

**Town of New Durham**  
**Advisory Capital Improvements Plan Committee (ACIPC)**  
**Minutes of the July 19, 2019 Meeting**

1. Call to Order: By Chair Jarvis at 8:06 AM

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

Excused: David Wessel, Planning Board Representative

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

Also Present: Cathy Orlowicz, Sherrie Cullimore, Scott Drummey, Zachariah Boodey Farmstead Committee (All arrived 8:55 AM)

2. Review of the 7/12/19 Minutes. The minutes were reviewed and revised. **MOTION:** *To approve the minutes as revised.* (**Meyer/Sullivan**) VOTE: 3-0-0

3. Town Buildings: Scott Kinmond, Town Administrator

- The RFP for the Space needs Study is due 7/29/19 with an anticipated completion date of 12/31/19. The ballfields, beach and 2 historic buildings are not included. The results of the study will be a major focus of the 2021-2030 ACIPC.

Town Hall Complex:

- All of the items previously identified for Town Hall remain as identified in the 2029-2028 CIP Worksheet.
  - It has been found that the carpets in the first floor offices are glued to the hardwood floor.
  - The previous Energy Audit recommended that spray foam insulation be used from the window sills down to the bottom. Since Town Hall is on the Historical Registry list this type of insulation cannot be used as anything done to the building must allow for a return to its original state,
- New Need: - with a completion date of 2020 – is crack sealing and seal coating the Town Hall Complex parking lot. No one knows when it was last done. Estimated cost = \$ 10,000.

Library:

- The Committee Members disagree with moving the exterior painting from 7 to 5 years.
- They would like to see the sun exposed side repainted at the 5 year point and the entire building painted every 10 years and timed to be painted when Town Hall is repainted. (Better pricing, coordinate colors etc.)

Computers and Record Management:

- A contract for upgrading of the municipal software and assessing software information has been awarded.
  - This will affect finance, payroll, tax billing Tax Clerks accounts receivable, permits and licenses.
  - Total cost = \$ 86,000 to be paid over 3 years which includes larger server, 6 new workstations, software licenses, cost of transitioning information from the old system to the new and staff training.
  - All PC's except for the TA's needed to be replaced. They all have Windows 7 which will no longer be supported in 2020.
  - The project begins this month and is expected to be completed in 6 months.

- Recommended Funding: \$ 20,000 Computers & Equipment ETF and \$ 10,000 Records Management
- The issue of digitalizing all records remains.
  - The new software will allow new materials to be digitalized current records would need to be converted.
  - Estimated cost is \$ 100,000 with a target start date of 2020

Land Purchases:

- No planned purchases at this time. After the Space Needs Assessment is completed this may change

Town Building Lighting:

- All town building lighting is now LED at a cost of \$ 22,000+/-.
- Grant money will pay for upwards to 59% of the cost.
- The return on investment is between 2 and 2.8 years.

Fire Department Update: The TA and Fire Chief are discussing a low cost (\$ 30,000) short term solution to the carcinogen issue.

4. Zachariah Boodey Farmstead: Cathy Orlowicz, Chair

- The objective of the Zachariah Boodey Farmstead is “To reconstruct the Zechariah Boodey Farmstead on the new site, while maintaining the 1769 historic integrity of the buildings, to teach future generations about our collective pasts, while featuring New Durham’s importance in that history, and provide a useful and attractive asset as part of the town’s community for today.”
- Major successes of 2018:
  - Completion of the “Barn Raising for the Zachariah Boodey Farmstead Project”. Due to the large amount of volunteer hours and In Kind donations the project was completed at a cost of \$ 13,073 almost \$ 7,000 less than the estimated cost.
  - Receipt of the final report from the UNH “Senior Capstone Civil Engineering Students”.
- Major successes of 2019:
  - Contract for professional Engineering services for septic design and site plan design.
  - Finalized plans for the use of the farmstead and site.
  - Received approval for Septic Design from NH DES.
  - Received approvals from Zoning Board of Adjustment and the Planning Board for Site Design.
  - This weekend a professional contractor conducted a complete assessment for the Boodey House timber frame. This will be followed by the development of construction drawings.
- Goal: Reconstruction to begin 2020
- Request:
  - Establishment of a town holding fund for public funds ex grant money
  - \$ 115,000 – ½ of the estimated cost of reconstruction.

5. Material Due Dates: Scoring of all requests due to Scott by 7/26/19.

Edits to spreadsheets to Scott ASAP – no later than 7/26/19

6. Next Meeting: August 9, 2019 @ 8:00 AM in the Community Room.

7. Adjournment: **Motion:** *To Adjourn.* (Meyer/Sullivan) VOTE: 3-0-0. Meeting adjourned at 9:28 AM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary