

**Town of Antrim  
Capital Improvements Program Committee<sup>1</sup>**

Attention: Administrative Assistant for Land Use Boards<sup>2</sup>  
Town Hall  
66 Main Street, P.O. Box 517  
Antrim NH 03440  
(603) 588-8337, ext. 227

4:00 PM, Tuesday, September 20, 2022  
Public Meeting  
Town Hall

**Draft Minutes**

Persons present: Victor Rosansky, Chair; Robert Edwards, Vice-Chair; Selectman John Robertson, *ex-officio*.

William Bryk, AA.

Persons absent: William Fluhr and Aimée Mullahy, Planning Board Members; Neal Pattison, Public Member.

The Chair called the meeting to order at 4:00 pm. He asked whether the CIPC to consider appointing the Vice-Chair Chair and the Chair Vice-Chair. A consensus of the CIPC chose to discuss the matter at the end of the meeting.

The Vice-Chair had drafted a memorandum to the Department heads to express the CIPC's concerns and request a face-to-face meeting with each of them. He said that any CIPC member who wanted to attend could attend. He noted that various individual CIPC Members had met with individual Department heads. He suggested sending a letter, form, and Neil Pattison's template to the Department heads. The AA would keep track of the return mail. He recommended that the CIPC allow the Department heads two to three weeks to provide a written response. Selectman Robertson said in the past, the CIPC had allowed a November deadline for responses. The Vice-Chair felt the Department heads should have more time to respond to the CIPC's requests. He also favored interfacing with the Planning Board on capital improvements.

The CIPC approved a deadline of October 28, 2022. During the intervening time, CIPC members would meet the Department heads face-to-face.

Selectman Robertson began discussing the Consultant's report on Town buildings. So far, he had received only the Consultant's report on the Library. He provided copies of the report to the

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<sup>1</sup> Hereinafter CIPC.

<sup>2</sup> Hereinafter AA

CIPC members present. He characterized the report as thorough and candid. It went beyond the scope of the CIPC, scheduling necessary improvements and major maintenance through 2037.

CIPC Members felt many Town buildings dated to the turn of the 20th century. Selectman Robertson said that the present fire station dates from 1978-79, which is over 40 years ago now.

The Vice-Chair noted that in his visits to Town buildings he found observed many structures that were non-compliant with the ADA<sup>3</sup>. Others, such as the fire stations seemed non-compliant with the Building Code. There must be an awakening in terms of planning for capital reserves.

Selectman Robertson recalled that the renovation of Town Hall within the last 30 years had cost \$800,000 to \$900,000.

The Vice-Chair observed that the template that Neal Pattison is developing will allow easier modification of projected major expenses. Ms. Ogilvie, the Town's consultant, will be able to move the dates of projected spending far more easily.

He also suggested the CIPC's letter should advise the Department heads that they can take their own photographs of their equipment to make their capital needs more explicit. The Vice-Chair and Selectman Robertson both emphasized that operating budget matters should not appear in the capital budget.

Selectman Robertson said that the director of Parks and Recreation must give the CIPC notice of impending capital expenditures. An information technology (IT) problem might be more expensive than the revolving funds might be able to handle.

He said that Mr. Fluhr had spoken with Clark Craig at ARTS<sup>4</sup> and Mr. Pattison has spoken with the Highway Department.

The Vice-Chair said that the Water & Sewer Commission should produce a written proposal for using new Federal funds. Selectman Robertson said that should appear on the Commission's agenda. The Vice-Chair said the Commission won't meet again until the first week in October. Selectman Robertson observed that the Library funds its own maintenance though trust fund income.

The CIPC reviewed and lightly amended the draft Minutes of the August 16, 2022 CIPC meeting and then approved the Minutes as amended. The Vice-Chair noted that draft minutes should be available within five days of a meeting under State law.

The Chair moved and the Vice-Chair seconded a motion that the Vice-Chair become Chair and the Chair become Vice-Chair. The CIPC unanimously approved the motion.

The Chair suggested scheduling the next CIPC meeting for Tuesday, October 11, 2022, at 4:00 pm.

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<sup>3</sup> Americans with Disabilities Act.

<sup>4</sup> Antrim Recycling & Transfer Station.

The Vice Chair moved, and Selectman Robertson seconded a motion to adjourn the meeting, which the CIPC unanimously approved.

Respectfully submitted,

William Bryk  
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