

TOWN OF NEW DURHAM  
Advisory Capital Improvements Plan Committee (ACIPC)  
July 14, 2020- 8:00 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 8:02 AM.

Present: Scott Drummey, Planning Board Representative  
Theresa "Terry" Jarvis, Member At Large, Chairperson  
William "Bill" Meyer, Member At Large, Vice Chairman  
Mark Sullivan, Budget Committee Representative  
Dot Veisel, Select Board Representative  
Nicole Zoltko Town Administrator, Staff

Also Present: Kathleen Blaney, Administrative Assistant  
, David Swenson, Resident  
Rudy Rosello, Resident  
Ron Uyeno, Resident

**1. Call to Order**

-8:02AM by Terry Jarvis, 2020 Chairperson

**2. Agenda Review**

-Need to discuss Hybrid Zoom meetings today

**3. Committee Membership**

- Dot Nominated Terry for Chair, Scott D., 2nd, V: 4-0-1(Terry)
- Terry nominated Bill Meyer for V. Chair, Dot 2nd, V: 4-0-1(Bill)
- Terry nominated Scott D for Secretary, 2nd Bill. V: 4-0-1(Scott)

**4. Schedule Presentations:**

Boodey Farmstead. Cathy Orlowicz, Committee Chair presented (See handout)

- Emphasis on potential meeting space for Town uses including voting space.
- Comments focused on uses for space. Barn and facility hall may be built first to begin generating income thru rental.
- Timber assessment scheduled for 2022 for barn estimated to be \$8-10k. This will provide data for developing more accurate construction estimates.

Library Cathy Allen presented (see handout).

- Question on alternative flooring instead of carpet. Prefer carpet in children's room, but could use hardwood floor or other in adult room.
- Question on future population growth in relation to future expansion. No specific plans or square footage

1772 Meetinghouse: Cathy Allen presented

- Looking at new feasibility study as last one is out of date. Costs are not in yet, but estimated in the \$8-10,000 range. LCHIP could provide half cost, existing CRF paying rest of cost.
- Temporary roof repairs may be needed including metal roof covering existing roof.
- Discussion about Meetinghouse not providing specific cost estimates. Cathy stating Meetinghouse Committee is NOT a fundraising committee. Perhaps BOS may need to revisit charter for Meetinghouse and add fundraising aspect to charter.

Police: Chief Bernier presenting

- Having trouble scheduling 2 part time officers as they have other full time jobs
- Cruisers running about 80-100k miles/year.
- OHRV not being used a lot, may last 20 years.
- Considering a hybrid electric for future cruiser.
- Looking for direction regarding space needs. Multi-use training room is needed. If future Public Safety Building is happening, then may wait, if not, NDPD wants to move forward.
- 16x16 ft multi-use training room costing ≈\$60k.
  - David Swenson mentioned: BOS is regrouping Space Needs Committee.
  - NDPD can't wait 3-5 years, multi-use room needed and may be used by other Town Department after Safety Building finished.
- New cruiser for next year ≈\$60k. ≈10% more than previous estimates.
- Body cams: State is highly recommending this. Approx. \$25-30k to outfit department.
  - May be able to get state grant for initial purchase.
  - Future maintenance \$\$ will be needed.
  - May be able to use PD Computer ETF. Video data automatically uploaded to cloud.
- Vehicles are maintaining schedule; new spreadsheets coming.

Fire Department: Chief Varney presenting

- Engine One is good. Does NOT need replacing.
- Most expensive part of firefighting is moving water. New technology-high pressure reduces water use dramatically. Will make firefighting MUCH safer.
- Recruiting young Fire fighters is quite difficult largely due to high Cancer rates and dangers.
- Will be need new ladder truck in 20 years. ≈\$1 million. Add to Spreadsheet.
- Bought new 6-wheel Mule for EMS rescue; kept old one for Forestry; it is tracked and has fire hose and tank.
- Vehicles are maintaining schedule; new spreadsheets coming
- Space needs: office, decontamination, locker, and shower room. Medical supply space. Cost estimates ≈\$100k-250k.

Emergency Management: EMD Varney presenting

- No current expenses
- -Recommend flexibility in town ETFs for emergency funding instead of individual accounts for every department. Would make use and management easier for TA.
- TA recommends ≈ \$5000 added with plan to build up to \$15k. for both Emergency Mgt. and Forest Fire ETFs.

#### Water Quality Fred Quimby, Chair presenting\_(see handout)

- Recommend Testing and Public Education lines transfer to operating budget.
- Need Town Account for grant \$\$ (Section 319) because there is Town matching funds.
- Inventory for town septic systems for residences within 250ft of surface water was done last year. About 15-20% had no record of septic systems. All this missing info should be researched. Funding is needed to complete this.
- Older systems should be tested to find failures. There is state \$\$ for replacing failed systems. BOS may want to add Water Quality Account to Operational budget for most expenses even Milfoil.
- Milfoil CRF should be \$24k. next year.

#### DPW, Highway, Solid Waste: DPW Manager Vachon presenting.

- Scales: Have increased in cost to \$90,000(?). Still a benefit to town to buy one.
- Hwy. Equipment:
  - Have not replaced 12 ton trailer yet, still looking for used 20 ton trailer w air brakes to match 10m wheel truck; wood chipper moved to 2026; broom is OK.;
  - F250 needs to be replaced next year;
  - F350 needs a new bed (≈\$4,000), but will be ok for several years;
  - Plow trucks are on schedule.
  - New spreadsheets coming.
- Hwy. Building: Need 6 bays to house trucks and equipment currently stored outdoors.
- Solid Waste Containers: Bought 2 renting 2.
  - Looking for covered shipping container to hold bales before shipped out.

#### Dam Maintenance

- All work is done, little maintenance needed besides mowing.

#### Fuel Facility:

- Appears to be in good shape. Interior inspection happening. DPW will paint this year.

#### Storm Water, Roads, Culverts, RSMS, etc.

- Middleton Rd culvert needs to be replaced. ≈\$150k. Will be a concrete replacement.

#### Parks and Recreation: Nicole Zoltko

- Irrigation system may be expanded so keep \$1500 coming in annually. \$7500 was estimated last year, but new estimate for irrigation overhaul needed.
- Any playground expansion should start planning now-beach location Tennis courts-at Smitty's cost ≈ \$20-50k These can be also used for pickle ball, an increasing sport.
- Need more storage space at beach so existing storage shed at Smitty's could be moved to beach and new shed built at Smitty's.

#### Town Buildings and Facilities, Computer Systems, Records (see handout and Facilities Study):

Nicole Zoltko

- Current expenses include:
  - The Town Complex parking lot needs crack sealing and seal coating.
  - Painting the exteriors of Town Hall and the Library.
  - Replacement of the Library carpet.
  - Replacement of Town Hall's carpeted spaces.

- Replacement of the Library roof
- Discussions turned to long term Space Facilities Report.
  - How do we plan for next 5 years when we don't have decision on next 25-50 years?  
Short term vs long term maintenance for many buildings hangs in balance.

Record Management: (see Toshiba handout):

- All records are being digitized
- Requesting \$10,000
- Total digitizing may cost \$100,000

Accrued Benefits Liability: Line item should have \$35,000

## 5. Review of Minutes

- 22 June 2021: no edits. **Motion to approve as submitted: M: Mark; 2nd: Dot; V: 3-0-2 (Bill, Scott)**
- 11 September 2020: no edits. **Motion to approve as submitted: M: Bill Meyer,, 2nd Mark S. V: 4-0-1 (Dot)**

## 6. Hybrid Meetings

Option for remote (Zoom) should be allowed for committee members and the public, but physical presence should be preferred. Physical quorum of members is required.

**Motion: That ACIP agrees to allow Zoom hybrid meetings. M: Mark S; 2nd: Bill; V: 5-0-0**

## 7. Next Meeting

August 4th 9AM-11AM. Ratings scales due before then.

## 8. Motion to Adjourn M: Scott; 2nd Bill; V: 5-0-0

Meeting Adjourned at 1:12PM