

**Approved 7/28/2020 ACIPC Meeting**

**Town of New Durham  
Advisory Capital Improvements Plan Committee (ACIPC)  
Minutes of the July 21, 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 (Left @ X:XX)

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: Don Vachon, DPW Manager/Road Agent Via Zoom

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 for 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: As the 7/14/2020 minutes had not been received in a timely manner they will be reviewed at the next meeting.

All of the following discussion regarding the DPW-SWF, Dams, Gravel, Roads, Equipment and Trucks included information from DPW Manager/Road Agent Vachon and Town Administrator Kinmond.

5. Highway Department Trucks (Table 7 A):

- The truck replacement plans remain every 12 to 14 years with a trade-in.
- The 2005 International remains in good shape.
- The 2010, 2012 and 2013 International trucks continue to have problems with their engines.
  - The 2010 truck body needs replacement.

## Approved 7/28/2020 ACIPC Meeting

- The 2013 needs \$ 5,300 to \$ 7,300 in repairs.
- The 2012 International 7400 is scheduled for replacement in 2020 @ \$ 96,000. It will be replaced with a smaller (7 yard) truck.
- Don Vachon is not sure which vehicle will be replaced in 2021.
- If the size of the fleet is decreased the plow times gets longer
- They are no longer considering Lend: Lease as the cost becomes higher due to interest charges.
- By 2024 the Highway Department Vehicle CRF will have insufficient funds at the current schedule for funding.
- Table 7A needs to be updated and have errors corrected.

### 6. Highway Equipment (Table 7B):

- In 2020 the plan is to replace the 12-ton trailer with a used 20-ton trailer which will be capable of transporting the proposed excavator which will be used by the Highway and Solid Waste Departments.
- It may be possible to delay the chipper replacement which is scheduled for 2024.
- By 2028 the Highway Department Equipment CRF will have insufficient funds at the current schedule for funding.

### 7. Solid Waste Equipment (Table 10)

- There is a need for extra containers due to the volume of materials.
- Plans are to purchase a plastics container and an open topped container in 2020
- Instead of buying a loader they plan to share the new excavator with the Highway Department.
- They are hoping to purchase and install the in-ground scales in 2020.
- By 2022 the Solid Waste Equipment CRF will have insufficient funds at the current schedule for funding.
- Table 10 needs to be updated and have errors corrected.

### 8. Dam Maintenance and Fuel Facility (Table 9):

- Dam Maintenance:
  - Both the Main Street dam and March Pond dam require ongoing maintenance.
- Fuel Facility:
  - The tanks are 29 years old. The life expectancy is unknown.
  - The concrete enclosures need some repairs.
  - Decommissioning the fuel depot and using fuel cards was discussed.
    - Even with the use of fuel cards it is necessary to store 1000 – 2000 gallons of gas and deisel for when there is a general loss of electricity and gas stations due not have generator power.

**Approved 7/28/2020 ACIPC Meeting**

9. Storm Water/Roads/Culverts/Bridges (Table 8)

- Storm Water Management: These funds will be used as the Town's share to match the 319 grant funds.
- Roads: Funding for the RSMS. The figures in the table need to be revised
- Culverts/Bridges: Used as part of the RSMS work.
- Based on current contributions the CRF will be in deficit spending by 2023.

10. Next Meeting: 7/28/2020 8:00 AM – 10:00 AM via ZOOM

11. Adjournment: **Motion:** *To adjourn.* (Meyer/Drummey) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Mr. Drummey – Aye. **Motion passes 4-0-0.**

Meeting adjourned at 9:11 AM.

Respectfully submitted:

Theresa Jarvis, Chair and Secretary