

## MINUTES

### **Sanbornton Capital Improvements Program Committee (CIPC)**

**Meeting Date and Time:** Monday, September 28<sup>th</sup>, 2020 at 7:00 PM

**Meeting Place:** Town Offices, 573 Sanborn Road, Sanbornton, N.H.

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

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

#### **New Business**

**a. CIP Organization** – Chair Andy Sanborn asked for nominations for CIPC Chair. Nina Gardner made a motion to nominate Andy Sanborn as Chair. Jody Slack seconded the motion and the motion passed unanimously.

Chair Sanborn explained that a longer term for members was discussed last year which would provide continuity for the Committee. Selectman Jim Dick stated that the current one-year term is used because it is in the volunteer handbook, but there is no duration for CIP members set by RSAs. Chair Sanborn asked if members have a preference for two- or three-year terms; Kate stated that it takes a year to get familiar with the CIP process anyway so a three-year term makes sense. Chair Sanborn suggested members taking a variety of terms now so that terms don't expire all at once. Selectman Dick will relay this to the BOS. The terms discussed were:

Jody Slack – One year as Planning Board rep

Kate Osgood – Three Years as citizens' rep – will not be running for Budget Committee again, so Budget Committee will need to nominate a new rep for the CIP for a one-year term. Chair Sanborn made a motion to nominate Kate as a citizens' rep; Jody Slack seconded the motion and the motion passed unanimously.

Nina Gardner – Two years as citizens' rep

Andy Sanborn – Two years as citizens' rep

Audry will send volunteer form to all members to return to Town Administrator Trish Stafford.

**b. Schedule of CIP reviews** – Selectman Dick stated that he would like to add Transfer Station to the schedule of reviews as that department does have expensive equipment that should be on the CIP's radar. Members were in agreement and decided on the following schedule:

**Monday, October 19th at 7:00** – Highway and Transfer Station

**Tuesday, October 20<sup>th</sup> at 6:30** – Building Construction Committee Design Presentation (Audry will notice as a CIP meeting in case all members attend)

**Monday, November 2<sup>nd</sup> at 7:00** – Police and Fire

**Monday, November 16th at 7:00** – BOS/BCC

**Monday, November 30th at 7:00** – Vote on final recommendations

Kate noted that the CIPC discussed meeting earlier this year but did not; Selectman Dick explained that the BOS has requested that department heads have their budgets back to the BOS sooner than normal and everyone should be in good shape with plenty of time to prepare.

The Committee decided on Tuesday, October 13<sup>th</sup> to be the deadline for department heads' CIP requests to be turned in. Chair Sanborn suggested having these distributed and returned to Trish Stafford and requested that Selectman Dick propose this at the next BOS meeting.

**Other Business**

**a. BOS/BC update** – Selectman Dick explained that the BOS and BC agreed to discuss the possibility of merit increases later in the budgeting process but not starting with those, due to the uncertainty caused by COVID. He noted that he thinks Sanbornton is doing well fiscally compared to other communities.

**b. CIP Budget** – The FY21 budget for the secretary position was \$1,107 because the Committee had anticipated having more meetings throughout the year for planning, but this ended up not happening. In past years, the actuals for this line were a little over \$500. The Committee agreed on \$600 for the secretary line and maintaining \$1 in the other lines for a total CIPC budget of \$603 for FY23. Audry will send this to Trish.

**c. Planning Board** – Chair Sanborn stated that the Planning Board had discussed possibly doing a CIP request for legal fees as this figure can vary greatly year to year. Selectman Dick explained that legal fees would not be a capital item but there could possibly be a trust fund established, such as the one used to save for PTO payouts of departing employees.

**d. Future meetings** – Chair Sanborn stated that he would like to have teleconference available for residents to join in at future meetings and possibly allow for comments; members agreed.

**Meeting adjourned at 7:55pm.**

Respectfully submitted,  
Audry Barriault, CIPC Secretary