



Town of Antrim, New Hampshire

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CIP Minutes 10-29-2018

CAPITAL IMPROVEMENT PROGRAM

MEETING MINUTES

October 29th, 2018

Location: Antrim Little Town Hall

Present: Ron Haggett, Bob Edwards, Steve MacDonald, Bob Holmes

Staff Present: Ashley Brudnick-Destromp (*Assistant*), and Carol Ogilvie (*Planning Consultant*)

Absent: Victor Rosansky

Motion: Mr. Haggett called the meeting to order at 9:04AM.

Minutes

- Minutes from 10/15/18 and 10/23/18 were approved as is. Mr. Holmes pointed out that if there were no changes to be made, they can be approved.

Recreation Department Overview:

- Ms. Brudnick-Destromp started the meeting by requesting the committee review an email she received from Joan Gorga, (Chair of the Recreation Department.) The email requested that, after reviewing the CIP Committee spreadsheet she received after the meeting on 10/23/18, that the funds for the floor sanding of the gym be removed from the CIP spreadsheet, as they didn't request it. The spreadsheet had been updated over the weekend by Ms. Ogilvie, but she had put the gym floor sanding funds in there as they are over the amount of \$10,000. The CIP Committee decided if the rec department wants them removed, and to come out of other funds, then they will remove it.
 - Mr. MacDonald pointed out that if they want it removed, it needs to be a warrant article then. Mr. Holmes and Mr. Haggett agreed, and that it should be for the whole \$14,000 if it is put in as a warrant article. Mr. Edwards also mentioned that Conval school district is supposed to pay for some of it, even though Chair Gorga is assuming that they will not.
 - Mr. MacDonald stated that in his mind, sanding of the gym floor is not regular maintenance, and shouldn't be coming out of a maintenance fund. Mr. Edwards added that the actual replacement is considered CIP for sure. Mr. Haggett mentioned how they are still doing moisture tests, and until that is corrected, we are not putting in a new floor anyways. A long discussion ensued amongst Mr. Haggett and Mr. Edwards regarding the gym floor and moisture. Mr. MacDonald added that if the floor is removed to look at the damage underneath, that you might as well replace it at that point while it is up. The committee all agreed to that.
 - Mr. Edwards brought up how they spent roughly \$1,400 to do a buff and shine on the floor, and how it peeled again. He posed the question about negotiating with Conval for funds towards the floor. Mr. Holmes suggested removed the \$14,000 that was on the sheet for sanding the floors, and add a paragraph to Ms. Ogilvie's overall summary discussing it so that people are aware. Mr. Edwards pointed out that Chair Gorga believes that if they sand the floor, it

will last another 10 years. He suggested doing a decreasing budget maybe when putting the funds to the side so that they can have the total set aside by the time it is needed.

- Mr. Haggett and Mr. Edwards had a discussion regarding Shea Field and the Gym Floor. They discussed ownership of the gym, and Mr. MacDonald joined the discussion later.
- There was a discussion of unexpended fund balance of 12/31/17, that was \$40,436. Mr. Edwards provided the committee with a Trust Fund Calculations sheet, reflecting all departments.
- There was a discussion between Mr. Edwards and Mr. Haggett regarding the tax rate, and how the mil rate will be affected by the school district.
- Mr. Holmes brought the conversation back to the CIP spreadsheet, and stated that the capital reserve fund for the gym floor should be changed from \$10,000 to \$5,000. Mr. Edwards added that Conval should be pitching in money towards it, so it should help offset it. There was a discussion then between Mr. Haggett and Mr. Holmes regarding the Conval funds. Mr. MacDonald wanted to verify that \$14,000 for sanding of the gym floors was being removed from the CIP, he was informed that was correct by the rest of the committee.
- Mr. Edwards mentioned that the rec department has \$65,000 going into 2019, and they will have an additional \$25,000 after this year if approved at town meeting and by the selectboard, making the total \$90,000.
 - Mr. Edwards mentioned how he wishes that they had a full total of what it actually costs to run the Rec Department, as the exact totals were not provided. Mr. Edwards went on to say that if the Rec Department were to take all their summer program salaries except swimming, out of the Richardson Fund, they would free up some money that way as well. There was a discussion about how the Rec Department has a revolving account, and how they have the ability to build it up. Mr. Haggett added that the Rec Department and the EMTs are the only 2 departments with revolving accounts, so anything they do not spend can accumulate.
- The committee reviewed the PDIP balances provided by Mr. Edwards. Mr. Edwards pointed out that the only deduction that is expected in 2018 is the Highway Department for \$191,111.

Reviewing the CIP Spreadsheet

- Mr. Edwards led the discussion to review the numbers with the committee. The numbers listed for the Fire Department are correct, however, there was a question to the numbers for the new fire truck proposed in 2021. The committee wanted to verify if it was \$300,000 or \$400,000. Ms. Brudnick-Destromp reviewed the minutes from 9/4/18 and confirmed that Chief Gale had requested \$350,000 for the new truck, and \$50,000 to fix up the current truck to make it last until 2021.
- Mr. Haggett and Mr. Edwards went over the Bridges as outlined in the Town of Antrim 2017 Annual Report. Mr. Haggett stated that Article 9 and 8 have been completed.
- There was a long discussion regarding Craig Rd and Elm Street bridges. Mr. Holmes asked if they need to show those coming out of the capital reserve in 2019, and Mr. Edwards replied, "Yes."
 - Ms. Ogilvie asked if there was anything going into the bridge capital reserve. Mr. Holmes stated that they put \$100,000 into bridges last year. Mr. Edwards stated that the town should have an allocation possibly for bridges, as some of the bridges are very expensive to repair and replace. Mr. Edwards asked that we double check with the Road Agent to verify that.
- Mr. Edwards reviewed the Police Department, and verified with the committee that those numbers were accurate.
- Mr. Edwards went over the Town Government section, and mentioned that they had not received anything from Donna Hanson yet, so they were leaving those numbers as is.
- Mr. Edwards went over the CIP obligations with the committee.
 - It was mentioned that Water & Sewer still had \$30,000 in the column for 2019 for a truck, and that it was done in 2018 so those numbers could be removed.

The Committee agreed everything was verified and had been gone over. Changes to the summary that Ms. Ogilvie had written were requested. Ms. Ogilvie will make the changes to the CIP Spreadsheet and CIP summary recap and email them to the

committee to be reviewed again. Ms. Brudnick-Destromp will also email a copy to the Rec Department for review, as they had questions via email that will be answered on the updated spreadsheet. The road agent will be contacted to discuss a capital reserve account for town bridges. The CIP committee will be meeting with the Planning Board this Thursday, November 1st, 2018 at 7pm to finish their presentation for 2019-2024.

Adjourned: Mr. Holmes made a motion to call the meeting to end at 10:50AM, Mr. Edwards seconded.

Next Meeting: Thursday, November 1st, 2018, the CIP Committee will be presenting the last section of their presentation to the Antrim Planning Board at Little Town Hall at 7:00PM.

Respectfully submitted,

Ashley Brudnick-Destromp