

TOWN OF ANTRIM
Capital Improvement Plan Committee
Town Hall
66 Main Street, P. O. Box 517
Antrim, New Hampshire 03440

Tuesday, July 19, 2022 Meeting

Members & Planning Staff present:

Victor Rosansky (Chair), Robert Edwards (Vice-Chair), Selectman Thomas Davis (Ex-officio), William Fluhr (Planning Board), and Aimée Mullahy and Neal Pattison (Public Members).
William Bryk (Administrative Assistant to the Land Use Boards)

Members/Staff absent:

None.

Others present:

None.

CTO: The Chair called the meeting to order at 4:15 PM.

Business Meeting:

Agenda Items:

- ***Review/Amendment/Approval of June 9, 2022 meeting.***

4:20 PM After reviewing the minutes of the June 9, 2022, a Member moved and another Member seconded a motion to approve them as written. The Board unanimously approved them.

- ***Discussion of developing CIPC report for 2022-23.***

4:30 PM: The Vice Chair and Mr. Pattison discussed their meeting with Fire Chief Marshall Gale. The Vice Chair distributed copies of the capital needs report of the Henniker Fire Department. He said that he found it exemplary in its thoroughness and candor in discussing the condition of the Department's equipment, facilities, ongoing maintenance costs, and capital needs.

They argued that the Town needs to correct flaws in planning. Knowing the initial cost, maintenance costs, and average life of a particular asset is essential to sound budgeting practice. This would also allow the Town to understand why it performs certain services, how economically they may be performed, and how to plan for the eventual depreciation and replacement of capital equipment.

The Vice Chair noted that any capital expenditure greater than \$5,000 requires recording the source of the funds so spent.

The forms we design should help the Department heads identify sources of funding; when those funds are received; a current and extensive list of assets, and inconsistencies between the CIPC's records and the Town reports. Once the basic information is recorded, the Committee and the

Department heads can work with it to estimate maintenance and other costs, replacement costs, the hours of usage, and maintenance records. The Town would then have the history of each capital item and a sound reason for its replacement at a certain point in time. The Town can then intelligently put aside money for replacement although the item need not be presently replaced.

Otherwise, we may underestimate the funds that should be put aside and come up short when an item must be replaced, requiring an emergency application to accelerate the spending, Reference was made to the condition of the dam at Gregg Lake. We should strive to make our budgeting better.

Selectman Davis liked the presentation of the Vice Chair and Mr. Pattison. He favored such a program for every asset, planning for replacement in stages while realizing some small projects may require emergency funding.

Mr. Fluhr said this might help us determine the priorities to assign to replacing Town assets: different ratings and different rankings. By collecting such basic data, the Town might better determine the probability of failure by a given time. For example, the Gregg Lake dam repairs must begin by 2025. We have three years left to set aside funds and seek funds from the State.

The list of capital equipment should include Town buildings presently in use and rolling stock. The price of each item and the calculation of depreciation. With regard to Town-owned buildings, identifying the property inside each of them would be appropriate.

Mr. Pattison, who had previously suggested cleaning up the CIPC spread sheet to make it more easily comprehensible, offered to create a template for them.

The Chair suggested that letters to each Department head should go out quickly to begin gathering information for a report in October 2022. The Town needs to have one place in which it can identify what it has and what records it has. The template should provide space for talking points. It should be a vehicle susceptible of summarization.

There followed a general conversation among the Members concerning setting priorities for road maintenance, necessary improvements at the Transfer Station, and the means of eliciting candid expression of the Department heads' dreams and wishes, going beyond a short-term focus to larger scale hopes to be achieved over time. Concerning the present Recycling Center and the Highway Department's buildings, concern was expressed that the Town was non-compliant with Occupational Safety and Health Administration (OSHA) regulations. However, the Town has allocated \$1.4 million for the Highway Department's new building.

A Member strongly suggested that Department heads disfavored meeting with committees and that a one-on-one approach would be more effective.

The Chair volunteered to speak to the Police Chief and the Recreation Director.

- ***Motion to Adjourn***

5:38 PM: After some discussion, the Chair set Tuesday, August 16, 2002 at 4:00 pm for the next meeting. Selectman Davis proposed and Mr. Fluhr seconded a motion to adjourn the meeting. The motion being unopposed, the Chair adjourned the meeting.

80 Respectfully submitted,
81 William Bryk
82 Administrative Assistant to the Land Use Boards
83 Town of Antrim
84 Telephone: (603) 588-8337
85 Email: antrimplan2@tds.net
86
87
88
89
90