

MINUTES

Sanbornton Capital Improvements Program Committee (CIPC)

Meeting Date and Time: Monday, October 23, 2017 at 6:00 PM

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

The meeting was called to order by Chair Andy Sanborn at 6:00 PM.

Present: Nina Gardner, Citizens' Representative; Andy Sanborn, Chair/Citizens' Representative, Justin Barriault, Budget Committee; Jody Slack, Planning Board, Selectman Katy North

Approval of draft CIPC minutes from 10/12 – Jody Slack made a motion to approve the draft minutes of 10/12 with corrections. Justin Barriault seconded the motion and the motion passed, with Selectman Katy North and Nina Gardner abstaining.

Old Business

a. Selectman's Report/Asset Inventory – Per the discussion at the last meeting, Selectman North stated that she will speak with the BOS about getting all departments to submit an inventory of their assets so the CIP has a master list to work with. She also explained that the CIP spreadsheet used in previous years included information relating to the effect on the tax rate which was helpful. Nina Gardner noted that there is also no inventory of smaller items in the Town, such as chairs, computers, etc., and this would be useful as well. Selectman North reported that the CIP Committee may see additional capital expenses this year, which may include Lower Bay Road maintenance, a concrete pad for the metal pile at the Transfer Station and possibly new floors and drains at the Fire Department. She will provide an update of the capital reserve funds and trust funds at the next CIP meeting.

b. Discussion of committee mission and limits – Chair Andy Sanborn explained that when the Town voted on having a Capital Improvements Program Committee, that warrant article referenced RSA 674:5/6. These RSA's allow for a larger scope of activity and planning by the CIP Committee than what has been done in the past, but Chair Sanborn stated that this will only be useful if the Town departments are open to it.

c. Discussion on truck replacements – Chair Sanborn stated that it would be helpful to see a more detailed truck replacement plan and to know what maintenance has been done on the trucks. Selectman North noted that there will only be one truck request from the Highway Department this year, as the BOS have decided to not fill one truck driver position. They will instead be using the monies for hiring another contract snow removal truck and for the Highway Department Director. Chair Sanborn stated that if CIP requests are being abandoned or deleted that the Committee needs to know that. Justin Barriault explained that the current 5-7 year replacement schedule of trucks is too premature and that they could last 10-12 years with proper maintenance. He also noted that he has spoken with the next HDD, Johnny Van Tassel, about helping to develop a maintenance schedule for Town trucks moving forward. Selectman North stated that the Budget Committee needs to make sure that there is an appropriately funded line item for the truck maintenance this year.

UPCOMING MEETINGS:

Monday, November 6th at 6:00 (Police and FD to answer questions)

Monday, November 27th at 6:00 (Highway Department)

Meeting adjourned at 7:20 pm.

Respectfully submitted,
Audry Barriault, CIPC Secretary