



Town of Antrim, New Hampshire

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CIP Minutes 5/25/17

1 ANTRIM CAPITAL IMPROVEMENTS COMMITTEE MEETING

2 7:00 P.M.

3 May 25, 2017

4 MINUTES

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- Members & Staff Present:

- Ron Haggert (Member); Bob Holmes (Member); Steve MacDonald (Member); Victor Rosansky (Member); Bob Edwards (Ex Officio); and Carol Ogilvie (Consultant Planner).

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- Public Attendees: None

- Mr. Haggert noted that the first item of business would be to elect a Chair. On a motion by Mr. MacDonald/seconded by Mr. Holmes, the Committee voted to elect Mr. Haggert as Chair, with all in favor.

- Chair Haggert called the meeting to order. He stated that tonight's business was to decide on the general approach to the CIP process. In his view, he believes that the Committee need not concern itself with recurring line items, such as cruiser replacements, but rather with the big-ticket items that will have significant impact on the budget.

- Mr. Edwards pointed out that the letter that goes out to the Department Heads sets a cost of \$10,000 with a minimum five-year lifespan as the criteria for inclusion into the CIP, and wonders if that is still valid. Mr. Haggert replied that it is, although the Committee should evaluate all requests to see if they are appropriate for the CIP or for the operating budget.

- Mr. Edwards further noted that he, as a Selectman, is primarily interested in seeing the real capital improvements on the spreadsheet, and not so much interested in the debt service. What is the project and how will it be funded are his concerns.

- (Victor Rosansky in at 7:07 P.M. Introductions to Mr. Rosansky.)

- Mr. Holmes stated that he would like to see list of vehicles to know when they expect to be replaced.

- Ms. Ogilvie replied that she has been attempting to compile such an inventory list of equipment, primarily for DPW, Fire and Police, but has not completed it yet. The value of such an inventory would be to be able to forecast out 20-25 years for the most expensive pieces of equipment, and begin early to make decisions about how those will be funded.

- The Committee then discussed a time frame for sending the letter and worksheet to the
- Department Heads. Ms. Ogilvie noted that she has all the forms and other documents in her
- files and she can send them out any time. She added that having more time for responses is
- good, since sometimes it is necessary to meet separately with a Department Head. Mr. Edwards
- suggested including an offer of one-on-one help in the letter.

- The Committee then discussed some of the issues that are expected to have big budget impacts
- in the future, including the wells and water supply, the Town's dams, and emerging issues with
- the treatment of wastewater.

- Mr. MacDonald noted that these are good examples of things that have not been on the Plan in
- the past, and that we need to be paying attention to them.

- Chair Haggett suggested that Ms. Ogilvie send out the draft letter and worksheet to the
- Committee for review before it goes to the Department Heads.

- Mr. Rozansky had several questions about the role and responsibilities of the Committee, which
- led to discussion of what has been the biggest challenge for this committee; how far out does
- the CIP budget; do the Department heads have specific training for this process; and how does
- the Committee get alignment across the Departments.

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- Next Meeting: The Committee will not meet again until after the forms come back from the
- Department Heads.

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52 Meeting adjourned at 8:18 P.M.

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- Respectfully Submitted,
- Carol Ogilvie

