

MINUTES

Sanbornton Capital Improvements Program Committee (CIPC)

Meeting Date and Time: Tuesday, October 8th, 2019 at 7:00 PM

Meeting Place: Life Safety Building, Sanborn Road, Sanbornton, N.H.

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

Present: Andy Sanborn, Chair/Citizens' Representative; Nina Gardner, Citizens' Representative, Selectman Jim Dick, Deb Schneckloth, Planning Board Representative, Kate Osgood, Budget Committee Representative

Approval of draft minutes from 1/7– Kate Osgood made a motion to approve the draft minutes of 1/7. Deb Schneckloth seconded the motion and the motion passed, with Selectman Dick and Nina Gardner abstaining.

New Business

a. Nomination of CIP Chair – Nina Gardner made a motion to elect Andy Sanborn as Chair. Deb Schneckloth seconded the motion and the motion passed unanimously.

b. Discussion of CIP deadlines – Chair Sanborn suggested December 1st as a deadline to submit the 6-year CIP plan to the BOS. Since CIP forms were already given to departments two weeks ago, he suggested October 18th as a deadline for those forms to be submitted back to the CIP for review. Selectman Dick stated that he will find out what deadline the TA gave the department heads for this, but otherwise CIP members did agree on these deadlines. For any CIP requests from the BOS, the Committee agreed on October 24th. The Fire Chief had asked Chair Sanborn if ongoing requests, such as a 25-year plan for a fire truck, do not need to be requested again each year, and the Committee agreed that this is correct.

The date for reviews of CIP requests with departments, if applicable, is as follows (with voting on requests later in November):

Tuesday, October 22nd, 7:00: Police, Fire, Library

Tuesday, October 29th, 7:00: Highway, BOS, Recreation

c. CIP Spreadsheet – Chair Sanborn stated that the Committee needs to decide who will manage the CIP spreadsheet, as the Selectman's Rep/Town Administrator has handled it in the past. Since the votes on dollar amounts and years are detailed in minutes, this could be delivered to the TA or perhaps the Administrative Specialist to complete. Audry will send out the digital copy of last year's plan to members.

Other Business

a. CIP/Building Committee – Chair Sanborn stated that there were suggestions at last year's Town Meeting to put \$200k-\$300k in a capital reserve fund toward a new town building complex. He stated that the Building Committee has not been called to meet yet; Selectman Dick stated that he thinks this is something the CIP Committee and Building Committee should collaborate on. He also noted that he doesn't think anything will happen with a new building this Chair Sanborn suggested talking about this in November when more members are present.

b. Asset Inventory – Nina Gardner stated that there is still a need for an asset inventory for the Town. Kate Osgood noted that this was asked for from the Highway Department Director last year and is in the minutes of the last meeting; Chair Sanborn stated that he did receive a list of

items but needs more detail such as year of purchase, lifespan, cost, etc. He will ask for this from the Highway Department.

c. CIP/PB Organization –Selectman Dick noted that the charter for the CIP expires at Town Meeting, so all members must be sworn in again each year, which could be changed by Town vote. Chair Sanborn stated that CIP is traditionally an advisory committee to the Planning Board, but it has not run this way and has instead been under the purview of the BOS which could also be changed by vote. Kate Osgood asked about meeting more often versus just in the fall so that the CIP can manage capital requests throughout the year and do more planning, along with the Planning Board.

d. CIP Budget – Chair Sanborn suggested increasing the line item for CIP Secretary to \$1,000, as members agreed that it would be beneficial to work with the Planning Board and therefore require more meetings. Chair Sanborn made a motion to increase line 4199.960 to \$1,000, with any necessary changes to FICA/Medicare to be calculated by BOS/TA. Kate Osgood seconded the motion and the motion passed unanimously.

Meeting adjourned at 8:20pm. The next meeting is scheduled for Tuesday, October 22nd at 7:00pm.

Respectfully submitted,
Audry Barriault, CIPC Secretary