

**Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the August 11, 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 8:03 AM

Present: Cecile Chase, Board of Selectmen (BOS) Representative (Left @ 9:49 AM)
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

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: 7/28/2020. The minutes were reviewed. No edits were made.
 - **. Motion:** *To approve the minutes as presented.* (Meyer/Chase) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Mr. Drummey – Aye, Ms. Chase - Aye.
Motion passes 5-0-0.
5. Review of Project Scores.
 - There was a general discussion regarding the scoring criteria, financial minimums for a project and funding philosophy.
 - Before the end of this year’s meetings the scoring criteria needs to be reviewed and possibly revised.
 - The minimum financial amount needs to be raised beyond \$ 10,000 which was set in 2008. Suggestions included \$ 15,000 to \$ 20,000.
 - Should all Capital Reserve and Expendable Trust Funds receive recommended funding every year, (even if \$0 to be recommended) requiring the BOS to determine what will be funded?

Final Approved 8/18/2020 ACIPC Meeting

- Should the line by line listing of projects which are under the revised financial threshold be grouped together (ex “02 MSW 2 Container, 10 Plastic Container and 16 MSW 1 Container” be grouped together as “Containers”)?
 - Should any project costing less than the minimum automatically be part of the operational budget?
 - The ACIPC report will identify those CRF/ETF projects which we feel should be in the operational budget.
 - Minor edits were made to the rating scores.
6. Funding Recommendations
- Each CRF/ETF was reviewed and funding recommendations made.
 - Not all CRF/ETFs received a recommendation for funding.
7. Next Meeting: 8/18/2020 focus will be review of the draft ACIPC report.
9. Adjournment: **Motion:** *To adjourn.* (Drummey/Meyer) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Mr. Drummey – Aye. **Motion passes 4-0-0.**

Meeting adjourned at 9:17 AM.

Respectfully submitted:

Theresa Jarvis, Chair and Secretary