

## MINUTES

### Capital Improvements Program Committee

**Meeting Date and Time:** Monday, September 12<sup>th</sup>, 6:30 PM

**Meeting Place:** Town Offices, 573 Sanborn Rd, Sanbornton NH

**Present:** Nina Gardner, Scott Fogg, Chair Andy Sanborn

#### **General Business**

**a. Meeting schedule** – Chair Sanborn stated that alternating Tuesday night meetings with the Budget Committee is an option; members in attendance agreed. The next meeting is scheduled for Tuesday, September 27<sup>th</sup> at 6:30pm. Audry will check with the library director about using the upstairs meeting room for that meeting and also invite her to the meeting to discuss her CIP requests. Chair Sanborn stated that there should also be discussions with Highway, PD, Fire, Recreation, Transfer Station and the Selectmen about CIP requests. Audry stated that the Town Administrator is still working on the Selectmen requests and Fire/PD and Highway did not submit requests. Chair Sanborn will get the current balance of the CRFs from the Trustee of the Trust Fund.

**b. First review of library CIP request** – Chair Sanborn stated that the requests for painting and window preservation could be combined with the other building-related CIP requests from the Selectmen. Nina stated that the library may need its own CRF. Audry noted that in 2016 the exterior painting of the library building was paid for from the Town Building Maintenance Fund.

**c. Other business** – Nina stated that the Town needs a digital documentation system and though the Town Clerk was instructed by the Selectmen to include a request for this in her operating budget, this could require a CRF as it will be a large amount and will be recurring. She noted that using a CRF to save for this will have a softer impact to the tax rate than if it is in the operating budget.

Audry will have the Recreation Dept Director Amanda Pellisier get in touch with Chair Sanborn regarding any CIP requests she may have.

Meeting adjourned at 7:09pm. The next meeting is scheduled for Tuesday, September 27<sup>th</sup> at 6:30pm, tentatively at the library.

Respectfully submitted,

Audry Barriault