

**Town of New Durham**  
**Advisory Capital Improvements Plan Committee (ACIPC)**  
**Minutes of the July 14, 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 at Town Hall

Also Present: David Swenson, Resident, Via Zoom

Peter Varney, Fire Chief, Via Zoom

Shawn Bernier, Police Chief, Via Zoom at Town Hall

Fred Quimby, Chair Water Quality and Cyanobacteria Mitigation Steering

Committee via phone

Cathy Allyn, Library Director; Chair 1772 Meetinghouse Committee Via Zoom

Richard Leonard, Library Trustee, 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:
  - 7/7/2020: The minutes of 7/7/2020 were reviewed. No edits were made. **Motion:** *To approve the minutes as presented.* (Drummey/Meyer)
  - **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Selectperson Chase- Aye, Mr. Drummey – Abstain. **Motion passes 5-0-0.**
5. Fire Department, Emergency Management & Forestry: Chief Varney
  - Chief Varney has previously sent an e-mail indicating the mule, originally given a life span of 10 years, will be replaced in 2020 at 15 years of service.

Approved 7-28-20  
ACIPC Meeting

- Chief Varney continues to research changes in fire suppression technology in anticipation of replacing Engine 1 which was scheduled for replacement in 2019. Engine 2 will need to be replaced as scheduled in 2028.
  - A decision needs to be made in 2021 regarding the replacement of the ladder truck (due in 2041). If it will be replaced money will need to be added to the CRF.
  - The schedule replacement of SCBA remains the same.
  - Plans for a dry hydrant on Leavitt's Pond are on hold due to COVID 19. An easement is required.
  - Upgrades to the Fire Station to prevent the spread of carcinogens are still necessary. At a minimum showers and locker rooms are required.
  - The results of the Space Needs Assessment will have a major impact on what is done to the current Fire Station.
  - Forestry: At this time the Chief is unsure what the Fire Warden wants to do with the Forestry ETF.
  - Fire Department spreadsheets need to be checked for accuracy.
6. Police Department: Chief Bernier
- Based on current mileage projections Chief Bernier has changed the cruiser replacement schedule from one every seven years to one every eight years.
  - The 2013 cruiser with 155,000 miles is being replaced in 2020
  - The 2014 cruiser, which currently has 91,000 miles, will be replaced in 2022
  - The 2015 cruiser, which currently has 72,000 miles, will be replaced in 2024.
  - The 2015 and 2020 cruisers are the primary patrol vehicles.
  - Arrests, motor vehicle activities and direct patrols are all up. Areas of concern are Birch Hill Road, Kings Highway, Merrymeeting Road, the Town beach and the boat launch.
  - Chief Bernier still needs a meeting/training room, equipment and evidence storage.
  - Police Department spreadsheets need to be checked for accuracy
7. Water Quality and Cyanobacteria Mitigation Steering Committee: Fred Quimby, Chair
- Stormwater Remediation, Treatment of Milfoil and Water Quality Testing and Education continue to be the Steering committee's priorities.
  - The 10-year funding costs have been reduced from \$ 700,000 to \$ 437,000.
  - Milfoil Treatment, the Water Quality Committee's priority, will require \$ 20,000 in even years and \$ 5,000 in odd numbered years.
  - \$ 10,000 to \$ 20,000 for engineering work will be required every other year (opposite year to year the Town must match grant money.)
  - For every \$ 150,000 received from a 319 grant the Town needs to spend \$ 32,000+/- in cash and an equal amount in salaries/in kind service.
  - Money for Milfoil treatment comes from the CRF. Water quality funds are located in the operational budget and storm water remediation funding is found in either the Highway Department funds or in RSMS funding.
  - The lawsuit is scheduled to be heard in September.

Approved 7-28-20  
ACIPC Meeting

8. Library: Cathy Allyn, Library Director; Richard Leonard Library Trustee
- Land swap: The Library is expected to gain land behind the building. Some of that is wetlands. Cathy thinks a 24-foot addition going towards the wetlands will be possible.
  - Biggest issues for the Library continue to be lack of storage space and need for meeting room space.
  - The furnace is being replaced in 2020.
  - Major Projects:
    - Exterior Painting: The front and parking lot side needs to be painted more often than every 10 years due to sun exposure. Paint the entire building in 2024. (\$ 7,000)
    - Roof Replacement: Based on the Building Inspector's recommendation the roof should be replaced in 2024. (\$ 15,000)
    - Carpet Replacement in the "Adult" room is scheduled for 2021. (\$ 15,000)
  - The Library received a grant for technology equipment. No additional funding is required for the Library Technology fund this year.
9. 1772 Meetinghouse: Cathy Allyn, Chair 1772 Meetinghouse Committee
- The Meetinghouse roof must be replaced ASAP. At the same time the building's frame would be repaired.
  - Cost estimates, from 2017, indicate \$ 200,000 is needed for the roof and frame work.
  - They are asking for \$ 50,000 to be added to the CRF (Currently at \$ 49, 684+.)
    - Once the CRF has \$ 100,000 they are confident they will receive a matching grant of \$ 100,000 from LCHIP.
  - Fundraising: Cathy stated they have arranged for a "clothing shed" to be placed at the Meetinghouse. She does not know what the income will be – most likely be "enough to pay for events." There will not be any significant amount of monies.
  - Mark asked about obtaining outside money. Cathy feels the Board of Selectmen (BOS) should establish a fund-raising committee. The Committee has not brought this suggestion to the BOS.
10. Next Meeting: 7/21/2020 8:00 AM – 10:00 AM via ZOOM
11. 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 9:43 AM.  
Respectfully submitted:

Terry Jarvis, Chair, Secretary  
Theresa Jarvis, Chair and Secretary