

TOWN OF NEW DURHAM
Advisory Capital Improvements Plan Committee (ACIPC)
June 22, 2020- 9:00 AM

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

Call to Order: By Chair Jarvis at 9:09 AM.

Present: Theresa “Terry” Jarvis, Member At Large, Chairperson
Mark Sullivan, Budget Committee Representative
Dot Veisel, Select Board Representative
Nicole Zoltko Town Administrator, Staff

Also Present: Kathleen Blaney, Administrative Assistant

Absent: Scott Drummey, Planning Board Representative
William “Bill” Meyer, Member At Large, Vice Chairman

Agenda Review

- Review of Minutes for September 11, 2020
 - Postponed due to lack of a quorum from the September meeting.
- Committee Membership: Postponed until all committee members are present.

Meeting Schedule

- Terry presented two draft meeting schedules.
 - # 1 follows the same format as previous years
 - # 2 proposed hearing from all Department Heads and Committee Chairs the same day. This would be followed by a two-week time frame for members to rate and rank all proposals and submit them to the Town Administrator who will collate and produce the final numbers.
 - Those present decided to go with draft # 2. We will meet with all presenters July 14, 2021. Terry will check with Bill and Scott.
- Due Date for Report: The week of August 15th is the target for completion of the report.

Review of Relevant Documents

- NH RSA 674:5-8, CRF/ETF Account Information, the final 2021 – 2030 Advisory Capital Improvements Plan Committee Report and the final Facilities Study had been sent electronically. They appear to have bounced back due to size. Terry will try to resend without the Facilities Report. If anyone wants paper copies let Terry know.
- CRF/ETF Balances as of 12/31/20: Not yet available

Review of the 2020 Philosophical Discussion

The questions and decisions from 2020 were reviewed and the members continue to concur with the decisions.

- The minimum financial amount for consideration will increase to \$ 20,000.
- All CRFs and ETFs will receive recommended funding every year even if zero dollars are recommended.
- Line by line listing of projects which are under the \$ 20,000 financial threshold will be grouped together (ex “02 MSW 2 Container, 10 Plastic Container and 16 MSW 1 Container” be grouped together as “Containers”).
- In most cases any project costing less than the minimum and lasting less than 10 years should automatically be part of the operational budget.
 - Items such as milfoil pulling/treatment, purchasing gravel, computers etc. should all be in the Operating Budget.
 - Items such as police cruisers, fire department mule, equipment for public works which have either a life span of less than 10 year or cost less than \$ 20,000 should remain in the CRF/ETFs.
- The Advisory CIP Committee should become a regular committee and not an advisory committee to the Planning Board. **Dot** will bring this to the next Planning Board meeting.
- The scoring criteria will be changed to have both a rating based on the replacement schedule and a ranking based on the need for funding.
 - Ranking considerations:
 - Total cost;
 - Estimated time till replacement;
 - Difficulty of replacement ex. replacing the mule versus a cruiser;
 - Community impact if there is insufficient money at the time of replacement ex replacing the ambulance versus a plastic container;
 - Community desire;
 - What would the cost be to the town if we didn’t have the object? Ex. Not having scales at the transfer station means the town is not getting the correct fees for C&D.

Next Meeting Date: Wednesday July 14, 2021 @ 8:00 AM in the Community Room.

Adjournment: Motion: *To adjourn.* (Sullivan/Veisel) **Vote** 3-0-0. **Motion passes.**

Meeting adjourned at 10:11 AM.

Respectfully submitted:

Terry Jarvis, Chair