

## **CAPITAL IMPROVEMENT PROGRAM SUBCOMMITTEE**

**Monday, December 27, 2021**

***Meeting convenes at 6:30 p.m.***

**Present:** Fran Shippee, Jon McKeon, and Maria Bissell

### **Call to Order**

Meeting to order at 6:30 PM.

**Items for Discussion (6:30) – Next meeting will need to approve minutes for both 12/13/21 and 12/27/21 minutes**

### **Review of 2nd revision:**

Group discussion of current Table 5 and updated Table 6. Bissell asked if the information from the previous Table 5 and Table 6 were now combined in the updated Table 6. Shippee noted that the updated Table 6 only contained Capital Reserve items where the previous Table 5 included items paid by Tax, Bond, and Grant articles. McKeon noted that we could look up the Warrant articles from previous years to get that information. Shippee noted that we could go through previous Annual Reports to get the Warrant information. Bissell has a takeaway to review the Annual Reports to update Table 5. Bissell noted that on Table 6 the figures do not match correctly for what the balance was, adding the contribution, and then subtracting the expenditures. Both McKeon and Shippee noted that it was due to the interest that wasn't accounted for on the table. Shippee noted that we should add a column for interest. McKeon noted that there used to be a spreadsheet that had the formula to calculate the interest. Maria will ask Alyssa if there is a template or if she knew what the interest rate was.

McKeon noted that the town should have a copy of all upcoming Capital Improvements for Police, Highway, and the Recycling Center. Shippee said we could inquire with Alyssa. Maria will follow up with Alyssa to see if she could provide that information. Shippee and McKeon thought that there would not be information on Spofford Fire, but Maria will ask just in case.

There was a brief discussion over the number of building permits provided. Bissell noted that they were much higher than the 2012 Capital Improvement Program. Bissell would follow up with Code Enforcement to see if the numbers looked correct to him. Table 2 was discussed as information is missing for Total Number of Dwelling. Shippee said that we should be able to find that information on the annual report. Bissell will investigate that.

Shippee noted that we still needed information for Table 3 (School Assessments). Shippee said Sharon D'Eon could provide that information. Shippee will follow up with Sharon.

Bissell noted that no changes were made to the working Capital Improvement Program so it will still be on Rev2.

### **Items for signature**

### **Adjournment**

*Meeting was adjourned at 7:00pm due to Planning Board Meeting start time*

Respectfully Submitted by:

**Capital Improvement Program Subcommittee**