

Approved 8/6/18

**Town of New Durham**  
**Advisory Capital Improvements Plan Committee (ACIPC)**  
**Minutes of the July 30, 2018 Meeting**

1. Call to Order: By Chair Jarvis at 6:01 PM

Present: Cecile Chase, Board of Selectmen (BOS) Representative  
Freeman "Rick" Goodrich, Planning Board Representative  
Theresa "Terry" Jarvis, Member At Large, Chairperson  
William "Bill" Meyer, Member At Large, Vice Chairman  
Ellen Phillips, Budget Committee Representative  
Scott Kinmond, Town Administrator, Staff

Also Present: Don Vachon, DPW Manager/Road Agent  
Matt Ingham, Highway Department Supervisor  
Karen Kehoe, Administrative Assistant  
David Swenson, Resident

2. Agenda Review: No changes.

3. Review of the 7/9/18 Minutes. Terry asked for permission to fix all pagination errors without having to list each one. The Committee agreed. The minutes were reviewed and edits made. **MOTION:** *To accept the minutes as amended.* (Meyer/Goodrich) VOTE: 5-0-0.

4. Vehicle and Equipment Maintenance CRF: Scott Kinmond and Don Vachon

a. Information Previously Requested/Update on 2017 Information: None Requested

b. Equipment Replacement Schedule:

- The purpose of this CRF is to provide funding for large unexpected repairs of any of the Town's vehicles and equipment.
- Historically it has been Highway Department vehicles/equipment utilizing this CRF.
- The numbers presented and life expectancy is based on historical information and various depreciation schedules.
- Based on the above an annual contribution of at least \$ 15,600 would normally be requested to be added each year.

c. New Equipment or Changes:

- Due to the cost of repairs this fiscal year Scott anticipates the CRF will be depleted by the end of 2018.

d. Summary of 2019 CRF/ETF Requests:

- \$ 35,000 to replenish the CRF.

e. How Capital Purchase Plan Ties Into the Master Plan. Town Facilities and Services

- Provide Town Services that specifically address public safety.

5. Highway Truck CRF: Don Vachon, Matt Ingham, Karen Kehoe

a. Information Previously Requested/Update on 2017 Information: Don, Matt and the BOS are still researching lien: lease. While there may be \$ 20,000 to \$ 40,000 savings in maintenance costs the total purchase price is more expensive over the life of the lien: lease.

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- b. Equipment Replacement Schedule:
    - The 2018 Western Star with dump, plow and wing has been ordered. Hopefully it will be received before snow falls. This will replace the 2008 Freightliner with plow, wing and water tank.
    - As discussed last year the 2012 Ford F 350 will be replaced in 2022 with a Dodge 5500.
      - The Ford F 350 is underrated for the job the DPW needs.
      - A higher weight capacity is needed for winter plowing and maintenance operations.
      - This will increase the replacement cost from \$ 35,000 to \$ 80,000.
  - c. New Equipment or Changes:
    - The 2004 International with dump, plow and wing, which was removed from the 2016 – 2025 ACIPC, has been returned to the fleet to maintain the current level of service.
      - With a smaller fleet of vehicles the service level would be decreased. Example: Currently an average plow route takes 2.5 hours for a single trip. With less equipment routes would need to be extended which in turn would lengthen the time a single trip would take.
      - Committee members noted when the 2015 RFP for winter plowing contracts went out not a single response was received.
      - When contract plowing was tried in the past it was a failure.
    - The 2004 International is scheduled for replacement in 2020. The Highway Department would like to replace it in 2019.
    - Changes will be made to the Highway Truck spreadsheet.
  - d. Summary of 2019 CRF/ETF Requests:
    - The Highway Truck CRF has had significant decrease in funding levels for several years. It is now time to play “catch up”.
    - This CRF needs to have at least \$ 92,000/year going forward if we want to have enough funding for future purchases.
  - e. How Capital Purchase Plan Ties Into the Master Plan: Town Facilities and Services.
    - Ensure New Durham’s facilities and infrastructure appropriately reflects Town needs.
6. Highway Equipment CRF: Don Vachon, Matt Ingham, Karen Kehoe
- a. Information Previously Requested/Update on 2017 Information: The Highway Department 2006 Cat Backhoe is still being shared with Solid Waste.
  - b. Equipment Replacement Schedule:
    - As discussed last year the Highway Department wants to replace the 2004 12 ton trailer with a used 20 ton trailer. This will allow them to move some of the heavier equipment themselves as opposed to either renting a larger trailer or waiting for someone else to move it.
  - c. New Equipment or Changes:
    - Replacement of the 2006 Cat Backhoe and 2011 Volvo Grader, which were removed from the 2016 – 2025 ACIPC, have been reinstated to maintain the current level of service.
    - The Department would like to replace the 2004 trailer in 2019 rather than 2020 (see above for reasons).
    - The 2006 Cat Backhoe should be replaced in 2019 rather than 2020.
    - The 2011 Volvo Grader would be replaced in 2026.
  - d. Summary of 2019 CRF/ETF Requests:
    - Annual deposits of at least \$ 31,054. Even with this annual deposit in 2028 when the 2013 JD Loader is due for replacement there will be a \$ 49,450 deficit in the CRF.
  - e. How Capital Purchase Plan Ties Into the Master Plan: Town Facilities and Services
    - Repair and replacement of aging infrastructure/equipment.

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### 7. Road Construction CRF: Don Vachon, Matt Ingham, Karen Kehoe

- a. Information Previously Requested/Update on 2017 Information: SRPC has not completed the road analysis.
- b. Equipment Replacement Schedule:
  - The South Shore culvert scheduled for replacement in 2018 has been held up waiting for permits. It may be necessary to push the replacement off until 2019. This will result in both South Shore culverts being replaced in 2019.
- c. New Equipment or Changes:
  - A large culvert on Middleton Road has failed and must be replaced. It will be changed to concrete.
  - One on Miller Road also needs replacement.
  - In 2021 it is possible that all Highway Block Grant money will go away. This will have a significant impact on the Town's expenditures for the RSMS program.
- d. Summary of 2019 CRF/ETF Requests:
  - \$ 267,871 minimum. This does not include any non-town funds.
  - **NOTE:** In 2021, due to the loss of state funds, the Town's costs will rise to \$ 302,326.
    - Costs will continue to rise through the life of the 2019 – 2028 ACIPC Report reaching at least \$ 530,185 in 2028.
    - By 2028 there will be a deficit of \$ 659,314 in available funds for road work.
- e. How Capital Purchase Plan Ties Into the Master Plan: Natural Resources.
  - Protect water quality – Storm water management
  - Provide town services that specifically address public safety.
  - Ensure New Durham's facilities and infrastructure appropriately reflects Town needs.

### 8. Solid Waste Equipment CRF: Don Vachon, Matt Ingham, Karen Kehoe

- a. Information Previously Requested/Update on 2017 Information: The Highway Department 2006 Cat Backhoe is still being shared with Solid Waste.
- b. Equipment Replacement Schedule:
  - Staff is hoping to purchase an additional open top container in 2018 to decrease the overflow of municipal solid waste and construction and demolition debris during the busier months.
- c. New Equipment or Changes:
  - The cost of replacing the 1983 Clarke Loader with a used vehicle has increased to \$ 50,000.
    - Don hopes that the used loader would last until 2028 when the Highway Department's loader is scheduled for replacement. The Highway Department loader would move to Solid Waste, where it would not be used as heavily.
  - The cost of a replacement baler has been reduced from \$ 25,000 to \$ 17,000. It would still be replaced in 2021.
  - Scale: In order to be more accurate in charging for the disposal of materials (ex. construction and demolition, shingles) Solid Waste Staff continue to request an in ground scale.
    - Based on the experience of Alton's Solid Waste Department pay back is:
      - 3 years looking at the cost of the scale; and
      - 6.5 years looking at the cost of the scale and trucking.
    - Even if a scale is not installed the Town will still have to pay trucking fees.
- d. Summary of 2019 CRF/ETF Requests:
  - \$ 74,950. This drops to \$ 16,950 in 2020.
- e. How Capital Purchase Plan Ties Into the Master Plan: Town Services and Facilities
  - To continue to provide the Town with services that specifically addresses the safety of our public.
  - To maintain equipment that will ensure effectiveness.

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9. Solid Waste Facility CRF: Don Vachon, Matt Ingham, Karen Kehoe

- a. Information Previously Requested/Update on 2017 Information: None requested
- b. Equipment Replacement Schedule: At the present time CMA Engineering has not suggested any major improvements in the coming years.
- c. New Equipment or Changes: None
- d. Summary of 2019 CRF/ETF Requests:
  - No money requested.
- e. How Capital Purchase Plan Ties Into the Master Plan: Town Facilities and Services
  - To continue to provide the Town with the services that specifically addresses the safety of our public.

10. Fuel Depot: Don Vachon, Matt Ingham, Karen Kehoe

- a. Information Previously Requested/Update on 2017 Information: None requested.
- b. Equipment Replacement Schedule: See below.
- c. Equipment or Changes:
  - The current fuel tanks (2@ 4000 gallons) are 30+ years old. It is anticipated they will need to be replaced in 2021 at a cost of \$ 25,000. When the tanks need to be replace may change based on the results of the annual inspection.
- d. Summary of 2019 CRF/ETF Requests:
  - Fuel Depot CRF: \$ 1,250
  - **NOTE:** By 2021 there will be a \$ 22,500 deficit in the Fuel Depot CRF.
- e. How Capital Purchase Plan Ties Into the Master Plan: Town Facilities and Services
  - To continue to provide the Town with the services that specifically addresses the safety of our public.

11. Dams: Don Vachon, Matt Ingham, Karen Kehoe

- a. Information Previously Requested/Update on 2017 Information: None requested.
- b. Equipment Replacement Schedule:
  - With the establishment of a Dam Maintenance ETF this March the DPW will be able to make the repairs to Downing's Pond Dam discussed last year and required by the NH Department of Environmental Services.
- c. Equipment or Changes:
  - Major dam maintenance has been determined to be needed every 10 years. The estimated cost in 2028 is \$ 50,000.
- d. Summary of 2019 CRF/ETF Requests:
  - Dam Maintenance ETF: \$ 2,500
  - **NOTE:** By 2021 there will be a \$ 25,000 deficit in the Dam Maintenance ETF.
- e. How Capital Purchase Plan Ties Into the Master Plan: Town Facilities and Services
  - To continue to provide the Town with the services that specifically address the safety of our public.

12. Other: Gravel CRF.

- a. Information Previously Requested/Update on 2017 Information: None requested.
- b. Equipment Replacement Schedule:
  - 2018 costs to date = \$ 5,000.
- c. Equipment or Changes:
  - Don and Scott are discussing including the annual cost of gravel in the operational budget.

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- They would like to maintain a balance of \$ 25,000 in the CRF for unanticipated emergency repairs.
  - d. Summary of 2019 CRF/ETF Requests: None
  - e. How Capital Purchase Plan Ties Into the Master Plan: No information provided.
13. Future Meetings:
- August 6, 2018 5:00 PM Town Hall. Town Facilities and Systems and Boody Farmstead
- August 20, 2018 5:30 PM Town Hall Review of Scoring and Determined Recommended Funding Levels. Review of Draft Narrative.
- September 10, 2018 Time & Location TBD. Final Review and Approval of ACIPC Report
14. Adjournment: **Motion:** *To Adjourn.* (Meyer/Phillips) VOTE: 5-0-0. Meeting adjourned at 8:02 PM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary