

Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the August 24, 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 8:07 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

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:
 - 8/18/2020 The minutes were reviewed and edits were made.
Motion: *To accept the minutes as amended.* (Meyer/Drummey) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Mr. Drummey – Aye. **Motion passes 4-0-0.**
 - 7/14/2020: Based in the information from the 8/18/2020 meeting these minutes need to be updated to reflect the request for the 1772 Meeting house was \$ 100,000 not \$ 50,000.
Motion: To revise the minutes of 7/14/2020 to reflect the request was \$ 100,000 not \$ 50,000.
Roll Call Vote: Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Mr. Drummey – Aye. **Motion passes 4-0-0**
5. Review of Final CIP Report.
 - The \$42,000 cost for police cruiser replacement has been changed to reflect the actual 2020 replacement costs. This was done in both the report and on the spreadsheet.
 - The annual Milfoil costs of \$ 5,000 to \$ 10,000 for hand pulling and chemical treatment should be in the Operating Budget as these are annual costs.
 - The report was reviewed.
 - Updated CRF/ETF balances were used
 - Revised “Anticipated Balances” have been included.
 - The Chair thanked Scott Drummey for revising the report to reflect correct grammar.
 - Additional language will be added to page 8 explaining the evaluation of requests.

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- Corrections are needed on page 19 in regards to the 2020 Total Town Appropriations.
- A new line will be added to reflect the number of request and total amount of money requested in FY 21
- All edits to the appendices are due to Scott Kinmond by COB 8/27/2020. .

6. Philosophical Discussion:

- The minimum financial amount needs to be raised beyond \$ 10,000 which was set in 2008. Suggestions included \$ 15,000 to \$ 20,000.
 - **DECISION:** Next year the amount will be \$ 20,000.
- Should all Capital Reserve and Expendable Trust Funds receive recommended funding every year, (even if zero dollars are recommended), requiring the BOS to determine what will be funded?
 - **DECISION:** Yes
- Should the line by line listing of projects which are under the revised financial threshold be grouped together (ex “02 MSW 2 Container, 10 Plastic Container and 16 MSW 1 Container” be grouped together as “Containers”)?
 - **DECISION:** Yes
- Should any project costing less than the minimum and lasting less than 10 years automatically be part of the operational budget?
 - **DECISION:** Yes, in most cases.
 - Items such as milfoil pulling/treatment, purchasing gravel, computers etc. should all be in the Operating Budget.
 - Items such as police cruisers, fire department mule, equipment for public works which have either a life span of less than 10 year or cost less than \$ 20,000 should remain in the CRF/ETFs.
- Should the Advisory CIP Committee become a regular committee and not an advisory committee to the Planning Board?
 - **DECISION:** Request the BOS put a warrant article on the ballot requesting this change
 - RSA674:5 the authorization for Capital Improvement Programs and Committees was reviewed. There is no mention of an advisory CIP Committee.
 - The Legislative Body would have to approve changing the committee from an advisory committee to a regular committee
- Should the scoring criteria be changed?
 - **DECISION:** In part.
 - There was a lengthy discussion regarding rating versus ranking.
 - Currently the ACIPC rate the requests based on the anticipated replacement schedule. We need to also rank items based on need for funding ex. \$ 10,000 compactor vs \$ 558,000 fire truck.
 - The above change will be done for the 2022-2031 CIP report
- Should there be additional language explaining how the scoring system works?
 - **DECISION:** Yes
 - The 2021-2030 will have a brief explanation of the rating system.
 - The 2022-2031 report will have a more detailed explanation of the rating and ranking methods.

6. Next Meeting: **FRIDAY** 9/4/2020 8:00 am to 9:00 AM.

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7. Adjournment: **Motion:** *To adjourn.* (Meyer/Sullivan) **Roll Call Vote:** Chair Jarvis-Aye; Vice Chair Meyer – Aye, Mr. Sullivan – Aye, Mr. Drummey – Aye. **Motion passes 4-0-0.**

Meeting adjourned at 9:39 AM.

Respectfully submitted:

Terry Jarvis, Chair and Secretary
Theresa Jarvis, Chair and Secretary