

Town of New Durham
Capital Improvements Plan Committee
Tuesday August 01, 2023 – 10:00am
AND
Wednesday August 02, 2023 -10:00am
In-person Meeting New Durham Tour of Facilities

MINUTES

The schedule of the New Durham Town Facilities as follows:

Tuesday, August 01st

- (1) Town Hall and Records
- (2) Highway and Solid Waste Facility
- (3) Town Cemetery
- (4) Ballfield
- (5) Town Beach

Wednesday, August 02nd

- (6) Boodey Farmstead
- (7) Meetinghouse
- (8) Police Department
- (9) Fire Station and Community Room
- (10) Library

The 2023 Board individuals in attendance;

- Scott Drummey, Planning Board Representative
- Susan DeRoy, Budget Committee Representative
- Dot Veisel, Select Board Representative (excused from TH/Records, Hwy/SWF, Town Beach, Boodey Homestead and Meetinghouse tours)
- Mark McFadden, Member at Large
- Thomas ‘Tom’ Baker, Member at Large

Others in Attendance on tours:

Stephanie Lundy – Town Administrative assistant

Nicole Zoltko – Town Administrator (excused from Wednesday tours)

1 – 10:00am-10:53am Town Hall and Records– Nicole Zoltko, Town Administrator and Alicia Housel, Town Clerk

WANTS:

- Removal of temporary service window per directive from insurer, Primex - **pending**
- TH complex parking lot repairs/paving – on hold due to possible future town projects
- Additional need for secure file cabinets for permanent town records storage

OBSERVATIONS:

- Facility in need of routine maintenance including interior/exterior painting and repairs per schedule
- Water used for drinking is bottled due to non-potable well and no sprinkler system
- Basement outside ingress and egress impeded by heavy and structurally unsound bulkhead doors
- Storage and office space is limited with no public ADA compliant access to second floor offices
- Need of repair/replacement of non ADA compliant exterior emergency stairway to second floor offices

ACHIEVEMENTS:

- More robust adherence to retention schedule for town records, ensuring timely destruction if/as applicable

- Acquisition of several fire/water safe file cabinets for permanent town records – future acquisitions anticipated
- Basement organized and storage space more efficiently utilized

2 – 11:00am-12:00pm Highway and Solid Waste - Judy Purington, Administrative Assistant

The entire complex was toured with wants and observations made:

WANTS:

- Shed expansion with additional bays for washing and storage of trucks – under review
- Safe access entryway to garage office for visitors use
- Need for a more secure/locked area for larger items that contain valuable materials (i.e. copper lines)
- Additional cement slab upgrade to prevent trucks from sinking into the ground around demo. dumpster
- Upgrades to barriers along bulk/glass/metal dumpsters to mitigate any potential fall/injury risks
- Possible revolving fund for purchasing necessary items
- Evident deterioration of bulk trash compactor (can) – request a new unit to maintain efficiency

OBSERVATIONS:

- Misc. items remain on grounds and routinely reviewed for “salvage” as applicable
- Cosmetic maintenance issues (cold storage building metal deterioration, cross beam replacement)
- Recycle building ceiling tile failure in some places. Under review for repair
- Increase in theft of town signage noted

ACHIEVEMENTS:

- All hazardous waste removed and storage area improvements completed
- Roof repairs and chimney removal completed on garage
- Increase in safety training as required and advised by insurer, Primex

3 – 12:05pm-12:23pm Shirley Town Cemetery - Douglas Gilman, Trustee

The site was toured with wants and observations made:

WANTS:

- No specific wants identified by presenter
- Future consideration for schedule of placement and removal of monument floral/misc. displays discussed

OBSERVATIONS:

- Town Highway Dept. maintains mowing and general upkeep of grounds
- Three existing burial sections (A,B,C) including cremation plots and cremation scatter garden identified
- Purchase of plots is reserved for residents and/or former residents of New Durham
- An adequate number of cremation plots remain available for the foreseeable future

ACHIEVEMENTS:

- Updated fee schedule for purchase/ burial options including perpetual care

4 – 12:30pm-12:44pm Ballfield, Parks and Recreation - Celeste Chasse, Director

The site was toured with wants and observations made:

WANTS:

- Recreation facility equipped with full size gym and other amenities
- Potential grant funding for facility and possibly solar energy feature discussed
- Possible future expansion for dog park

OBSERVATIONS:

- Additional guardrail to provide safety barrier around parking area
- Some routine maintenance repair and painting noted per schedule

ACHIEVEMENTS:

- Storage shed from town beach re-purposed for storage at the ballfield facility

5 – 1:00pm-1:25pm Town Beach, Parks and Recreation - Celeste Chasse, Director

The site was toured with wants and observations made:

WANTS:

- ADA access ramp to water from beach area
- Barrier near volleyball court to prevent potential injury to individuals who may climb on rocks

OBSERVATIONS:

- Parking area paved and in good condition
- Some routine maintenance repair to signage and painting noted per schedule

ACHIEVEMENTS:

- Storage shed replaced

6 – 10:00am-10:45am Zechariah Boodey Farmstead – Cathy Orlowicz, Chair

WANTS:

- A site visit of the grounds and preliminary layout of homestead building, barn, and parking complex provided
- Completion of septic and additional site preparation for future progress outlined

OBSERVATIONS:

- Visual plans provide extensive detail of the project
- Goals and objectives clearly stated, with strong potential for becoming a “self-sustaining” town asset
- Potential funding from grants and/or other donor sources cited

ACHIEVEMENTS:

- Septic design approved and initial tree removal completed
- Non- profit designation for the project was noted

7 – 11:00am-11:25am Meetinghouse Restoration – Ellen Phillips, Chair/Treasurer

WANTS:

- Potential grant funding for restoration being sought along with other donor sources
- Preservation as a historic / educational component of the founding of New Durham is essential

OBSERVATIONS:

- The Meetinghouse is a significant historic landmark and preservation is vital for continued existence
- Permanent replacement of roof is critical to maintain structural integrity
- Septic system and site plans under review including other amenities vital to sustained use of the building

ACHIEVEMENTS:

- Temporary tarp replaced on roof

8 – 11:30am/11:52am Police Department - Amy Arsenault, Administrative Assistant

WANTS:

- Request kitchen carpet replacement with linoleum flooring and security door for ingress/egress
- Better wall sound proofing for adjoining office next to lobby, conversations are audible (confidentiality issue)
- Possible overnight room, required for officer who may not live in town
- Better exterior wall insulation – HVAC/IT

OBSERVATIONS:

- Storage is a major issue – files stored in attic
- No sprinkler system
- Unused dish on roof should be removed to avoid potential roof damage or uninsurable loss

9 – 12:00pm-12:45pm Fire Station / Community Room – Mark Taylor, EMT

WANTS:

- A on-site visit was provided of the grounds and building structure locations
- On-going plans/needs being considered for new facility housing Fire and Police Departments

OBSERVATIONS:

- Observation of building deterioration including dismantled wood canopy (snow damage) above rear access
- Inadequate onsite decontamination facilities

10 - 1:00pm-1:25pm Library – Caitlin Frost, Director

WANTS:

- Tile entry floors and throughout “non-carpeted” areas need replacement
- Reinvestigate the buildout of the Library, that was intended as meeting rooms
- Discussed repairs, inoperable windows and paint schedule to be included with other town buildings maint.

OBSERVATIONS:

- Roof needs attention **NOW** to prevent any water damage to the interior of the building, curling valley shingles
- No sprinkler system

ACHIEVEMENTS:

- Working on printer/fax line and relocation of service to adult library section of the Library
- Low flush toilets on schedule to be replaced

1:25, Scott motioned to conclude the Tuesday tours, seconded by Tom, passed 4-0-1 (excused)

1:25, Tom motioned to conclude the Wednesday tours, and seconded by Scott, passed 5-0-0

Minutes respectfully submitted by Mark McFadden