

Approve 7/12/19

Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the June 28, 2019 Meeting

1. Call to Order: By Chair Jarvis at 8:03 AM

Present: Cecile Chase, Board of Selectmen (BOS) Representative (Left 9:45AM)
Theresa “Terry” Jarvis, Member At Large, Chairperson
Mark Sullivan, Budget Committee Representative
David Wessel, Planning Board Representative
Scott Kinmond, Town Administrator, Staff

Excused: William “Bill” Meyer, Member At Large, Vice Chairman

Also Present: David Swenson, Resident

Chief Bernier, NDPD (Left 8:15 AM)

Chief Varney, NDFD (Arrived 8:45 AM Left 9:00 AM)

Cathy Allyn, Library; Director, Meetinghouse Restoration Committee (Arrived 9:00 AM Left 9:58 AM))

Bob Bickford, Meetinghouse Restoration Committee (Arrived 9:05 AM Left 9:58AM)

Fred Quimby, Water Quality Committee (Arrived 9:30 AM)

Mike Gelinis (Arrived 10:00 AM)

2. Review of the 6/11/19 Minutes. The minutes were reviewed and no edits were made. **MOTION:** *To approve the minutes as presented.* (Chase/Sullivan) VOTE: 3-0-1 (Wessel)

3. Police Department: Chief Bernier.

- The Police Department continues with a 2 year replacement cycle for cruisers. Each cruiser averages 25,000 miles/year.
- The 2013 Ford Taurus, with 124,000 miles to date, is scheduled for replacement in 2020.
- There is sufficient money in the cruiser CRF to replace the 2013 cruiser. According to Table 6 Police Department cruisers are scheduled for replacement in 2020, 2021 and 2022.
- Chief Bernier continues to need additional space for training, case discussion etc. The addition could be located:
 - Off the back of the building bringing it close to the property line;
 - Off the garage side of the building resulting in decreased parking spaces; or
 - Over the garage. Stairs would be needed.
 - Total cost = \$ 35,000 with construction costs = \$ 27,000. The rest will be used to equip the training room.
- ATV Trailer: The Department no longer has the trailer. When the ATV is needed it can be loaded in the back of the PD Pick-Up.

4. Fire Department, Emergency Management and Forestry. In the absence of a Fire Department representative the Committee reviewed all of the previously submitted documents.

- The only change to the truck replacement schedule is to push Engine 1’s replacement out at least another year due to its condition.
 - When it needs to be replaced there is \$ 434,000 in the Fire Vehicle CRF.
 - At the time of Engine 1’s replacement it may be moved to a sub-station in the Kings Highway

section of town. Wolfeboro responds to calls in this part of New Durham under Mutual Aid.

- Town Administrator Kinmond spoke about the changes in fire suppression technology i.e. using less water and needing fewer firefighters. The technology is still evolving.
- Dry Hydrant Plan: The plans changed due to the high water levels. This fall they will attempt to replace the dry hydrant at Downing Pond. This has put off installing a dry hydrant for Levitts Pond
- Building Needs: Chief Varney requested \$ 250,000 for construction costs for the Fire Station. The referenced “attached documentation” was not available.
 - Cecile summarized discussions the Board of Selectmen (BOS) has had with Fire Chief and the Department’s management staff regarding the Department’s space needs. The BOS does not want to spend \$ 250,000 in a building that may be found to be inadequate as a result of the Space Needs Assessment. (Proposals for the study are due 7/29/19).
 - Terry suggested the old office, which abuts the Community Room bathrooms, could have showers and commercial washers/dryers installed.
- Chief Varney arrived at 8:40 AM.
 - In response to a question regarding the radio grant money Chief Varney stated since the Department does its own programming so the grant would not be helpful.
 - Cecile asked Chief Varney if he was again asking for \$ 250,000 for building needs at the Fire Station. Chief Varney confirmed he was. Cecile referenced the Space Needs Study and waiting for those results. The Chief stated once the study is completed money will be needed to take care of the recommendations from the study.
 - When questioned regarding his statement to “See attached documentation” Chief Varney stated the documentation was attached to the 2018 request. Chair Jarvis provided Scott with copies of the 2018 documents. Scott will get copies to all APCIPC members.
- Mark stated it would be short sighted not to add money to the building fund.
- Emergency Management is not requesting any additional funds.
- Forestry CRF: In the past the Fire Warden had requested the ETF be set at \$ 35,000.

5. Library: Cathy Allyn, Library Director

- Scott pointed out the updates in costs for Library on Table 4.
- Building Painting: Cathy stated they were told it should be repainted every 5 years as the southern exposure gets a lot of sun. (Last done in 2017.) It was suggested the exposed side could be done at 5 years and the rest of the building a few years later. Whether or not a painter would be willing to do one side needs to be explored.
- Cecile would like to see an overall paint color plan for all town buildings.
- Heating & Space Needs: The Trustees have been looking at removing the oil furnace and replacing it with a propane furnace.
 - The oil tank would be pumped out and filled with stand.
 - A propane furnace could be hung from the ceiling to increase the amount of storage space in the furnace room substantially.
 - They are also looking at adding heating with the Hyper heat units. To date they have been told that the current units would need to be removed and replaced with 6 larger units and have a condenser in front of the building. The cost is in the \$ 30,000 range.
- Flooring: The carpet in the adult section will need replacing in the future.
 - When it is replaced all of the carpet, including under the book shelves will be replaced.
 - Cecile suggested using carpet tiles, that allow you to replace small sections, as needed. Cathy stated that they looked into it for the Children’s room but decided against it. They could look at it again when they re-carpet the Adult Room.
 - Cecile would like to have a town standard for everything ex. Painting, flooring, colors in order to

get the best prices and quality.

- Building Expansion: It will be part of the space needs. A 24X40 addition will cost \$ 96,000+/-.
 - Mark stated he would rather see New Durham residents in the King's Highway area be able to use Wolfeboro Library rather than build an addition
 - Space is needed for:
 - Private room for supervised visitations, psychologist/client meetings, tutoring and non-public meetings.
 - In response to Cecile asking why the Library should be providing this area Cathy feels this is part of Library services.
 - Scott outlined requests he has received for private meeting rooms from the schools and others.
 - Library Technology: No additional funding needed this year.
6. 1772 Meetinghouse Restoration Committee: Cathy Allyn, Co-Chair
- Roof: The submitted materials stated the roof needed repairs. Terry asked what the status if the roof was. Could repairs be paid from the Meetinghouse Restoration CRF or the own Building CRF?
 - Cathy stated the Restoration CRF could not be used as the roof is not restoration.
 - Terry stated that if the roof is going to be replaced with period appropriate materials it would be restoration.
 - Cathy feels that until the frame is restored the roof cannot be fixed.
 - In response to a question regarding the status of the roof and the cost to fix it Cathy replied they do not know the status of the roof as the pine needles have been there for years and now moss is growing creating a dam allowing water to get into the building.
 - Scott had a contractor look at the roof. There are no holes in the roof. There is some dampness on the inside boards. What needs to be done is to get the roof cleaned off and let it dry out. There are also issues with the structure.
 - Mark suggested that someone get up and take care of the roof. Cecile followed-up with you have a budget – use it.
 - Cathy responded saying they have no budget, even though the Meetinghouse has an Operational Budget. Cathy feels it is not the committee's responsibility to look at maintenance issues. She further stated that in 2017 the issue was brought to the BOS's attention.
 - Terry suggested that the committee put a list together of "maintenance" issues that are needed and give it to the BOS. She feels there is a need to find a short term solution to the roof situation.
 - Scott stated it is difficult to coordinate all the individuals needed to get the pine needles off.
 - Mark suggested a product to be used on the moss.
 - CRF for Maintenance: Terry asked why the Committee is again asking for a CRF for the Meetinghouse maintenance costs when they have an operational budget that pays for those costs. Cathy doesn't feel there is a Meetinghouse operational budget. She feels maintenance issues and costs are the responsibility of the BOS.
 - There are differences of opinion in regards to what the Meetinghouse Restoration Committee is responsible for and what the BOS and Town Administrator are responsible for. The Chair suggested the Committee develop a list of what is needed for maintenance and ask to be on the BOS agenda and ask who will be taking care of the items.
 - Completion of Phase 2 and 3: Terry asked what the cost is to complete phase 2 and 3 as in the information provided in one place the cost is listed as \$ 250,000 and another it is listed as \$ 366,000.
 - Bob Bickford replied \$ 250,000. They would like to receive \$ 50,000 for the next 2 years and then apply to LCHIP for a matching grant.
 - Terry asked if you don't get \$ 50,000 in 2020 what is your fall back plan? Cathy stated they do not have one. They need to get the structure and roof stabilized.

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- When asked what amount of funding the Meetinghouse Committee was requesting Bob Bickford stated if they received \$ 50,000 for the next 2 years they could go to LCHIP and ask for matching funds. That would provide sufficient funds to complete phase 2 and 3.
- Terry asked if you received \$ 25,000 in 2020 and adding it to the \$ 50,000 that is in the CRF you could then ask LCHIP for a matching grant and bring the total to \$ 150,000 would that be enough to protect the building and complete phase 2? Cathy said yes. She continued saying that smaller grant are available for plastering, wiring etc. to finish the interior work.
- ACIPC members expressed concerns with recommending a large sum of money given the defeat in March by the Legislative Body of the request for \$ 100,000.
- Cathy discussed the issue of contractors being booked 2 to 3 years out saying if there was a steady source of funding then they could tell potential contractors that the money was guaranteed (such as funding from the unassigned fund balance). Terry stated she does not believe that a BOS can encumber money for future years.
- The ACIPC encouraged Cathy to develop the RFP now so that when then money became available the RFP was ready to send out.

7. Water Quality, Milfoil and Cyanobacteria: Fred Quimby, Chair

- The 10 year budget request addresses 2 of the Master Plan's priorities: Preserving and Restoration of Natural Resources and Public Safety.
- The Water Management Plan has been completed and there is a 10 year Action Plan to pursue mitigation of the Merrymeeting Rover pollution from non-point sources and point sources (ex. the hatchery).
 - Interim measures are being implemented at the Fish Hatchery until permanent measures are designed and constructed.
 - Conservation Law Foundation has filed suit against NH Fish and Game to require them to prevent further contamination and to clean up the pollution.
 - It will take decades to clean and or inactivate the phosphorus in the river, Marsh and Jones Ponds. The cheapest method to clean M and Jones Ponds costs \$ 50,000 to \$ 100,000 every 5 to 10 years.
- Some treatment of non-point sources such as those created by road side runoff can be done by the Highway Department others will cost \$ 100,000 - \$ 150,000 to correct.
 - The Committee is planning to apply for Section 319 (state) grant funding (60/40 match). The request will be for \$ 160,000. The Town can meet its 40% via a combination of Highway Department work and actual funding. They are requesting \$ 40,000 from the town.
- Milfoil: After 4 years of pulling milfoil chemical treatment is required in 2020 at a cost of \$ 20,000. The Committee is also requesting funding for hand pulling at \$ 4,000.
- Water Quality Testing and Public Education: Since both these items will be permanent activities and the amounts is less than \$ 10,000 they should be placed in the Operational Budget.

8. Next Meeting: July 12, 2019 @ 8:00 AM in the Community Room.

9. Adjournment: **Motion:** *To Adjourn.* (Sullivan/Wessel) VOTE: 3-0-0. Meeting adjourned at 10:30 AM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary