

**Town of New Durham**  
**Capital Improvements Plan Advisory Committee**  
**Wednesday July 26, 2023 -10:00am**  
**In-person Meeting at the New Durham Community Room**

**MINUTES**

**1. Call to Order:** Introduction of Members

- Scott Drummey opened the meeting at 10:00am, and all Board members introduced themselves follows;
  - Scott Drummey, CIP Chairman and Planning Board Representative
  - Susan DeRoy, Budget Committee Representative
  - Dorothy “Dot” Veisel, Select Board Representative
  - Mark McFadden, CIP Secretary and Member at Large
  - Thomas ‘Tom’ Baker, CIP Vice-Chair and Member at Large

Others in Attendance (the audience):

Stephanie Lundy – New Durham Admin Assistant

**This meeting was being live streamed and audio recorded for future viewing.**

**2. Agenda Review**

- Scott Drummey reviewed the Agenda with all present. The additional item was to go over the spreadsheet for all to become familiar with its content. Tom will send out a color version and provide color copies for future meetings.

**3. Review of Action Item(s) and provide status review – No outstanding items to review**

**4. Review of Documents**

- Master plan. All committee members indicated that they had reviewed the document. Discussions centered on departments aligning goals with strategies and tactics. Also, desires department heads to provide measures of success.
- Master CIP spreadsheet. Scott opened with an overview of the document. Committee members familiarized themselves with the format and final rating process.

**5. Review of Minutes:**

- July 12, 2023, Mark requested confirmation of the 2007 warrant article for the creation of the CIP committee. Tom motioned to accept the revised minutes of July 12, 2023, Scott 2<sup>nd</sup>. The motion passed 5-0.

**6. Meeting Schedule:**

- August 1, 2023 – 10:00am – 12:00pm (Tours for town faculties scheduled)
  - Highway-SWF / Cemetery / Town Hall / Records / Ball field and town beach
- August 2, 2023 – 10:00am – 12:00pm (Tours for town faculties scheduled)
  - Police Department / Fire Department / Boodey Farmstead / Meeting House / Library
- ~~August 9, 2023~~ – removed from the schedule
- August 23, 2023 – 10:00am – 12:00pm ( department presentations scheduled)
  - Highway Department
  - Library

- Boodey Farmstead
- Parks & Recreation

## **7. Adjournment**

- Motion to Adjourn at 10:54 AM. M: Tom B. 2nd: Dot V.

Minutes respectfully submitted by Mark McFadden

### **ACTION ITEMS**

1. Stephanie / Nicole –Obtain dates and schedule of New Durham Facilities Tours with all committee members.  
- OPENED 7/12/23. Stephanie provided dates and schedule to start 8/1 and 2 - **CLOSED 7/26/23**
2. Stephanie / Nicole --In person presentations of Capital Improvement Plan requests by Department Heads to be scheduled -OPENED 7/12/23. Stephanie provided schedule to start 8/23- **CLOSED 7/26/23**