money would be used for year to year.

All CIP members agree to include the following existing commitments on the CIP plan and recommend funding each:

Highway Garage - \$135,159 for years FY18 to FY20

SUV Replacement - \$6,500 for years FY18 and FY19

Last payment of Truck 1 - \$28,524 in FY18 only

Dick Gardner noted that he would like to see funding sources listed on the final spreadsheet and Selectman Katy North agreed. Town Administrator Katie Ambrose stated she will work on this before next week so the Committee can vote on the final totals.

### **Other Business**

**\*\*IMPORTANT DATES\*\***

Meeting – Monday December 12<sup>th</sup> at 5:30

**Meeting adjourned at 8:20.**

Respectfully submitted,

Audry Barriault, CIPC Secretary