

**Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the July 28, 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:

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

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

Also Present: Cathy Orlowicz, Cahir Boodey Farmstead Committee Via ZOOM
Sherry Cullimore, Boodey Farmstead Committee 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:
 - 7/14/2020: The minutes of 7/14/2020 were reviewed. Edits were made. **Motion:** *To accept the minutes as revised.* (Drummey/Meyer) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Mr. Drummey – Abstain. **Motion passes 4-0-0.**
 - 7/21/2020: The minutes of 7/21/2020 were reviewed and edits were made. **Motion:** *To approve the minutes as amended.* (Drummey/Meyer) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Mr. Drummey – Abstain. **Motion passes 4-0-0.**
5. Boodey Farmstead: Cathy Orlowicz
 - Items Completed since last year’s CIP meeting:
 - Successfully received Land Use Regulatory approvals and septic design approval:

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- Contracted with Norway Plains Associates for septic and site plan designs and professional representation during land use board reviews.
 - Granted land use regulatory boards' approvals for site plan design.
 - Granted septic design approval from the State of New Hampshire.
 - Successfully completed assessment of Boodey timber frame:
 - Fundraising:
 - Total Funds Raised 2010 to 2019: \$44,910.26.
 - Funds Raised 2019: \$10,579.00.
 - Total Funds Received from Town: 2010 to 2019: \$20,928.00.
 - Funds for 2019: \$7,626.00.
 - For every \$1.00 invested by the town, the committee has raised two dollars toward this project.
 - Due to the pandemic BOS voted to *“not to expend \$10,000 in the Boodey Farmstead/1772 Meetinghouse budget”*. *This has resulted in having to postpone engineering plans.*
 - Volunteer Support:
 - Committee members volunteer hours during 2019: 928 hours.
 - Value of Committee members volunteer hours 2019: \$23,588.87.
6. Town Facilities: Scott Kinmond, Town Administrator (Table 4)
- Library: Last painted in 2016
 - Library Furnace: Being replaced in 2020
 - Library Carpet: Replaced in 2011 in the adult room and 2017 in the children's room
 - Library Roof:
 - Library Room: Needed
 - Walkway: Replaced 2018
 - Town Hall Painting: Last painted in 2019
 - The Committee again recommends the painting of the Library and Town Hall be every 7 years and on the same schedule.
 - Town Hall Repairs (Energy Upgrades, Window replacement etc.): Nothing is planned as they are waiting on the final results of the Space Needs Assessment.
 - Record Achieving: Replacement of software started in 2019.
 - Until the Space Needs study is completed specific facility repairs are on hold.
 - Table 4 needs to be updated and have errors corrected.
7. Parks & Recreation: Scott Kinmond, Town Administrator (Table 12)
- \$ 4,500 from the CRF will be used to fix the infields.
 - Will be part of annual maintenance going forward to avoid a large expenditure in the future.
 - Playground Equipment should only require replacement of component parts in the future.
 - If this CRF continues to receive \$ 3,625/year it will be in deficit spending by 2020. Six of the ten years covered by the year's CIP Plan will have deficit spending.

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8. Future Activities0

- The 8/4/2020 meeting is cancelled.
- Scott will distribute the Master Score sheets and scoring criteria.
- Score sheets are to be returned to him by 8/7/2020.
- Next meeting 8/11/2020 8AM via Zoom

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