

Approve 7/12/19

Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the July 12, 2019 Meeting

1. Call to Order: By Chair Jarvis at 8:03 AM

Present: Theresa “Terry” Jarvis, Member At Large, Chairperson
William “Bill” Meyer, Member At Large, Vice Chair
Mark Sullivan, Budget Committee Representative
David Wessel, Planning Board Representative
Scott Kinmond, Town Administrator (TA), Staff

Absent: Cecile Chase, Board of Selectmen (BOS) Representative

Also Present: Don Vachon, DPW Manager, Karen Kehoe, Administrative Assistant

2. Review of the 6/28/19 Minutes. The minutes were reviewed and no edits were made. **MOTION:** *To approve the minutes as presented.* (**Meyer/XXXXXX**) VOTE: 4-0-0

3. Public Works/Vehicle & Equipment Maintenance/Solid Waste/Dam Maintenance/Fuel Depot/Gravel/RSMS

Highwater Trucks: Truck replacements are on schedule

- The 2009 Freightliner plow truck is being replaced with a 2019 Western Star 10 wheel dump truck.
- In 2020 one of the International dump trucks will be replaced with a 5500 series plow/dump truck.
- There will be a truck replacement every year from 2020 to 2025, none in 2026 and then a 7th truck replacement in 2027. Even with an annual appropriation of \$93,000+ /year there will be insufficient monies available in the CRF in 2021, 2023 through 2027.
- The TA discussed possibly grouping the 2020 and 2021 replacements together and entering into a lease-to-own purchase with an extended warranty. At the end of the lease for \$ 1 the Town would own the trucks which would have an additional 6 to 8 years of use.
- The Committee reviewed a report on maintenance costs for highway equipment. The three International trucks account for almost \$ 20,000 in repair costs each year.

Highway Equipment: The replacement backhoe has been ordered. There are no changes to the Highway Equipment program since last year. Minor edits are needed to the spreadsheet.

Vehicle & Equipment Maintenance:

- Currently this fund has \$ 23,000 with expenditures usually occurring in the 3rd or 4th quarter.
- The TA expects the Highway Department to request \$ 10,000 to cover unanticipated pay loader repairs.
- The TA is requesting the fund level be maintained at \$ 35,000.

Solid Waste Equipment: The Solid Waste Equipment schedule remains the same.

- The RFP for the drive on scales is being developed.
- There is still a need for a used pay loader

Solid Waste Facilities Improvements: There are no plans for changes to the Solid Waste Facilities.

- The Committee reviewed the disposal totals for MSW, C&D, Plastics and Fibers. Though the numbers are down they will pick up significantly during the summer months.

Dam Maintenance:

- The Downing Pond repairs scheduled for spring were postponed due to high water levels. The plan is to complete the repairs in the fall @ a cost of \$ 30,000.

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- The remaining \$ 19,000 will be used for anticipated repairs to March Pond Dam.
- The next major dam repairs are not anticipated to occur until 2028.

Fuel Depot: The CRF for the Fuel Depot was discontinued during the 3/10/15 Town Meeting. Either a new CRF needs to be established or the cost to refurbish/replace the current fuel tanks (2@ 4000 galleons) in the future. DPW staff will be evaluating the need for 4000 galleon tanks versus smaller tanks ex 500 to 2000 galleons.

Gravel:

- The CRF will have little to no money remaining by the end of the year as purchasing continues.
- The TA recommends that this account be maintained at \$ 25,000.
- The DPW would like to conduct a study of the area near the old Shirley Pit to determine how much gravel may be available for the town to mine.
 - The plan had been to utilize funding from the Gravel CRF.
 - Terry does not believe the CRF can be used as the fund creation language (3/10/12) stated the fund was "To purchase gravel."
 - It may be necessary to have a specific warrant article or put the cost of the study (\$ 15,000 - \$ 20,000) in the operating budget.
- If the town is going to purchase gravel annually this expenditure should become part of the operating budget.

RSMS (Road Surface Management System):

- This CRF will have XXXXX by the end of the year.
- The results of the most recent RSMS study are complete. The goal is to achieve a Pavement Condition Index number of 70 – 72.
- Currently 60 to 70% of RSMS money is spent on preservation of roads via crack sealing, chip sealing, shim and overlay.
- Based on the miles of paved road New Durham should be spending \$ 500,000/year on road maintenance.
- This CRF has not been funded at the necessary levels for many, many years resulting in inability to maintain the roads. (NOTE from Chair: 2019 budget = \$ 25,000 from CRF and \$ 215,370 from taxation and \$ 116,000 from the State Highway Block Grant.)
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- The RSMS CRF is also used for culvert replacement. Both the South Shore culverts are scheduled for replacement in 2019. The Middleton Road culvert will cost \$ 150,000 to \$ 175,000. Grant funding is being researched.

4. Parks and Recreation: TA Scott Kinmond

- There is no Parks and recreation Director though an offer of employment has been made.
- The ballfield equipment, which ACIPC had recommended has been installed and the project is completed.
- It is anticipated that the guiderails near the Babe Ruth field will be installed in 2019.
- The irrigation system at the Babe Ruth field is intact; the pipe providing water needs to be replaced.
- The next major project is installing an irrigation system at the upper fields.
- Minor edits are needed to the spreadsheet.

5. Next Meeting: July 16, 2019 @ 8:00 AM in the Community Room.

6. Adjournment: **Motion:** *To Adjourn.* (Meyer/Wessel) VOTE: 4-0-0. Meeting adjourned at 9:57 AM.

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Respectfully Submitted

Terry Jarvis, Chair and Secretary