

1 TOWN OF ANTRIM
2 Capital Improvement Plan Committee
3 Town Hall
4 66 Main Street, P. O. Box 517
5 Antrim, New Hampshire 03440
6

7 Tuesday, August 16, 2022 Meeting

8 **DRAFT MINUTES**
9

10 **Members & Planning Staff present:**

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

13 William Bryk (Administrative Assistant to the Land Use Boards)

14 **Members/Staff absent:**

15 Victor Rosansky (Chair)

16 **Others present:**

17 None.

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

19 **Business Meeting:**

20 **Agenda Items:**

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

22 4:10 PM: The Vice Chair and several Members offered amendments and corrections to the
23 minutes of the July 19, 2022 meeting that were unanimously accepted by the CIPC. Selectman
24 Robertson felt that expenditures of less than \$5,000 needn't be described in the Minutes. More
25 appropriate would be such items as the \$100,000 estimated cost of re-roofing Town Hall. The
26 Vice Chair suggested a clear differentiation between capital and operating expenses. The Vice
27 Chair moved and Mr. Pattison seconded a motion to approve the minutes as amended, which was
28 supported by the Vice-Chair, Mr. Fluhr, and Mr. Pattison. As Selectman Robertson wasn't then
29 the *Ex-officio* Member, he abstained as he'd not been present.¹

30 Mr. Pattison presented a draft template for gathering the CIPC's data on each item of capital
31 equipment into a more easily comprehensible form. The documents generated from the template
32 would describe the item's general condition and allow the Department head to offer an opinion
33 whether an item's condition is critical, poor, fair, excellent, or new. The Vice Chair also wanted
34 to include its maintenance history, including frame and reconstruction, with space for comments.
35 Minor maintenance items such as tire changes should not be placed on the template. He
36 suggested that the form should also allow the Department heads to explain whether and why they
37 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.

38 4:30 PM: The Vice Chair suggested that such things as a new firetruck, though undelivered,
39 should be entered on the template with space for comments.

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

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

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

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

61
62 Then there is lack of space, forcing ARTS to use trailers for storage. ARTS needs proper storage
63 space, one more bailer, and a waste oil furnace which would efficiently heat the building while
64 consuming waste hydrocarbon. By now, recyclables generate several shipments weekly totaling
65 ten tons. Glass recycling has become difficult as people toss mirrors and other non-recyclable
66 glass into the recycling bin. Such materials require the glass to be shipped out as trash, not as a
67 recyclable.

68
69 The Members briefly discussed recycling. The Vice Chair said he'd been involved in
70 establishing Antrim's recycling program: "What we could afford to do then is what we've got
71 now." Some things have improved in part of the Highway/Sanitation property. But Antrim's
72 trying to fit ten pounds of waste into a five pound bag. The CIPC can't presently estimate the
73 cost of repairing or replacing the ARTS Center; Antrim has deferred some improvements to
74 make others. By setting priorities, Antrim can arrange its projects to accomplish them within a
75 steady timeline.

76
77 Mr. Fluhr suggested developing a facility model to create an efficient flow of tasks among the
78 employees. He'd observed staff handling the same items too many times.

79
80 Selectman Robertson said the simple questions for the Department heads was, "What are your
81 needs? How do you deal with it?"

82
83 The Vice Chair suggested installing scales to measure the weight of garbage to allow an
84 equitable price. Mr. Fluhr said that, while scales would be expensive, they would yield a fair
85 weight permitting a fair price. He said that Jaffrey charges \$200/ton to accept garbage. In New
86 Boston, all trash must be identified pursuant to Town regulations. The Vice Chair suggested
87 examining the practices of other towns which use scales. He asked, "What the Town would do
88 with discarded metal?" Placing it in a separate box would require the employees to handle it.
89

90 Selectman Robertson said that people need to confer, identify problems, and determine how to
91 pay for solving them. The CIPC needs to set priorities to solve problems in a rational order.
92

93 The Vice Chair said that Sanitation needs to be moved out from under the Highway Department,
94 but now is not the time to get into the details. Selectman Robertson suggested discussing with
95 the Road Agent whether he wants to continue overseeing Sanitation.
96

97 The Vice Chair suggested examining the 5.2 acres of the Highways/Sanitation site, although he
98 did not feel there was room for expansion. He urged the Committee to identify the site's
99 boundaries, wetlands, and sources of garbage. He understood that residential waste has
100 increased as business waste has decreased.
101

102 Mr. Fluhr suggested determining maintenance costs as part of the operating expenses for the
103 entire facility.
104

105 Selectman Robertson said that the same letter goes to each Department head requesting his
106 budget requests for the coming year. The Vice Chair said the budget letters go out in mid-
107 September. If the CIPC drafts and sends a letter by September 16, 2022, that should give the
108 Department heads time to properly respond. Mr. Pattison said that the letter should include a
109 sheet for data about each piece of capital equipment.
110

111 The Vice Chair expects to meet with Parks and Recreation. He would ask their advice about
112 writing the budget letter. He sensed that last year's letter might have seemed a little tough to the
113 Department heads. He also suggested that the letters should be made returnable to the
114 Administrative Assistant to the Land Use Boards.
115

116 • ***Motion to Adjourn***
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118 5:00 PM: After discussion, the Vice Chair set the next meeting for Tuesday, September 21, 2002
119 at 4:00 pm. The Vice Chair proposed and Mr. Pattison seconded a motion to adjourn the
120 meeting, which the CIPC supported unanimously. The Vice Chair then adjourned the meeting.
121

122 Respectfully submitted,
123 William Bryk
124 Administrative Assistant to the Land Use Boards
125 Town of Antrim
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