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3 **Town of Antrim**
4 **Capital Improvements Program Committee¹**

5 Attention: Administrative Assistant for Land Use Boards²
6 Town Hall
7 66 Main Street, P.O. Box 517
8 Antrim NH 03440
9 (603) 588-8337, ext. 227

10
11 4:00 PM, Tuesday, October 11, 2022
12 Public Meeting
13 Town Hall

14 **Draft Minutes**

15 Persons present: Robert Edwards, Chair; Victor Rosansky Vice-Chair; Selectman John
16 Robertson, *ex-officio*; William Fluhr, Planning Board Member.

17
18 William Bryk, AA.

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20 Persons absent: Aimée Mullahy, Planning Board Member; Neal Pattison, Public Member.

21 The Chair called the meeting to order at 4:07 pm. The Committee reviewed the September 21,
22 2022 minutes. Selectman Robertson asked that the AA use a line format to number each line for
23 ease in discussing and amending the drafts. A typographical error in the spelling of Mr.
24 Pattison's name was noted. Selectman Robertson moved and the Chair seconded a motion to
25 approve the minutes as written and amended. The motion was unopposed. Mr. Fluhr abstained as
26 he had not been present at the September 21, 2022 meeting.

27 The Vice-Chair, observing that a member, responsible for creating a matrix for reviewing Town
28 agencies' capital needs, had been absent from the last two meetings, suggested that Members
29 should advise the Chair when they're unable to be present. The Chair said the matrix is all
30 important to the CIPC's work.

31 For his meetings with agency heads, the Chair had modified a form previously prepared by Ms.
32 Ogilvie, the Town's planning consultant. The completed forms will make the Town aware of
33 major capital items outside its six-year planning cycle to plan against a potential future funding
34 slowdown.

35 Selectman Robertson, noting that the Town must pay the \$75,000 cost of the consultant's work
36 in examining the Town's buildings, believed the consultant's fee would be wrapped into the
37 overall cost of the bridge. He said that Federal infrastructure funds may flow to rebuild the
38 bridges, noting that the Town had just finished paying for the timber bridge on Craig Road. The

¹ CIPC.

² AA.

39 Chair said the State puts away annually \$6 million for bridges. The cost of the bridge may be
40 divided, 80 percent from the State, 20 percent from the Town. The Chair said that the bridge
41 repairs may take three years to complete. Selectman Robertson said the bridge repairs could be
42 done next week. The next big project will be Liberty Farm, which will cost about \$3 million.

43 The Vice-Chair said he had tried to bring the capital expenditure forms up to date. He expected
44 the agency heads to return their forms by October 28, and Ms. Ogilvie would use that
45 information to update the spreadsheet. Selectman Robertson observed that Antrim was not an
46 SB2 town like Bennington: we get to stand up and yell at each other.

47 The Chair observed that the Contoocook Valley school board permitted amending budget items
48 from the floor, but the final decision was made in the polling booth. Selectman Robertson said
49 that Town meetings are usually quiet unless controversy erupts over some \$2,000 budget item or
50 the Leash Law.

51 The Chair suggested expanding the lines to accommodate several capital items. New numbers
52 will be plugged in for greater accuracy. Selectman Robertson noted that presently, no money has
53 gone into the budget; that will happen at the end of the year. The Chair asked how much money
54 is in reserve for the departments, saying the reserves must be beefed up against future
55 unanticipated capital needs. Michael Connelly had said the Fire Department's fund balance is
56 \$283,000 as of now. The Chair said that, with adjustments, the balance would be \$275,000. He
57 observed that the Fire Department's budget does not provide for an ambulance. Once the agency
58 heads returned all the matrices, the CIPC would have a good picture of the agencies' needs.

59 Selectman Robertson noted that the consultant's report on the Library projects costs based upon
60 the consultant's thinking. The Chair noted that the report also considers the expenses of Town
61 government on page 2. Selectman Robertson said we don't yet have a full report. Real dollar
62 numbers may delay construction a year or so.

63 Mr. Fluhr said that he had inspected the Antrim Recycling & Transfer Stations building³. He had
64 successfully obtained additional funds for ARTS at the Town meeting. Selectman Robertson said
65 that the consultant should give us a report on ARTS. Mr. Fluhr said that ARTS needs new
66 equipment. He noted his professional experience as a building inspector and strongly
67 emphasized that, with the foundation's blocks askew, the immediate need to repair the collapsing
68 foundation. But even if ARTS obtained new equipment, there is no place for it in the present
69 building. Selectman Robertson said that Mr. Fluhr will give us a clear picture of what we need.

70 Mr. Fluhr recalled the Committee's discussion at its last meeting about separating ARTS from
71 the Highway Department. The Chair observed that the building is fully depreciated. Mr. Fluhr
72 said that we need to plug in the consultant's numbers and either access or fund the capital
73 reserves for recycling. Selectmen Robertson said that while we may not know what we're
74 getting, we should plug \$50,000 for ARTS into the budget. Mr. Fluhr replied that we need to
75 wait for the consultant's report.

76 Selectman Robertson said that if we ask department heads for their needs, they will tell us. The
77 Road Agent already has a major project on hand in preparing for winter.

³ ARTS

78 The Chair observed that it would be nice to know when one of us is talking to one of them. We
79 must put the Liberty Farm Road Bridge⁴ into the budget and quickly.

80 In response to a query from the Chair, the Board Members said that the Vice-Chair is examining
81 the Recreation and Police Departments; Mr. Fluhr, the ARTS building; Selectman Robertson
82 said he would be going to the Fire Department with the Chair; the Chair is examining the Fire
83 and Water & Sewer Departments; and Mr. Pattison is examining the Highway Department. CIPC
84 Members can go, talk with personnel, take pictures with their cellphones.

85 The Chair said the agency heads would give us input about what needs repair. Selectman
86 Robertson suggested going over the Town Hall needs with the Town Administrator. The Chair
87 said windows, floors, one can add categories. He would like to see the upstairs floor *replaced*
88 **(emphasis in the Selectman's statement)**, not sanded or varnished. The Chair said that the
89 Committee members' inquiries would give a head's up to the Department heads.

90 Looking at the draft form, the Chair said, "Over here is the funding sources, say, capital reserves,
91 or a grant, or taxation." Mr. Fluhr suggested that funds could be moved about the budget once it
92 had been settled. Both the Chair and Selectman Robertson said this was not possible. Selectman
93 Robertson said the surplus must remain in the Capital Reserves until the Town Meeting decides.

94 Mr. Fluhr inquired about the date of the next meeting. The Chair replied, "Tuesday, November 1,
95 at 4:00 pm." He said that once the agency heads had completed and returned their capital budget
96 requests the CIPC would have to draft a report.

97 Mr. Fluhr moved, and the Vice-Chair seconded a motion to adjourn. There being no opposition,
98 the Chair adjourned the meeting at 5:00 PM.

99 Respectfully submitted,

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102 Administrative Assistant to the Land Use Boards
103 66 Main Street, PO Box 517
104 Antrim NH 03440
105 (603) 588-2168
106 antrimplan2@tds.net

⁴ The 2010 Master Plan states that the Liberty Farm Road Bridge was built across the North Branch River in 1991. It is described as a prestressed voided slabs bridge. New Hampshire's 2021 Municipal Bridge Red List describes its deck, superstructure, and substructure as poor.