

**Town of New Durham**  
**Capital Improvements Plan Advisory Committee**  
**Wednesday August 30, 2023 -9:00am**  
**In-person Meeting at the New Durham Community Room**

**MINUTES**

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

- Scott Drummey opened the meeting at 9:04am, 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

Marc DeCoff – town resident

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

**2. Agenda Review**

- Scott Drummey reviewed the Agenda with all present.

**3. Presentations:**

- Fire Department – Peter Varney, Fire Chief
- Police Department – Shawn Bernier, Police Chief
- Public Library – Caitlin Frost, Director
- Town Hall/Records – Nicole Zoltko, Town Administrator
- Parks & Recreation – Celeste Chasse, Director (absent – provided summary)
- 1772 Meetinghouse Restoration – Cathy Allyn, Restoration Committee Representative
- New Durham Water Quality – Maureen Knepp/Casey Buell, Co-Directors
  - **Department of Public Works – Judy Purington (rescheduled to 9/6/2023)**

**a. Fire Department** – Peter Varney, Fire Chief

- Outline of equipment funding needs “CIP Consideration” was presented for review
- Circa 2002, a plan for replacement of existing fire safety building was initiated
- Expansion of facility to include the Police Department remains under consideration
- Safety concerns involving proper decontamination and adequate space were presented
- Needs and future plans for use of high pressure equipment in fighting fires discussed

**b. Police Department** – Chief Shawn Bernier

- Provided an update on lifespan and cost estimates for future purchases
- Noted ARPA funding obtained for cruiser replacement
- Exploring the possibility of a “repeater” to communicate more efficiently
- Adequate record retention and space needs discussed

**c. Public Library** - Caitlin Frost

- Fulfilment of roof repair bids conducted under direction of Town Facilities Department
- Noted some flooring, ceiling and carpeting replacement needed due to prior roof leak(s)
- Update on technology grant award presented and space needs appears to be adequate

- Additional parking may be a concern – noted present parking available at Food Pantry during non-operation hours
- d. Town Hall/Records** – Nicole Zoltko, Town Administrator
  - Needs for adequate funding reiterated; with estimates for future painting, and repairs/maintenance of buildings far exceeding present funding
  - Noted Phase I: Tax/MVA/Payroll technology improvements project(s) implemented
  - Respective launches 2024/25 of Phase II: Assessing/Mapping & Phase III Finance/Payroll anticipated in addition to systems software/IT hardware upgrades per adequate funding
  - Focus on permanent safety of records, public access, retention and organization
  - Space limitations and location of permanent records storage/access remains a challenge
  - ADA/public safety considerations and Facility Study (2020) noted deficiencies presented
  - Anticipated reimbursement/benefit needs discussed
- e. Parks and Recreation** – Celeste Chasse, Director (absent -
  - Proposed Recreation Center and Smitty’s Way ballfield improvements provided
  - Consideration for “verbiage” change to CRF combining all Park & Rec facilities
  - ADA compliant access to waterside under consideration and review
- f. 1772 Meetinghouse Restoration** – Cathy Allyn, Restoration Committee Representative
  - Importance of restoration/preservation of the historically significant structure outlined
  - Integrity of timber framing and roof identified as immediate items of concern
  - Public input – suggestion for possible warrant article to sell unused town property and offset costs for Phase II
  - Focus on continued fundraising efforts and pursuit of grant sources
- g. New Durham Water Quality Committee** – Maureen Knepp & Casey Buell, Co-Directors
  - Consent decree update -Fish & Game complying
  - 2023 focus on milfoil harvesting (removal of plants)
  - Septic survey highlights: about 30% satisfactory; 30% > 25yrs old; 30%+ unknown
  - Continuance of community outreach and education for milfoil and other negative environmental impacts on monitored water bodies

#### **4. Meeting Schedule:**

- September 06, 2023 – 10:00am – 12:00pm
  - a. Department of Public Works – Judy Purington
  - b. Review of prior CIP meeting minutes – 7/26, 8/1 & 8/2, 8/23, 8/30

#### **5. Adjournment**

- Motion to Adjourn at 11:03 AM. M: Tom B. 2nd: Susan D. Motion passed 5-0-0

Minutes respectfully submitted by Mark McFadden

### **ACTION ITEMS**

1. Kathleen Blaney – OPENED 8/23/23 - Provide updated financial balances to CIP Committee members
2. Chief Varney – OPENED 8/30/23 – Provide spreadsheet updates for CRF & ETF requests and justification
3. Judy Purington – OPENED 8/30/23 – Provide updates for CRF & ETF requests and justification