

MINUTES

Sanbornton Capital Improvements Program Committee (CIPC)

Meeting Date and Time: Tuesday, October 18 2016 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. All in attendance recited the Pledge of Allegiance.

Present: Craig Davis, Citizens' Representative; Julie Lonergan, School Board Representative; Dick Gardner, Planning Board; Andy Sanborn, Chair/Citizens' Representative, Nina Gardner, Citizens' Representative; Katie Ambrose, Town Administrator.

Others present: Selectman Katy North

Approval of draft CIPC minutes from 10/13 – Julie Lonergan made a motion to approve the draft minutes of 10/13. Dick Gardner seconded the motion and the motion passed unanimously.

New Business

- a. **Discussion regarding CIPC Departmental Request form** – Dick Gardner asked if there has been negative feedback on the existing CIPC form. Julie Lonergan stated that the content in the form is okay, but it would be much easier if the form was in PDF format with fields that can be typed within. Craig Davis made a motion to continue using the form, but to have it made into an editable PDF form by Town Administrator Katie Ambrose as soon as possible. Nina Gardner seconded the motion and the motion passed unanimously. The group discussed when the deadline should be for receiving the form back from department heads. Julie Lonergan stated that three weeks sounds adequate and made a motion to make the form deadline November 9, 2016. Craig Davis seconded the motion and the motion passed unanimously.

Katie Ambrose suggested having department heads resubmit any previously submitted forms, and the committee agreed. Craig Davis made a motion for the next CIPC meeting to be held on Monday, November 14th to review departmental requests, and then meet with the department heads on Monday, November 28th. Nina Gardner seconded the motion and it passed unanimously. Julie Lonergan also suggested having the forms emailed to the CIPC members by the Town Administrator also so they can be reviewed before the November 14th meeting and all were in agreement.

- b. **Review organizational purpose of CIPC** – Chair Andy Sanborn asked if there are plans from other committees that the CIPC should be reviewing. Craig Davis stated that those plans should come to CIPC from the Board of Selectmen. Nina Gardner stated that the CIP documents from the Town of Hooksett show that an ongoing maintenance budget is included in their plans, and she would like to see something similar for Sanbornton and that the group can work on this next year. Nina Gardner made a motion to take no action on discussing organization purpose of CIPC until after the New Year, seconded by Craig Davis. All were in favor and the motion passed.

Old Business

None

Other Business

- a. Spreadsheet of CIP requests** – Julie Lonergan stated that she would like to see a legal-sized spreadsheet for the financial plan for CIP so that it can include more data. The Town Administrator will work on getting this.
- b. October 24th meeting cancelled** - Due to deadline for departmental requests not being due until November 9th, Craig Davis made a motion to cancel the meeting scheduled for next Monday, October 24th. Julie Lonergan seconded the motion and the motion passed unanimously.

Meeting adjourned at 6:30. The next meeting is scheduled for Monday, November 9th at 5:30 to be held at the Town Offices.

Respectfully submitted,

Audry Barriault, CIPC Secretary