Town of New Durham

**Capital Improvement Program Advisory Committee**

**Minutes of the September 1, 2017 Meeting**

1. Call to Order: By Chair Jarvis at 8:37 AM

Present: Theresa Jarvis, Chair & Member At Large

 Bill Meyer, Member At Large.

 Cecile Chase, Board of Selectmen Representative

 Dorothy Veisel, Vice Chair & Planning Board Representative

 Ellen Phillips, Budget Committee Representative

 Scott Kinmond, Town Administrator - Committee Staff

2. Minutes: The minutes of August 14th and 21st, 2017, 2017 meetings were reviewed.

**MOTION:** *To approve the minutes of August 14, 2017 as amended.*  (Phillips/Veisel) Vote: 4-0-1 (Chase)

**MOTION**: *To approve the minutes of August 21, 2017 as amended*. (Meyer/Chase) Vote: 5-0-0

3. CIP Plan Overview:

* Cecile talked to Cathy Orlowicz and the Zachariah Boodey Farmstead would like funding of $ 20,000 but would be happy with $ 10,000. She stated Cathy feels that potential donors want to see that the town is behind the project.
* Terry researched CIP recommendations from 2009 and looked at actual funding levels versus recommended levels. There is a $ 1,728,725 deficit.
* Public Safety facility financial recommendations are to replace funds that have been used at the Police and Fire Departments.
* Scott asked the Committee to identify those projects that they feel should be completed in 2018.
* The items receiving a rating of 1 are:
	+ Facility Study;
	+ Water Management Study;
	+ Library Walkway; and
	+ Fire Department SCBAs.
* The items receiving a score of 1.2 to 1.8 are:
	+ Replacing the Highway Departments 4X4;
	+ Police Cruiser;
	+ Ballfield Playground;
	+ Municipal Software Upgrade;
	+ Transfer Station Drive ON Scale; and
	+ Record Archiving.
* Playground Funding: Bill brought up Nicole’s request. Based on new information the $ 15,000 is for the equipment only. The money in the CRF is to cover other items such as mulch (being required by Primex) fencing (estimates range from $ 4000 $ 11,000) and professionals for some of the installations.
* Dot stated that the ballfields have needed fencing for years and the current irrigation system needs replacement.
* Terry will rewrite the Smith Ball Field CRF section to reflect the additional information.
* The Committee is recommending that $ 663,600 be added to current and new CRFs and ETFS.

$ 236,000 of that is recommended for the Road Surface Management System.

* The Committee recommends that the following projects and purchases be completed in 2018:

|  |  |
| --- | --- |
| **CIPC Recommended 2018 Projects & Purchase**  | **Cost** |
| Annual Road Program ($350K- $114K HBG) |  $ 236,000.00  |
| Facilities Space Needs Assessment |  $ 40,000.00  |
| Fire Department Self Contained Breathing Apparatus  |  $ 157,323.00  |
| Library Improvement: Walkway Replacement |  $ 10,000.00  |
| Highway Department Truck (4x4) |  $ 180,000.00  |
| Police Department Cruiser |  $ 45,000.00  |
| Parks and Recreation Playground/Playscape |  $ 15,000.00  |
| Town Hall- Municipal Software |  $ 10,000.00  |
| Solid Waste Facility - Vehicle Scales |  $ 60,000.00  |
| Town Hall- Records Digitizing |  $ 20,000.00  |
| Solid Waste Facility – Used Loader |  $ 40,000.00  |
| **Total Capital Projects for 2018** |  **$ 813,323**  |

4. Next Meeting: The final report will be presented to the Planning Board on 9/5/17. On 9/21/17 the Planning Board will review the report.

5. Adjourn: MOTION: *To adjourn*. (Meyer/Chase) Vote: 4-0-0. The meeting was adjourned at 10:51 AM

Respectfully Submitted:

Terry Jarvis, Chair