

**Town of New Durham**  
**Advisory Capital Improvements Plan Committee (ACIPC)**  
**Minutes of the June 17, 2019 Meeting**

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

Present: Cecile Chase, Board of Selectmen (BOS) Representative  
Theresa “Terry” Jarvis, Member At Large, Chairperson  
William “Bill” Meyer, Member At Large, Vice Chairman  
Mark Sullivan, Budget Committee Representative  
Scott Kinmond, Town Administrator, Staff

Also Present: David Swenson, Resident

2. Review of the 8/20/18 Minutes. The minutes were reviewed and no edits were made. **MOTION:** *To accept the minutes as presented.* (Meyer/Chase) **MOTION:** *To amend the motion to change accept to approve.* (Jarvis/Meyer) VOTE: 5-0-0. VOTE on the motion: 3-0-1 (Sullivan). VOTE on the motion as amended: 3-0-1 (Sullivan)

3. Committee Membership: The Planning Board has not appointed a ACIPC representative.  
Election of a Chair: **MOTION:** *To elect Terry Jarvis as Chair.* (Meyer/Chase) VOTE 3-0-1 (Jarvis)  
Election of Vice Chair: **MOTION:** *To elect Bill Meyer as Vice Chair.* (Jarvis/Chase) VOTE: 3-0-1 (Meyer)  
Election of Recording Clerk: Bill suggested the same process as 2018 be done this year. **MOTION:** *To elect Terry Jarvis as Recording Clerk.* (Meyer/Sullivan) Terry said she would do it so long as Bill reviews all documents before they are submitted. VOTE: 3-0-1 (Jarvis)

4. ACIPC Process:

- Cecile expressed concerns that people do not pay attention to the CIP process given that the Meetinghouse and Recreation parents bypassed the process this year. (Both groups submitted petition warrant articles.)
  - The request from the Recreation parents was never brought to the CIP. The issue was discussed at least 3 different times and at several Selectmen’s meetings.
  - The BOS and Budget Committee discussed the needs of Recreation and the Meetinghouse as they reviewed the Town’s short and long term needs versus available funding.
  - She questioned if we were wasting our time.
- Bill feels that since only 2 groups tried an end run the entire process should not be thrown out.
- Terry feels the ACIPC process is necessary particularly in identifying long term needs. Citizens are entitled to submit petition warrant articles. However, we do not have to support requests that bypass the process.
- In response to Mark’s question about the process Terry stated the townspeople at Town Meeting March, 2007 established the ACIPC. Cecile explained the ACIPC does all the groundwork for the Planning Board, BOS and Budget Committee in regards to what the Town needs.
- After all the presentations Committee Members individually rate all the requests. Terry referenced the information available in the ACIPC Report that justifies the recommendations from the Committee.

Mr. Swenson stated that the CIP looks at capital expenses not operational expennses. He explained that 60 to 70% of the Committee’s recommendations go through with no changes.

5. Meeting Schedule: The draft meeting schedule was reviewed. 6/28 and 7/16 will be 3 hour meetings. All others will be 2 hours. Times have been assigned. Terry asked everyone to help keep presentations on time.

Individual rankings of requests will be sent to Scott by 7/26/19. The draft report will be available for the 8/9/19 meeting.

The goal is to present the approved report to the Planning Board on 8/20/19.

Department Heard/Committee Chairs have been asked to:

- Submit all documents at least one week in advance. Documents given to the ACIPC the day of their presentation will not be considered.
- Changes or new requests and progress updates will be presented.

If any Committee Members wishes to tour the Town Buildings they are to arrange it with Scott.

6. Review of Materials:

- Scott will send a copy of RSA 674:5-8 and the paper that describes how the Committee ranks items to anyone that needs it.
- Terry discussed the spreadsheet which identified items that the Committee has requested over the last few years and never received.
  - Since Scott updated the spreadsheet the Fire Department has submitted their materials (in packet). The Library has also submitted their materials.
  - Scott updated the Committee on the status of the Library's furnace and oil tank.
  - The marketing plan listed under the library actually is a request of the Meetinghouse Committee. It has not been received.
- CRF/ETF: The figures are based on Scott's record not the Trustees of the Trust Funds. The cost associated with purchase orders that have been issued are reflected in the document.

7. Other:

- We are now buying gravel for road work. The gravel CRF will not have funds remaining at the end of the year.
  - Decision to be made: Do we put the cost of gravel in the operational budget or do we do due gravel exploration at the Shirley pit?
- The spreadsheets are for 2019-2028. They will be updated for 2020-2029 as presentations are completed.
- An RFP for a Town Facility Assessment has gone out. No information will be available for the ACIPC to consider until next year. At that time we should have a comprehensive analysis and plan to consider.
- The RSMS report has been finalized. Scott explained how the information for the report was put together and the various organizations that were involved.
- Mr. Swenson suggested that this year the Committee looks at the operational side of town government – specifically the Towns IT needs and focus funding in those areas. He feels next year, once the facility assessment is complete, the focus will be on facilities.
  - He also stated that on 7/1/19 New Durham's costs for the school district will increase \$ 300,000. This is the 2<sup>nd</sup> highest financial increase in the district.
- Cecil reminded members the CIP is not financially driven. We rate the projects based on need and projects cannot be eliminated due to the cost. It is the BOS and Budgets Committee that are concerned with the funding aspect. We look at the needs of the community over a 10 year time

Approved 6/28/19

period

8. Next Meeting Date: June 28, 2019.

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9. Adjournment: **Motion:** *To Adjourn.* (Meyer/Sullivan) VOTE: 4-0-0. Meeting adjourned at 8:50 AM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary