

ANTRIM CAPITAL IMPROVEMENTS COMMITTEE MEETING

5:00 P.M.

October 20, 2021

MINUTES

Members & Staff Present:

Victor Rosansky, Vice-Chair; William Bryk; Neal Pattison; and Carol Ogilvie, Consultant Planner.

Members Absent: Tom Davis (*Ex Officio*); Bill Fluhr

Public Attendees: None

Vice Chair Rosansky opened the meeting and announced that the Chair had resigned, therefore the first order of business is to elect a new Chair. He stated that he is happy to serve as Chair, although he would note that if he were elected, he would have a different style. He does not mean this as a criticism, merely he wants the committee to know, for example, he would encourage more input from the committee, and he would like to look at other town examples of CIP's (Henniker, e.g.)

Mr. Edwards stated that he is actually not an official member of the Committee, but he would be happy to serve if the Committee so wished.

Motion by Mr. Bryk to appoint Mr. Edwards as a member/seconded by Mr. Pattison. All in favor.

Motion by Mr. Pattison to elect Mr. Rosansky as Chair/seconded by Mr. Bryk. All in favor.

Motion by Mr. Bryk to elect Mr. Edwards as Vice-Chair/seconded by Mr. Pattison. All in favor.

Chair Rosansky then referred to the agenda and asked if anyone had a preference for the order of business. Mr. Edwards had a few questions about items that appeared to be outstanding since the last meeting, and wondered about the date of presentation to the Planning Board.

It was confirmed that November 7th is presentation to the Planning Board followed by presentation to Select Board. As for the completeness of the spreadsheet, Ms. Ogilvie explained her understanding that the spreadsheet is complete – to be best of the Committee's knowledge based on information they have received.

A separate question she had for the Committee had to do with the inclusion in the spreadsheet of offsetting funds. She noted that this line had been added to the spreadsheet a few years ago; the intent was to keep track of each department's fund balances, adding to them with capital reserve appropriations and deducting expenditures as they were made. However, the problem is that it is not always clear at the time the spreadsheet is created whether the requested funds will actually go into the account or, if they do, how much of the accumulated balance will go toward the expenditure, since it is not possible to account for other revenue sources. After some discussion, it was agreed to remove this line from the spreadsheet.

Referring to the spreadsheet, Mr. Edwards noted that the Dam Capital Reserve Fund allocations do not appear to have enough money to cover the engineering estimate for the cost of repairs, which could be as much as \$400,000. He suggested that the spreadsheet should include a footnote to the effect that there is no specific date yet set for the work, and that more money may need to be appropriated for this project.

39 Mr. Edwards also pointed out that the Select Board had had discussion about the Grapevine
40 building, but that this did not appear in the spreadsheet. Mr. Pattison noted that the Committee had
41 no information on this. Mr. Edwards stated that the Select Board has been considering having an
42 engineering assessment conducted on all Town buildings so that there is a better sense of the actual
43 costs involved in repairing, updating, and/or replacing any of these facilities. It is not reasonable to
44 rely on Department heads to have this level of expertise.

45 As for other projects: a question came up about the library and Mr. Pattison explained that the
46 Committee had been informed that the work that was planned was going to be included in their
47 operational budget and not CIP; the Water & Sewer plans are still in flux; and work at the Highway
48 Garage and Transfer Station are also not entirely firmed up, therefore some money has been
49 included in the spreadsheet as general improvements as a placeholder.

50 Mr. Pattison stated that perhaps the Committee should have more conversations with the Select
51 Board during the process. We seem to end up with unanswered questions. Furthermore, they
52 should mee with the Department Heads in person instead of just sending a letter. Mr. Edwards
53 stated that that is the process for the budget. And Ms. Ogilvie noted that when the Committee
54 started doing the site visits, it was an attempt to try and get better information from the
55 departments; while that has been successful, it has resulted in very specific issues being pointed out
56 during the site visits, but we seem to be still left with some of the staff struggling with completing
57 the worksheets. So, instead of sending a letter, perhaps everyone should just be invited in for an in-
58 person review and discussion.

59 Ms. Ogilvie then inquired as to whether the Committee wished to have a Summary Report, as she
60 has prepared for the last few years. Again, she did not want to use the Town's resources to prepare
61 this if the Committee did not find it useful. The consensus was that a Report should be prepared.

62 Chair Rosansky then concluded that the Committee should meet one more time, to review the
63 revised spreadsheet and the Summary Report, in order to prepare for the upcoming presentations.

64 The final agenda item was approval of minutes from the last meeting.

65 *Motion by Mr. Pattison to approve the minutes of September 28, 2021/seconded by Mr. Bryk. All in favor.*

66 Next Meeting: Oct. 27th @5 P.M.

67 Meeting adjourned @ 6:15 P.M.