

**Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the July 7, 2020 Meeting**

IN LIGHT OF THE COVID 19 (CORONA VIRUS) SOCIAL DISTANCING ADVICE MADE BY THE GOVERNOR AND CDC EMERGENCY ORDER #12 PURSUANT TO EXECUTIVE ORDER 2020-04, THE TOWN OF NEW DURHAM NH, FOLLOWING A DECLARATION OF EMERGENCY BY THE ZONING BOARD CHAIRPERSON, IS PROVIDING MEETING PARTICIPATION VIA TELEPHONE CONFERENCE FOR YOUR SAFETY.

1. Call to Order: By Chair Jarvis at 8:02 AM

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

Also Present: David Swenson, Resident, Via Zoom

Chair Jarvis made statements regarding the current state of emergency due to COVID-19 and the use of Zoom.

2. Roll Call was taken of all individuals present in the Zoom meeting. Chair Jarvis confirmed with all individuals that they are either alone or those present in the room with them were identified.
3. Agenda Review: There were no changes to the agenda.
4. Review of Minutes:
 - 8/16/19: The minutes of 8/16/19 were reviewed and edits were made. **Motion:** *To approve the minutes as revised.* (Chase/Meyer) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Selectperson Chase- Aye, Mr. Drummey – Abstain. **Motion passes 4-0-1.**
 - 6/24/2020: The minutes of 6/24/2020 were reviewed and edits were made. **Motion:** *To approve the minutes as revised.* (Meyer/Chase) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Selectperson Chase- Aye, Mr. Drummey – Aye. **Motion passes 5-0-0.**
5. Space Needs Study: The following draft documents were discussed at length:
 - Town Facilities Plan – Program Summary
 - Existing Conditions Assessment Report – Mechanical/Electrical/Plumbing
 - Site Options for Town Facilities.

The Committee feels that items need to be divided into:

- Immediate need
- Secondary need
- Future need

The Committee suggested a committee should be formed with representatives from the Board of Selectmen, Department Heads, Budget Committee, ACIPC and the general public/businessperson to review the findings and prioritize work.

As the next regular BOS meeting is 7/23/20 the ACIPC decided to proceed with hearing from Department Heads and Committee Chairs as if we did not have the study. It may be necessary to issue the 2021 – 2030 report and then add an addendum once decisions regarding the Space Needs Study are made.

6. New or Updated Program Submissions

- DPW: Combined use Excavator vs. Used Pay Loader
 - The Committee reviewed a Capital Project Request from the DPW.
 - The proposal is to have a 7-year lease/purchase of an excavator for use by both the Highway Department and the Solid Waste Facility.
 - Pros:
 - There would be no need to purchase a used loader for Solid Waste.)Cost = \$ 50,000+/-)
 - The annual excavator rental fee of \$ 10,000 would not be required.
 - It could be used for gravel exploration, the cost of which is not in the current operating budget.
 - There is \$ 50,000 in a CRF that could be used as a down payment.
 - Cons: Cost = \$ 160,000

7. Next Meeting: 7/14/2020 8:00 AM – 10:00 AM via ZOOM

- The schedule of Department and Committee presentations was reviewed. No changes were made.

8. Adjournment: **Motion:** *To adjourn.* (Drummey/Meyer) Roll **Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Selectperson Chase- Aye, Mr. Drummey – Aye. **Motion passes 5-0-0.**

Meeting adjourned at 9:02 AM.

Respectfully submitted:

Theresa Jarvis, Chair and Secretary