

**Town of New Durham
Capital Improvement Program Advisory Committee
Minutes of the August 14, 2017 Meeting**

1. Call to Order: By Chair Jarvis at 9:02 AM

Present:

Theresa Jarvis, Chair & Member At Large
Bill Meyer, Member At Large. Excused @ 9:50 AM.
Ellen Phillips, Budget Committee Representative.
Dorothy Veisel, Vice Chair & Planning Board Representative
Scott Kinmond, Town Administrator - Committee Staff

Excused: Cecile Chase, Board of Selectmen Representative

Others: Cathy Allyn, Chair and George Gale, Member 1772 Meeting House Restoration Committee
Catherine Orlowicz, Resident
Fred Quimby, Chair Milfoil and Aquatic Invasive Species and Chair Cyanobacteria Committee
David Swenson, Resident
Peter Varney, Chief, New Durham Fire Department

2. Agenda Review: The Chair added Town Hall Record Archiving, Municipal Software and Computer and Office Equipment ETF.

3. Minutes: The minutes of July 17, 2017 and August 7, 2017 meetings were not reviewed.

4. 1772 Meetinghouse Restoration Committee: Cathy Allyn, Chair; George Gale, Member. Documents provided: None.

- George stated that there is approximately \$ 70,000 in the CRF and they also have \$13,000 in grant monies. In 2018 the foundation work will occur @ a cost of \$ 66,000+/- leaving them with \$ 50,000.
- (NOTE: According to the information from TA Kinmond there will be \$ 107,940 in the CRF at the end of 2017.)
- The next phase will be to fix the frame, roof and shingles, as needed.
- The Meetinghouse is on the National Registry of Historical Buildings and is one of only five remaining pre-revolutionary war buildings.
- The Committee's plan is to submit another warrant article for \$ 50,000.
- Bill asked about using the Timber Framers' Guild on the repairs. George believes they are no longer a viable source of workers.
- The Committee would like to have water, septic and a kitchen in a building behind the Meetinghouse to increase its use for public meetings, weddings, Community Center etc.
- In response to Terry's question Cathy stated they have not developed a marketing plan to produce revenues. She also stated that the Preservation Alliance is big on marketing plans and will help them develop one.
- The plan is to finish all of the work in the next three to four years.
- Terry asked if the Committee has worked with the Fire Chief and Building Inspector. George stated that since this is not a new building they only need to be concerned with a few issues such as egress and occupancy numbers.

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- Cathy stated that the Preservation Alliance says that they “need to use the building”. She is hoping to have it open to the public at least once a month. It is possible that Interns from Plymouth State University could assist in keeping it open.
 - There was a discussion on how it could be used for educational purposes for many schools.
 - In response to Ellen’s question George stated that once the renovations are done they would like to use any revenue to cover maintenance costs.
5. Milfoil and Aquatic Invasive Weeds and Cyanobacteria Committee: Fred Quimby, Chair of both Committees. Documents provided: “Planning a Budget for the Remediation of Phosphorus Pollution in the Merrymeeting River”

Milfoil and Aquatic Invasive Weeds: Fred stated that the amount of funds in the Milfoil CRF is sufficient to cover anticipated expenses for 2018 even if hand pulling is necessary.

Cyanobacteria Committee:

- Fred talked about the warnings issued in 2015 and 2016 for Downing’s Pond due to the presence of harmful levels of cyanobacteria in the water. In 2016 Jones Pond was also found to be impaired but unlike Downing’s Pond was never posted.
- The bacteria produce toxins that are harmful to people and animals. Property values, due to the designation can also be negatively impacted.
- Volunteers began testing the water in multiple places and at multiple depths in 2016 with disturbing results. (See Fred’s handout for specific test results.)
- 2017 New Durham and Alton joined together as the Cyanobacteria Mitigation Steering Committee. DES and Fish and Game have met with the Committee.
- DES is recommending a watershed management plan that will look at multiple factors including ways to mitigate phosphorus sources.
- Immediate Budget Issues: Watershed study = \$ 55,000 – 60,000. Merrymeeting Lake Association has committed \$ 10, 000. Alton will ask the Lake Winnepesaukee Association for the same amount. Both towns will be asked for \$ 20,000.
- Long Term Budget Issues:
 - \$ 500/year for educational purposes
 - \$ 2,500/year for water quality testing of all New Durham water bodies including Chalk Pond, Colrain Pond etc.
 - Mitigation costs of pollution are unknown at this time but are expected to be high. If a watershed management plan is in place, the Town(s) will qualify for Federal assistance.

Master Plan Correlation: According to Fred’s document the following Master Plan Goals, Strategies and Tactics are effective by the cyanobacteria project:

- Natural Resources Goal: Preserve New Durham’s natural resources and rural landscape for sustainable health, safety and welfare of current and future generations.
 - Strategy # 1: Protect water quality including land overlaying aquifers, watersheds and buffers adjacent to surface water. All tactics under strategy # 1 are addressed in the provided document.
 - Strategy # 3: understand the Town’s role as a natural resource steward in managing development. All tactics under strategy # 1 are addressed in the provided document.
- Town Appearance and Character Goal: Value New Durham’s colonial architecture, upland forest landscape & lakefront character.
 - Strategy # 1: Strengthen residential, scenic view and waterfront characteristics in all development activities. Tactics#1: Maintain scenic and environmental qualities of lakefronts, wetland, rivers, ridge and forests.

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- Town Facilities and Services Goal: Ensure valued, affordable services & infrastructure for New Durham.
 - Strategy # 1: Align infrastructure with development planning.
 - Strategy # 3: Provide Town services that specifically address public safety and demographic needs.
Tactic # 3: Assure continuous monitoring and efficacious mitigation, when necessary, of at risk natural resources.
 - Community Well-Being Goal: Provide quality lifestyle opportunities for all residents.
 - Strategy # 2: Optimize Government Performance.
 - Strategy # 3: Build Regional Collaborations.
 - Land Use Goal: Encourage a managed diverse land use.
 - Strategy # 1: Protect new Durham's assets by assuring positive impact in land use development.
6. New Durham Fire Department: Peter Varney, Chief. Documents provided: Ladder truck usage 6/16 – 6/17;
Map of all Dry Hydrants; and Revised Table 7: Fire Department Equipment Purchases
- SCBAs: Chief Varney informed the Committee that all eighteen SCBAs need to be replaced in 2018 at a cost of \$ 155,000+/- . He is working with Scott Manufacturing seeing if he can 1) have Scott repurchase them and 2) have a lease: purchase, and grants.
 - Dry Hydrant CRF:
 - Chief Varney feels that a dry hydrant is needed in the Kings Highway section of town. He has spoken to the owners of Levitt's Pond about installing a hydrant and obtaining an easement. The owners would like a "No Trespassing" sign.
 - He believes that DES will require a "Permit by Notification" rather than a full application.
 - The Chief is researching PVC piping vs PVC and steel.
 - He believes that the current CRF funds are sufficient for one dry hydrant.
 - "Bickford" Dry Hydrant: The hydrant is substandard. The Chief would like to install a second hydrant on the "Dudley" side of the river.
 - Merrymeeting Lake: Chief Varney is looking to install a 1250 gpm dry hydrant.
 - Emergency Management ETF: Terry gave a summary of why this ETF was established. EMD Varney feels that no additional funds are needed at this time.
 - Forest Fire ETF: Terry gave a summary of why this ETF was established and stated that the last time she was on the Advisory CIP Committee the Forest Warden had requested a funding level of \$ 35,000 to \$ 40,000. Chief Varney listed additional costs that the town would be responsible for in the event of a large forest fire.
7. Priority Ratings: The Committee members had several questions on replacement schedules for various equipment. Cathy Orlowicz explained how highway and transfer equipment can have their life expectancy extended especially through the use of preventative maintenance.
8. Public Input: Cathy Orlowicz explained some of the early history of the renovations of the 1772 Meetinghouse. She agreed with George that there has always been community support well into the 90s. In the early years the Town would only provide \$ 2,000/year towards the project, going into the operational budget that would end up lasing each year. During these years the Historical Society fundraised for the Meetinghouse and recognized the volunteers, some of whom had been working on the project for ten years. Eventually a CRF was established until such time. that enough money was raised to match a LCHIP grant for the foundation repairs. Dot asked Cathy as Town Historian if she had any comments to make on the Meetinghouse project. Cathy stated after investing many years in the project she would love to see the project keep going and would love to see what the future holds for it.

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9. Town Facilities, Records and Technology: Town Administrator Scott Kinmond provided a documents “August 10, 2007 Memo regarding Facilities and Computer/Records Management.” (See for specific details) Previously Provided: 2017 Update to M. Gingres Facilities and DPW Report.

Town Records and Technology:

- Scott described the current storage methods for Town records as being in file cabinets, loose leaf notebooks, bound books and boxes.
- The goal is to digitalize all records. This is accomplished by a company coming in, scanning all the documents and then archiving them electronically.
- Advantages to this include, but are not limited to:
 - Increased public access;
 - Less staff time to research, find and copy paper documents for the public as they could be searched on line;
 - Off-site storage. Should there be a fire at Town Hall most all town records would be lost.
 - Ability to make records public or non-public electronically rather than manually;
 - Future documents that are not received electronically will be scanned and entered;
 - Staff would not be required to bring large numbers of files to Committee and Board meetings.
- The Record Management ETF is used to bind reports, repair records. It has \$ 5,000+.
- Total cost is estimated at \$ 100,000. The project would have a 5-year completion time and would start in 2018.

Town Software:

- The Town currently uses multiple software programs which do not communicate to each other. In some cases the same data is entered into multiple databases resulting in errors.
- The assessing software (Vision) has been updated which the Town will have to change to in 2019.
- Scott and the Board feel that now is the time to evaluate all of this software to find something that has greater efficiency.
- The cost is estimated at \$ 60,000 and would have multi-year payments starting in 2018 or 2019.

Town Facilities: Scotts report identified the following facility issues:

- Library: Replacement of: oil hot air furnace, carpeting/flooring, roof and front walkway; adding additional storage. Estimated cost: \$ 57,500. At the current level of funding there will be a deficit.
- Town Hall: Energy Improvements, exterior painting, clapboard repairs and replacement windows. Estimated cost: \$ 132,000
- Town Facilities Space Needs Assessment: All departments have space issues. There is a need for an independent consultant to assess space needs and to plan for the future use of Town facilities. Estimated cost: \$ 40,000
- Public Safety Buildings: The estimated cost for Police Department improvements is \$ 14,000 while the Fire Department improvements will cost \$ 50,000.

8. Homework: Complete and submit your priority ratings ASAP,
9. Next Meeting: The agenda includes 7/17, 8/7 and 8/14 minutes, priority ratings, funding recommendations and CIP Narrative. The meeting will be 8:30 AM – 11:00 AM.
10. Adjourn: MOTION: *To adjourn.* (Phillips/Veisel) Vote: 3-0-0. The meeting was adjourned at 11:28 AM

Respectfully Submitted:
Ellen Phillips