**MINUTES**

**Capital Improvements Program Committee**

**Meeting Date and Time:** Wednesday, January 10th 2024, 6:30 PM

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

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

**a. Minutes** – Nina Gardner made a motion to approve the draft minutes of 12/13. Selectman Frederick seconded the motion and the motion passed unanimously.

**b. Approval of CIP spreadsheet –** Ray Masse participated remotely; he explained that he has made enhancements to the CIP spreadsheet so that it is easier to understand. He explained that he would like the spreadsheet to include a tab for every major department within the document that lists its assets; he is trying to automate it so that it can forecast how much needs to be saved towards large purchases including inflation.

Ray stated that the balance of the Heavy Equipment CRF per the Trustees of the Trust Funds is $570. The legislative body had voted to put $70,000 and $94,000 in that account for the last two years and he believes these funds were put in the Road Evaluation and Repair CRF by mistake. He has notified the Town Administrator about this.

Ray noted that he did not find a record in the CIP minutes of a vote to recommend the Police Dept items which include a cruiser and body cameras. In order to have this on record, this was re-voted. Nina Gardner made a motion to recommend funding the Police Cruiser at $78,000 for FY25 and $14,500 for Body Cameras in FY25, decreasing to $6,500 for FY26 through FY30. Selectman Frederick seconded the motion and the motion passed unanimously.

Chair Sanborn asked if the asset spreadsheets could be used by each department moving forward once finalized, and Ray responded that he is hoping this can happen, as long as he can make the spreadsheets user-friendly. Nina noted that she would like capital requests to show taxpayers what each item does to the tax rate and Ray explained that the Selectmen have discussed including this information on warrant articles. Ray noted that, before warrant articles are added, the budget reflects a 12.3% increase over last year.

Nina Gardner made a motion to recommend the FY25 CIP spreadsheet as presented for a total of $2,299,260 with a noted suggestion of correcting the Heavy Equipment/Road Evaluation and Repair CRF amounts as discussed. Bob Silvia seconded the motion and the motion passed unanimously.

**g. Other business –** Chair Sanborn stated that he will work on a Town Report entry and will include information about adding funds for Winnisquam Watershed Preservation.

Meeting adjourned at 7:31pm.

Respectfully submitted,

Audry Barriault