

TOWN OF ANTRIM
Capital Improvement Plan Committee (CIPC)

Tuesday, August 29, 2023

DRAFT MINUTES

The meeting was called to order at 6:00 P.M.

Persons present: Bob Edwards Substituting for Donna Hanson, Ken Rubin (Member), William Fluhr (Member), John Robertson (Co-Chair), Helene NewBold (Public Member), Patty Monterey (Land Use Administrative Assistant)

ZOOM: No one attended

Members/Staff Absent: Donna Hanson (Chair)

Others present: Orestes Monterey, Resident

Agenda Items:

- Introduction to new members, Bob Edwards opened the meeting by introducing all members.

- Voting on slate of CIP officers, Donna Hanson was voted Chair, John Robertson voted Vice Chair, Ken Rubin and William Fluhr are the 2 Planning Board Members, Helene NewBold was voted in as a Public Member. All members were accepted with no objection.

- Decision on size of CIP Group, everyone agreed 5 members would be sufficient. Two members always need to be appointed from the Planning Board; the rest is the responsibility of the Selectboard. There is the possibility of 2 more members as alternates, however it would depend on their work schedules. This will be discussed at a later meeting.

- Planning for designing process for budgeting – The board decided to extend the deadline for Department Heads to complete their worksheets, the extended date is September 15, 2023. Site visits will be scheduled for the week of September 18, 2023. Data from last year was provided so the board could review it. Ken and Bill suggested contacting the Insurance Company to obtain Town assets, to add to the existing data, it was agreed to send Tammy Ford an email requesting this data from the insurance company.
- Plan for communicating with other Antrim Town Committees - TBD
- Additional agenda items from group

Vaillancourt Roofing has been identified as the vendor to replace the roof at the Fire Station.

- Schedule for future meetings – TBD, Donna Hanson may request another meeting before September 18, 2023, so the group can familiarize themselves with the spreadsheet provided from last year and information provided by the insurance company regarding the town assets.

A motion to adjourn the meeting was made and seconded at 6:59 PM. There being no opposition, the meeting adjourned.