

Town of New Durham
Capital Improvement Program Advisory Committee
Minutes of the June 21, 2017 Meeting

1. Call to Order: By Vice Chair Veisel at 5:35 PM.

Present: Dorothy Veisel, Planning Board Representative
Ellen Phillips, Budget Committee Representative. Left at 6:10 PM.
Bill Meyer, Member At Large
Theresa Jarvis, Member At Large
Cecile Chase, Board of Selectmen Representative
Scott Kinmond, Town Administrator

2. Agenda Review: No edits were made.

3. Committee Membership:

- Chair: **MOTION:** *To nominate Terry Jarvis as Chair* (Phillips/Meyer). Terry summarized her experience on the CIP Advisory Committee (3 years as an At Large Member, 1 year as the BOS representative. In the past she has served as the Chair, Secretary and primary author of the CIP report. VOTE: 4-0-1 (Jarvis)
- Vice Chair: **MOTION:** *To nominate Dot Veisel as Vice Chair.* (Jarvis/Phillips) Dot summarized her experience on the CIP Advisory Committee. (3 years as Planning Board representative with one as Vice Chair.) She stated that she has watched the process go from one of heavy reliance on Department Heads to last year's process. VOTE: 4-0-1 (Veisel))
- Recording Clerk/Minute Taker: **MOTION:** *To nominate Ellen Phillips as Secretary.* (Jarvis/Meyer) Ellen stated that last year was her first year on CIP and it was a learning experience. Terry and Scott offered to share their notes with Ellen to assist her in her secretarial duties. VOTE: 4-0-1 (Phillips).

4. Meeting Schedule: There was a lengthy discussion regarding meeting dates/days /times due to multiple conflicts with the draft schedule. Meetings with Department Heads will usually occur Mondays from 9:00AM to 11:00 AM. Departments are scheduled as follows:

- July 10th Fire Department
- July 13th Police Department (NOTE: This is a Thursday!)
- July 17th Library and Parks and Recreation (Terry is away but will try to call in.)
- July 24th No Meeting
- July 31st DPW/Transfer Station/Facilities and Dams
- Scott will revise the full meeting schedule to reflect these changes and will notify the Department Heads. He will also tell them that their narratives need to justify their requests and to tie them into the Master Plan.

5. Materials For review: There was a general discussion regarding the materials provided by Scott. Of particular note was Davis Stack's article about the Bow process. Terry wants to use the priority

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method that he described rather than the percentage method used last year. She offered to work with Scott to modify the definitions.

The Committee should have the BOS's list of projects for the 10 year time period covered by this CIP report. Cecile stated that the BOS has developed goals one of which is to complete major projects that are currently in process. Ex. Meetinghouse, Boody House.

Members asked for copies of:

- 2015 CIP Report
- 2016 DPW Equipment and Facilities Report
- 2014 Fire Department Analysis Report
- 2017 Master Plan (even if it is still a draft document).

6. Other: The Committee decided to remain with the \$ 10,000 minimum cost for this year. Consideration should be given to raising the threshold for next year.

7. Adjournment: **Motion:** *To Adjourn.* Cecile Chase made motion/ Bill Meyer's 2nd the motion **and** 2nd. Vote 4-0-0. Meeting adjourned at 6:24 PM.

Respectfully Submitted

Ellen Phillips