



Town of Antrim, New Hampshire

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CIP Minutes 09-27-2018

CAPITAL IMPROVEMENT PROGRAM

MEETING MINUTES

September 27th, 2018

Location: Antrim Highway Department & Transfer Station

Present: Ron Haggett, Bob Edwards, Steve MacDonald

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

Attendees: Jim Plourde

Absent: Victor Rosansky, and Bob Holmes

Submitted Worksheets

- Highway Department

Motion: no motions made to accept previous minutes from September 4th, 2018 and September 13th, 2018.

Antrim Highway Department

- Vehicle Replacement

The Committee met with Jim Plourde at the Antrim Highway Department. Mr. Haggett started the meeting by reviewing the numbers with Mr. Plourde. Mr. Plourde stated that thus far, the budget for 2018 is panning out as planned. One of the 1 ton trucks was purchased using a municipal lease, and should be here by the end of the month. He also pointed out it was a 2008 vehicle and not a 2007 that was being replaced. This vehicle's budget is \$90,000, with this first years lease payment of \$25,000. The plan is to purchase it at the end of the 5 year lease cycle.

Ms. Ogilvie mentioned the \$90,000 was on the budget for next year, and wanted to clarify it could be removed. Mr. Plourde responded yes, it was for this past year and not next year.

Mr. Edwards asked if the \$90,000 used toward the truck was in the public works trust funds or capital reserve. Mr. Edwards, Ms. Ogilvie, and Mr. Haggett reviewed the numbers and warrant article and concluded that the funds did not come out of the capital reserve, and that the fixed payments will come out of general funds.

Mr. MacDonald asked Mr. Plourde what the benefits are for leasing vs. purchasing. Mr. Plourde, Mr. Edwards, and Mr. Haggett responded that leasing breaks up the payments over time, so that the \$90,000 isn't taken all at once, and you are also under protection within those 5 years of leasing in case something were to happen to the vehicle. There are no mileage limits in a municipal lease either. The average mileage is 9,000 miles per year, except the plow trucks are closer to 10,000 miles per year.

Mr. Plourde went on to explain that the 2008 1 ton truck was traded in for \$15,000, that was \$6,000 more than expected, and they were able to put those funds back into the general fund to help with the offset.

Ms. Ogilvie mentioned that under fixed payments, the numbers are higher, and to clarify what those numbers are for.

Mr. Edwards asked if they were by chance for the sidewalk plow? Mr. Plourde said no, those funds came out of the Highway Budget. Mr. Plourde assumes it was the last payment on the 2014 Truck, as that is the only thing that

would cost that amount would be the last year of a lease payment. Mr. Plourde stated they try not to have 2 payments the same year.

Mr. Edwards asked if the Kenworth vehicle is 2 wheel drive? Mr. Plourde replied yes. He went on to state that in 2005-2006 there was a bond for new equipment, and that the 2 wheel drive vehicle is the last of that equipment.

- **Buildings**

Mr. Plourde pointed out that the building was built around 1974-1975 and is now too small, and has been for a while. Only ½ the equipment can be stored inside during the winter, and this causes unnecessary wear and tear, as well as extra time and hours cleaning off equipment from snow and ice. There are only 4 bays, and they have 9 vehicles. 2 of those vehicles can't fit in the bays due to size (the 1 ton trucks specifically.)

There is also the issue of residents going through the Highway Departments working area to get to the transfer station located in the back. There are signs to direct them around, but some just go speeding through, and it can be unsafe to the Highway workers.

Mr. MacDonald asked if it would make sense to re-do the buildings and lay out all together? Mr. Plourde replied yes, it would require more money but it would be the best option.

Mr. Plourde stated that the total area is roughly 5 acres of land, and if it were to be completely remodeled in the future, the transfer station should be moved to the front, and the Highway Department in the back.

Mr. Haggett asked where they wash the vehicles. Mr. Plourde pointed out there is no washing stations, so they wash the vehicles right in the parking lot. A vehicle washing station would be something to consider if the property was re-designed.

Mr. Haggett also asked if anyone comes down to enforce state regulations on a regular basis. Mr. Plourde replied typically no, but the town has not been doing anything to have DES come down. They do however regulate salt for run off typically.

Mr. Plourde then walked the committee over to the salt hut. He stated 150 tons of straight salt is located on one side of the hut, and the other side is a mixture. The straight salt goes into the smaller trucks that have stainless steel, and this helps reduce salt use. They have been finding better ways to treat the roads in the winter.

The asphalt in the parking lot became a discussion, and Mr. Plourde stated that asphalt only lasts 15 years without treatment.

- **Road Improvements**

Mr. MacDonald brought up the fact there were no numbers located next to "Road Improvements" on the CIP Committees numbers for 2019. Mr. Plourde responded that typically it is all done through the operating budget, unless it is a large project.

Mr. Plourde went on to explain the town has 49 miles of road in total. The Highway Department rebuilds 1 mile a year, and how they are on a 30-year rotation. Every year they base coat and top coat a mile, and this will last 15 years. They also chip seal a mile and that lasts for 7 years. The 30 year rotation plan was something he took over from the previous road agent, and will pass on to the next one to keep the cycle going. They do tackle critical roads over non-critical roads though. At the current moment, they are on year 10 of the program, so there are 20 years to go.

Mr. Haggett inquired about contracting pavement out. Mr. Plourde stated that we do contract paving out, but most recently, the Highway Department did the top coat around Gregg Lake, and it helped them gain a year back in their rotation by doing so. The Highway Department did 200 tons of asphalt this year alone, without a paving company. The funds they saved by doing this made them able to purchase their own crack sealing equipment. It typically costs them \$12,000 for crack sealing, and they were able to purchase the equipment for less than half of that and can now do it on their own and cut back costs.

Mr. Haggett inquired about the funds from the State Road Aid Funding, and what they had been used towards. Mr. Plourde informed the committee they were approved last year for \$78,000, and it was used to purchase the wooden bridge that was fixed at the Elm St. extension. It was a critical bridge that needed fixing, and they were able to fix it for \$112,000 total. It was cheaper for them to do it this way, because if they had waited for it to get worse prior to fixing, other entities would have gotten involved and the price would have doubled.

Mr. MacDonald inquired about mutual aid between the Highway Departments of neighboring towns. Mr. Plourde responded that there is, and they work with other towns as far as Greenfield. The Highway Department is a NH PWMA

member, (public works mutual aid.) Antrim is in an agreement with Hancock. Hancock maintains and plows Willard Pond, and Antrim maintains the upper roads on High Street. Both towns try to be aggressive with maintenance.

Mr. MacDonald stated it is good for the public to know you all assist one another.

Mr. Plourde also went on to explain when it comes to paving; they do not always go for the lowest bid, but the best bang for the buck. They would rather spend more for a company that does better work, then take the lowest bid and not have good work done. The towns also share information with one another on what companies did great work and what ones did not.

Mr. Edwards inquired about the life span of the grater machine. Mr. Plourde stated it is a 30-year piece of equipment that costs roughly \$300,000 to replace. The one they have is 15-20 years old. Mr. Edwards asked if it is something that can be shared with other towns. Mr. Plourde responded no, it is the type of equipment where it needs to be on hand. If you need to use it, you need to use it right away.

The committee then went inside the building for a tour. Mr. Plourde explained they would really love a break room, as they do not have one. They also have no showers if someone were to be exposed to something hazardous, or for the wintertime when they are here a few days at a time. Mr. Haggett asked where they stay during the extended hours? Mr. Plourde said they stay there, even with no break room and no showers. Ms. Brudnick-Destromp mentioned the idea of purchasing a used trailer that has a bed, shower, table and chairs to be used as their break facilities as well as their overnight facilities until the design of the buildings is re-done in the future. Mr. Plourde said that was actually a good idea, and not something they had considered. Could maybe get a good trailer for around \$40,000 in the future.

Mr. Edwards asked if there are any woman hires? Mr. Plourde responded that they do not have the proper bathroom set up to hire women unfortunately. They would need 2 separate bathrooms, and other towns have made these accommodations so they can hire women with CDL licenses. Mr. Haggett asked about record keeping. Mr. Plourde stated that he spends about 10-18 hours a week doing record keeping, and he would prefer to have a part time assistant to handle that in the future.

Mr. MacDonald asked if they have a PC and if there standard software on it? Mr. Plourde replied that there is a PC, but they use Microsoft Quick Books for their bookkeeping. They do not have any standard software other than Quick Books. He went on to say that there should be grant money out there to help log on to the town server in the future.

Mr. Plourde went on to state that nothing in the building is ADA standards, and that is a problem that needs to be addressed in the re-build. There was a long discussion between Mr. Edwards, Mr. Plourde, Mr. Haggett, and Mr. MacDonald, about having someone come in and look at what they have currently, and design what should be done based on the needs. Could use the current Highway Building for future transfer station, as it will double their space.

Mr. Plourde did show the committee the newer flame cabinets that all flammable materials are currently stored. They also keep the oil and gas in a separate area away from the air compressor.

Mr. MacDonald asked if OSHA regulates them. Mr. Plourde replied that New Hampshire is not an OSHA regulated state, and as a municipality, Antrim is not on a Federal Level either.

Mr. Plourde re-stated that his biggest issue is not having enough room to properly store the Highway Department's equipment. Mr. Haggett asked if we can do what we are doing with water & Sewer to Highway? Mr. Edwards responded that we will need an estimate, and an estimate costs roughly \$50,000-\$70,000 just to obtain. It would be for both Highway Department and the Transfer station. Mr. Edwards added that Water & Sewer had an engineer give an estimate.

Mr. Haggett inquired about plowing. Mr. Plourde responded that the Highway Department only does the town, the state does the rest.

- **Transfer Station**

The committee walked over to the transfer station to view the buildings and the different areas and how waste and recycling is being sorted. Mr. Plourde stated he would like to re design the compacter area to reduce waste falling down. They would also like to restrict the amount of metal product left on the ground. They had put in place a ramp to the red dumpster to help with this matter, it helps but not everyone uses it.

The physical building is not on a foundation, but on poured concrete. This is a matter for the town buildings department.

Mr. Edwards asked how different Antrim's transfer station is from Greenfields. Mr. Plourde responded that they have multiple compactors, still similar but they are bigger. Antrim only has 1 compactor. Greenfield also has a plastic compactor, and that is something we could use here. Mr. Plourde explained if we had 2 compactors, we could do cans in 1 and plastic in the other. Greenfields building is also double the size of Antrim's, so they have the space for 2

compactor. It was then brought up again how the current Highway Department building would give them the space they need for 2.

Mr. MacDonald asked about recycling, specifically more about glass. Mr. Plourde explained that the glass is very hard to recycle, because it has to be sorted by color, and no one is taking it anymore so it has been collecting. You used to be able to sell it, now it is a lot harder to get rid of.

Next Meeting: Monday October 15th, 2018 at 9:30 am.

Respectfully submitted,

Ashley Brudnick-Destromp