

**MINUTES**  
**Capital Improvements Planning Committee (CIPC)**  
**November 30, 2020**  
**Zoom-only Meeting**

The meeting was called to order by Chair Andy Sanborn at 7:00 PM.

Due to the COVID-19 crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, a statement was read by Chair Andy Sanborn explaining that the Budget Committee was authorized to meet electronically.

**Present:** Andy Sanborn, Chair/Citizens' Representative; Nina Gardner, Citizens' Representative; Kate Osgood, Citizens' Representative, Bob Lambert, Budget Committee Representative; Selectman Jim Dick

**Minutes** – Kate Osgood made a motion to approve the draft minutes of November 24<sup>th</sup>. Nina Gardner seconded the motion and the motion passed with votes as follows: Sanborn/Yes; Gardner/Yes; Osgood/Yes; Lambert/Yes; Dick/Yes

**FINAL VOTES ON FY22 CIP REQUESTS**

**Police – Pickup Truck** – Kate Osgood made a motion to include the request for \$48,000 for pickup truck purchase in FY22 on the CIP plan. Nina Gardner seconded the motion. No discussion. Roll call vote: Osgood – Aye, Lambert – Aye, Gardner – Aye, Dick – Aye, Sanborn - Aye. The motion **passed** unanimously.

**Transfer Station** – The Members discussed the proposed allocation to the Transfer Station. Jim Dick showed the CIP Plan that Transfer Station Manager Douglass had provided when he briefed his requests. Jim offered a consolidated request for the Transfer Station CRF in the amount of \$45,000 to address the identified projects on the plan. A **motion** was made by Nina Gardner and seconded by Bob Lambert to approve the request for \$45,000, to be placed in the Transfer Station CRF. There was no discussion of the motion. Roll call vote: Osgood – Aye, Lambert – Aye, Gardner – Aye, Dick – Aye, Sanborn- Aye. The motion **passed** unanimously.

**Highway - Roads**. The Committee reviewed the request from Director Van Tassel for the amount of \$600,000 to undertake projects he had identified, with \$100,000 to go into the Road/Bridge Reconstruction CRF. A **motion** was made by Jim Dick and seconded by Nina Gardner to approve the request for \$600,000 for Town Roads. There was no discussion of the motion. Roll call vote: Osgood – Aye, Lambert – Aye, Gardner – Aye, Dick – Aye, Sanborn- Aye. The motion **passed** unanimously.

**Highway – Bridges**. Chair Sanborn moved onto the Bridge request, and Jim Dick asked if the Committee could review the overall status of capital outlay requests before voting on this item. He presented the CIP spreadsheet to show the 2021 capital budget compared to the status of FY22 requests.

At 7:25 PM, a power surge knocked the Zoom meeting offline. The meeting was restored at 7:30 PM.

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Jim explained that the FY22 requests were currently \$51,000 above the FY21 level. He noted several contributing factors, including the start of contributions to the Transfer Station CRF, but that by FY23, the level of requests will drop by almost \$100,000. Based on the current level of funding requests, he asked the Committee to consider reducing the Highway – Bridge amount to \$100,000 for FY22. He said he had spoken to Director Van Tassel, who didn't feel that would create any problems. The fund is healthy now, and would have over \$460,000 by the end of FY22. The Bridge amount could go back to \$150,000 for FY23, and the overall level of capital requests will still be much lower. The Members discussed some of the known bridge issues in Town, but agreed that there were no immediate needs. A **motion** was made by Jim Dick and seconded by Bob Lambert to approve the request to transfer \$100,000 to the Road/Bridge Reconstruction CRF for Town bridges. There was no discussion of the motion. Roll call vote: Osgood – Aye, Lambert – Aye, Gardner – Aye, Dick – Aye, Sanborn- Aye. The motion **passed** unanimously.

**Town Building Improvement & Design CRF** – Jim Dick presented the Board of Selectmen (BoS) proposal for \$160,000 for the Town Building Improvement CRF. He noted that \$135,000 of that request was the same amount as the retired Highway Garage bond, so it had no additional impact on the tax rate. The other \$25,000 would be a new appropriation for maintenance/upgrades at Town facilities. A **motion** was made by Bob Lambert and seconded by Nina Gardner to approve the request to transfer \$160,000 to the Town Building Improvement & Design CRF. During the discussion of the motion, Andy Sanborn said he was concerned about the clarity of the \$135,000 to the voters. Jim Dick said that if a bond article is put forward on the warrant for a building project that there would be significant discussion about “rolling over” that bond payment. If a bond article is not on the warrant, then the use of that money to start a fund for a project would also be discussed. In either case, the source and intended purpose of it would be made clear to the voters. Roll call vote: Osgood – Aye, Lambert – Aye, Gardner – Aye, Dick – Aye, Sanborn- Aye. The motion **passed** unanimously.

**Old Town Hall Restoration/Repair CRF**. Jim Dick presented the BoS proposal for \$20,000 for the Old Town Hall Restoration CRF. As discussed at the November 24 meeting, he felt that this was another item that could be deferred in FY22. The Town still does not have an Old Town Hall Steward to help identify and plan projects for the building. At the end of FY21, the fund will have over \$100,000 and no plan to spend it. Deferring the contribution this year won't put the building in any jeopardy, and it will help reduce the bottom line for capital outlays this year. There was discussion among the members about the implications of not contributing to the fund this year, and in the end, there was agreement that deferring for a year would make sense. A **motion** was made by Bob Lambert and seconded by Kate Osgood to disapprove the request to disapprove the transfer of \$20,000 to the Old Town Hall Restoration/Repair CRF. There was no discussion of the motion. Roll call vote: Osgood – Aye, Lambert – Aye, Gardner – Aye, Dick – Aye, Sanborn- Aye. The motion **passed** unanimously – no funds will be placed in the Old Town Hall CRF in FY22.

**Town Facilities Repair/Refurbishment CRF**. Jim Dick presented the BoS proposal to transfer \$50,000 to the Town Facilities CRF. He noted that this was a decrease of \$15,000 from previous years, to help with the bottom line for capital outlays this year. Andy Sanborn asked if he felt the decrease would create any risk. Jim said that the fund was healthy and that the Board would be working with department heads to come up with specific plans for repairs to Town facilities like roof replacements, HVAC replacements, etc. He pointed out that \$12,000 of this request could be earmarked for the projects called out in the Transfer Station CIP plan, and that in future years the Committee would be able to see the balance of the CRF and the money allocated to each project. A **motion** was made by Bob Lambert and seconded by Andy Sanborn to approve the request to transfer \$160,000 to the Town Facilities Repair/Refurbishment CRF. There was no discussion of

the motion. Roll call vote: Osgood – Aye, Lambert – Aye, Gardner – Aye, Dick – Aye, Sanborn- Aye. The motion **passed** unanimously.

The Members discussed the next meeting to approve the final CIPC spreadsheet. Jim Dick will update the spreadsheet with tonight's results and have Audry send it out to all the Members for review. The next meeting will be on Monday, December 7 at 7 PM via Zoom, to review and approve the spreadsheet. Jim Dick noted that with the changes to the request adopted tonight, the Committee reduced the tax burden on the residents by \$0.03 per thousand of assessed value.

A **motion** was made to adjourn the meeting by Nina Gardner and seconded by Kate Osgood. There was no discussion. Roll call vote: Osgood – Aye, Lambert – Aye, Gardner – Aye, Dick – Aye, Sanborn- Aye. The motion **passed** unanimously.

**Meeting adjourned at 8:04 PM.**