

Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the August 9, 2019 Meeting

1. Call to Order: By Chair Jarvis at 8:06 AM

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

Excused: William Meyer, Member At Large

Also Present: David Swenson, Resident

2. Review of the 7/16/19 Minutes: As there was not a quorum of members present that attended the 7/16/19 meeting review of the minutes was postponed until the next meeting.
3. Review of Project Scoring Matrix.
- Scoring of the 70+ items was completed individually to reflect members’ differing opinions.
 - Scott compiled the scores and calculated the average score for each item.
 - The Committee Members reviewed the spreadsheet and indicated where numbers had been incorrectly applied
 - Gravel and Dry Hydrants were missing for the list. Members identified their scores so they could be added to the matrix.
4. ACIPC Report and Recommendations: The ACIPC reviewed draft 1 of the 2020 – 2029 Capital Improvement Program Committee report.
- Cecile discussed the role of the ACIPC is to “vet” the requested projects. It is the responsibility of the BOS and Budget Committee to determine what the Town can afford.
 - Both the Facility Space Needs Assessment and Functionality Analysis and mining additional gravel were discussed.
 - Grammatical and spelling edits were identified.
 - For all CRFs/ETFs having deficit spending sometime between 2020 - 2029 will have the actual amount of funding that is required to avoid deficits included.
 - Language was revised in multiple areas.
 - The narrative was reviewed through Water Quality.
 - Recommended funding levels were not done. Committee members would like to see a spread sheet identifying the CRFs and ETFs and what projects (with score) would be funded from each.
5. Next Meeting: August 13, 2019 @ 8 AM in the Community Room. This is to finish reviewing the narrative and to identify the recommended funding for each project.
6. Adjournment: **Motion:** *To Adjourn.* (Chase/Sullivan) VOTE: 4-0-0. Meeting adjourned at 9:52 AM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary