

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

Tuesday, August 16, 2022 Meeting

DRAFT MINUTES

Members & Planning Staff present:

Robert Edwards (Vice-Chair), Selectman John Robertson (*Ex-officio*), William Fluhr and Aimée Mullahy (Planning Board), and Neal Pattison (Public Member).

William Bryk (Administrative Assistant to the Land Use Boards)

Members/Staff absent:

Victor Rosansky (Chair)

Others present:

None.

CTO: 4:04 PM: The Vice Chair called the meeting to order.

Business Meeting:

Agenda Items:

• ***Review/Amendment/Approval of July 19, 2022 meeting.***

4:10 PM: The Vice Chair and several Members offered amendments and corrections to the minutes of the July 19, 2022 meeting that were unanimously accepted by the CIPC. Selectman Robertson felt that expenditures of less than \$5,000 needn't be described in the Minutes. More appropriate would be such items as the \$100,000 estimated cost of re-roofing Town Hall. The Vice Chair suggested a clear differentiation between capital and operating expenses. The Vice Chair moved and Mr. Pattison seconded a motion to approve the minutes as amended, which was supported by the Vice-Chair, Mr. Fluhr, and Mr. Pattison. As Selectman Robertson wasn't then the *Ex-officio* Member, he abstained as he'd not been present.¹

Mr. Pattison presented a draft template for gathering the CIPC's data on each item of capital equipment into a more easily comprehensible form. The documents generated from the template would describe the item's general condition and allow the Department head to offer an opinion whether an item's condition is critical, poor, fair, excellent, or new. The Vice Chair also wanted to include its maintenance history, including frame and reconstruction, with space for comments. Minor maintenance items such as tire changes should not be placed on the template. He suggested that the form should also allow the Department heads to explain whether and why they wanted an item of radically new equipment.

¹ Immediately after the August 17, 2022 meeting, the minutes of the July 19, 2022 meeting were amended and the amended minutes transmitted by email to the Deputy Town Clerk for posting to the CIPC's webpage.

4:30 PM: The Vice Chair suggested that such things as a new firetruck, though undelivered, should be entered on the template with space for comments.

Mr. Pattison will now develop a template for the Town's buildings. The Vice Chair suggested inserting new data about the Town's buildings in that template after the Town's consultant completes his investigation of their condition. Mr. Pattison said that the consultant's report might require the template to be modified. Selectman Robertson said the consultant will render his report on or before August 15, 2022

The Vice Chair noted that statute and/or regulation requires recording the source of funds for any capital expenditure greater than \$5,000. He also observed that replacing the Town Hall elevator will cost over \$100,000; a few years after the Town had spent \$40,000 to repair it.

The Vice Chair said that when Mr. Pattison has tweaked the template to his satisfaction, Mr. Pattison and the Chair will draft a letter to the Department heads requesting information. The Vice Chair and Mr. Pattison had found Matt of the Department of Water & Sewer (W&S) to be supportive, although W&S already has its own asset management program. However, if they can identify areas of mutual interest, W&S would share expenses. A CIPC representative will attend the Water & Sewer Commissioners' meeting on September 27, 2022 so Matt may enter data into the CIPC's form.

Mr. Fluhr described his conversation with Clark Craig of the Antrim Recycling and Transfer Station (ARTS), who needs some equipment but lacks room for its indoor storage. Mr. Fluhr, who has been a home inspector, had closely examined the ARTS Center. He concluded that the existing building has served its purpose. He noted that the ARTS Center had been constructed on a foundation of dry stock blocks – from pouring leftover cement into forms. These waste blocks are turning out, destabilizing the building.

Then there is lack of space, forcing ARTS to use trailers for storage. ARTS needs proper storage space, one more bailer, and a waste oil furnace which would efficiently heat the building while consuming waste hydrocarbon. By now, recyclables generate several shipments weekly totaling ten tons. Glass recycling has become difficult as people toss mirrors and other non-recyclable glass into the recycling bin. Such materials require the glass to be shipped out as trash, not as a recyclable.

The Members briefly discussed recycling. The Vice Chair said he'd been involved in establishing Antrim's recycling program: "What we could afford to do then is what we've got now." Some things have improved in part of the Highway/Sanitation property. But Antrim's trying to fit ten pounds of waste into a five pound bag. The CIPC can't presently estimate the cost of repairing or replacing the ARTS Center; Antrim has deferred some improvements to make others. By setting priorities, Antrim can arrange its projects to accomplish them within a steady timeline.

Mr. Fluhr suggested developing a facility model to create an efficient flow of tasks among the employees. He'd observed staff handling the same items too many times.

Selectman Robertson said the simple questions for the Department heads was, "What are your needs? How do you deal with it?"

The Vice Chair suggested installing scales to measure the weight of garbage to allow an equitable price. Mr. Fluhr said that, while scales would be expensive, they would yield a fair weight permitting a fair price. He said that Jaffrey charges \$200/ton to accept garbage. In New Boston, all trash must be identified pursuant to Town regulations. The Vice Chair suggested examining the practices of other towns which use scales. He asked, "What the Town would do with discarded metal?" Placing it in a separate box would require the employees to handle it.

Selectman Robertson said that people need to confer, identify problems, and determine how to pay for solving them. The CIPC needs to set priorities to solve problems in a rational order.

The Vice Chair said that Sanitation needs to be moved out from under the Highway Department, but now is not the time to get into the details. Selectman Robertson suggested discussing with the Road Agent whether he wants to continue overseeing Sanitation.

The Vice Chair suggested examining the 5.2 acres of the Highways/Sanitation site, although he did not feel there was room for expansion. He urged the Committee to identify the site's boundaries, wetlands, and sources of garbage. He understood that residential waste has increased as business waste has decreased.

Mr. Fluhr suggested determining maintenance costs as part of the operating expenses for the entire facility.

Selectman Robertson said that the same letter goes to each Department head requesting his budget requests for the coming year. The Vice Chair said the budget letters go out in mid-September. If the CIPC drafts and sends a letter by September 16, 2022, that should give the Department heads time to properly respond. Mr. Pattison said that the letter should include a sheet for data about each piece of capital equipment.

The Vice Chair expects to meet with Parks and Recreation. He would ask their advice about writing the budget letter. He sensed that last year's letter might have seemed a little tough to the Department heads. He also suggested that the letters should be made returnable to the Administrative Assistant to the Land Use Boards.

• ***Motion to Adjourn***

5:00 PM: After discussion, the Vice Chair set the next meeting for Tuesday, September 21, 2002 at 4:00 pm. The Vice Chair proposed and Mr. Pattison seconded a motion to adjourn the meeting, which the CIPC supported unanimously. The Vice Chair then adjourned the meeting.

Respectfully submitted,
William Bryk
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