

TOWN OF ANTRIM
Capital Improvement Plan Committee (CIPC)
P. O. Box 517
Antrim, New Hampshire 03440
(603) 588-6785, Ext. 227

Thursday, June 9, 2022 Meeting
DRAFT MINUTES

Members & Planning Staff present:

Victor Rosansky (Chair), Robert Edwards (Vice-Chair), Selectman Thomas Davis (*ex-officio*), William Fluhr (Planning Board), and Neal Pattison (Public Member).

William Bryk (Administrative Assistant).

Members/Staff absent:

Aimee Mullahy (Planning Board).

Others present:

None.

CTO: Chair Rosansky called the meeting to order at 5:00 PM.

Business Meeting:

Agenda Items:

- ***Introduction of members:***

5:01 PM The Chair introduced Members, who briefly engaged in general conversation.

- ***Summary of last year's accomplishments of CIPC.***

5:05 PM: Chair Rosansky felt that CIPC's new approach had pleased Department heads, which seemed more open to communication. A Member suggested scheduling meetings with Department heads soon. The Chair cautioned that CIPC should not invite Department heads to its meetings until it's better organized.

Vice-Chair Edwards said that some Department heads felt reluctant to ask for more money. That had to be overcome as CIPC and then the Board of Selectmen (BOS) needed to know the Departments' long-range priorities as input into their planning.

- ***Election of CIP officers:***

5:15 PM: Mr. Edwards proposed the election of a Chair and Vice-Chair. Selectman Davis moved and Mr. Fluhr seconded a motion that Mr. Rosansky and Mr. Edwards be re-elected to their respective posts. All Committee members voted for the motion and Mr. Rosansky and Mr. Edwards were deemed re-elected.

- ***Decision on size of CIPC***

5:20 PM: Chair Rosansky noted that CIPC's six members are two nominated by the Planning Board, one Selectman *ex officio*, and three public members. A Member suggested the Community Board (CB), recently approved by the Town's voters, should be represented on CIPC. Vice-Chair Edwards suggested that CB's role should be gathering and presenting data to CIPC. CIPC chose to take no action for now as CB has not yet completed its organization.

- ***Plan for designing budgeting process***

5:30 PM: Mr. Pattison noted that CIPC's function is data gathering. He suggested clarifying the spread sheet. He hoped Department heads would feel freer to express their hopes and dreams, going beyond a short-term focus to larger scale projects to be realized over time.

Selectman Davis said that pushing the Stewardship program, which came out of CIPC, was huge. Bridges and bridge maintenance is important as a matter of public safety.

Vice-Chair Edwards suggested that CIPC should include the road system as an element of asset management in the 2022 Capital Plan. He observed that the Road Agent has a sound grasp of what he needs to do, but is wary of long range road planning involving setting aside funds annually over a long period of time.

Selectman Davis observed that asphalt's increasing price, which is now \$760 per barrel, makes long-range planning more difficult.

Vice-Chair Edwards discussed capital management and the road system. He also favored revising the spread sheet and recalled Consultant Carol Ogilvie's written suggestion about it.

Chair Rosansky suggested CIPC visit key Departments more frequently. The information gathered and the relationships developed through these visits led him to consider how CIPC should organize data gathering.

Vice-Chair Edwards defined CIPC's job as determining Department heads' wishes and passing them on to BOS in an organized form, justifying the suggestions delivered to BOS. He said that presenting BOS with a prioritized list would allow CIPC's suggestions to enter BOS's deliberations. He reiterated his belief that the purchase and/or maintenance of capital equipment was the central issue before the Town.

5:45 PM: Chair Rosansky asked what to do when people don't respond: what do they have to see to respond?

Mr. Patterson suggested that summarizing the data so people can consider it is doing our job. CIPC has to ask for a response and to seek answers to its questions.

Selectman Davis suggested that CIPC can't look at everything, but set priorities with the best available information on what items need to be fixed. They're matters of morality first and fiscal responsibility second.

Chair Rosansky said that Department heads must be asked to define their vision; what do their staffs and the persons with whom Departments interact think that vision should be? He believed Department heads were skeptical of the current budgeting process and had difficulty candidly expressing what they wanted for their departments. He wanted CIPC and Department heads to understand one another. He asked the Members to identify the groups with which CIPC should work.

Vice-Chair Edwards suggested CIPC invite Department heads to the meeting during which CIPC submits its report to BOS so they might argue for their priorities. He cited a past example of Water & Sewers' (W&S) new truck request. BOS intended to put it off. The W&S Commissioners came to the meeting, "pounded the table," and got their truck. Once Department heads express clear intent, CIPC can set priorities for submission to BOS.

Selectman Davis and Vice-Chair Edwards said future activities must be organized in a different format.

Selectman Davis noted that the Fire Department was now covered by the Stewardship Program. Vice-Chair Edwards said that decisions on funding capital projects, whether from capital reserves or general taxation, rested with BOS. He further noted that classifying road repair and maintenance under capital improvements is insufficient. The Town has to have a Plan B if the estimates for expenditures come in too high. He cited W&S's pipeline under the Contoocook River as an essential project that has proven more expensive than reasonably expected.

Selectman Davis offered his opinion of the Town's priorities, in this order: Roads; Water & Sewer; Fire; Police; Parks & Recreation.

Vice-Chair Edwards observed that BOS have to choose between many desirable repair expenditures. He mentioned Gregg Lake's dam as another unavoidable expense: is the Town putting enough money aside to pay for its repair?

Selectman Davis suggested obtaining a fresh set of numbers for the dam by asking the engineers once they've finished updating their latest report.

Vice-Chair Edwards noted increasing estimates or actual costs for bridge repairs: possibly \$2 million for the High Street and \$2.6 million for the Liberty Farm bridges. He further noted that the Town is responsible for 10 percent of the total job up front. Once approved, the State pays 80 percent and the Town 20 percent of the total costs. Replacing such capital items may be ten years away, but the engineering should be done now. Paying for engineering is always a gamble. The Town alone pays for the engineering if the State doesn't approve the pay up.

Selectman Davis noted that the Town budget has more money for bridge maintenance than ever before, allowing us to maintain what we have.

Vice-Chair Edwards cited Henniker's CIPC report as a model CIPC report. The Fire Department chose one vehicle and described its maintenance needs in the form of a proposal.

Selectman Davis observed that the Town must have a schedule of its capital equipment for insurance purposes. It must contain details and calculated depreciation.

- ***Motion to Adjourn***

6:30 PM: Chair Rosansky chose Thursday, July 14, 2022 at 4:00 PM as the day and time of the next meeting. Selectman Davis proposed and Mr. Fluhr seconded a motion to adjourn. The motion being unopposed, Chair Rosansky adjourned the meeting.

Respectfully submitted,
William Bryk
Administrative Assistant to the Land Use Boards
Town of Antrim