

Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the July 2, 2018 Meeting

1. Call to Order: By Chair Jarvis at 5:01 PM.

Present: Ellen Phillips, Budget Committee Representative
Freeman "Rick" Goodrich, Planning Board Representative
Theresa "Terry" Jarvis, Member At Large
William "Bill" Meyer, Member At Large
Scott Kinmond, Town Administrator (Arrived @ 5:20+/- PM)

Absent: Cecile Chase, Selectmen (BOS) Representative

Also Present: Chief Varney, New Durham Fire Department
Cathy Allyn, New Durham Library Director
George Gale, Chair, 1772 Meetinghouse Restoration Committee

2. Agenda Review: Terry pointed out the revised schedule included in this week's handouts and added review of the ACIPC duties under the Master Plan.

3. Review of the 6/7/18 Minutes. The minutes were reviewed and edits made. **MOTION:** *To accept the minutes as amended.* (Meyer/Phillips) VOTE: 4-0-0.

- Rick does not have the information from the Planning Board regarding their 10/3/17 request for additional information for the Transfer Station scale/

a. Fire Department CIPC Plan Overview:

a. Information Previously Requested: See information under Dry Hydrants

b. Equipment Replacement Schedule:

- Chief Varney is still planning to replace E1 in 2019 at an estimated cost of \$ 350,000.
- The only change to the equipment replacement schedule is to have the replacement cost of the Rescue Pumper (due in 2028) reflect a cost of \$ 528,000 not \$ 450,000.

c. New Equipment or Changes:

- With the purchase of all new Self Contained Breathing Apparatus (SCBA) this year MSA has guaranteed the Chief that they will not need to be replaced for 15 years as opposed to the current 8 to 10 year schedule. This will result in a decrease in the amount required to be added to the FD Ancillary Equipment CRF.
- Dry Hydrant CRF: Currently this account has \$ 12, 609.
 - The Bickford dry hydrant on Main Street does not flow even 500 gal/minute. Since the Highway Department is going to have work done on the Dudley side of the river Chief Varney would like to have a new dry hydrant installed.
 - There is the possibility of installing a dry hydrant at Leavitt's Pond, though an easement will be required.
 - PVC culverts start at \$ 3058.50. Depending on the distance needed to get sufficient water flow the costs will rise.
 - Steel culverts are the preferred way to go but cost more.
 - Between the Main St. and Leavitt dry hydrants the CRF could be significantly depleted.
 - This is a major issue with lack of water supplies in the Copple Crown Development. Chief Varney would like to have a cistern put in at the top of Mountain Drive.

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- This will require donated land and an easement.
- Scott stated that when Moultonborough installed a self-filling cistern the cost was \$ 25,000+/-.
- Catastrophic Truck Repairs: To date the Chief has been able to handle all unexpected truck repairs in the operational budget by changing purchasing priorities.
- Fire Station Space Needs: All of the issues and concerns expressed last year remain.
 - Chief Varney presented plans for an addition/renovation to the west side of the building. This new area will contain: Chief's Office, Officer Office, Firefighter Work Area, General Administration Office, Communication/Radio Room, Gear Room, Gear Washing Room and Day Room.
 - Cost would be \$ 250,000. The Public Safety Building CRF contains \$ 89,504. There would be a need for \$ 160,000 additional if all of this went to the FD and nothing was set aside for the Police Department's request.
 - There would be encroachment on the property line setbacks.
- d. Summary of 2019 CRF/ETF Requests:
 - Fire Vehicles CRF - \$ 35,000
 - Public Safety Facilities CRF - \$ 160,000
 - Dry Hydrant CRF - \$ 2,000
 - FD Ancillary Equipment - \$ 2,500
- e. How Capital Purchase Plan Ties Into the Master Plan: No information was included in the written materials or presented to the Committee. Terry suggested he speak with Cathy Allyn citing her excellent correlation of Library requests to the Master Plan.

5. Library CIPC Plan Overview

- a. Information Previously Requested: None Requested.
- b. Equipment Replacement Schedule:
 - Library Technology: The CRF currently has \$ 7075. 3 computers and a printer are due for replacement in the near future.
- c. New Equipment or Changes:
 - Library Space Needs: Lack of storage space continues to be a major issue. For safety reasons many chairs are now stored in the basement of Town Hall. When needed, they have to be moved back and forth.
 - If the furnace was replaced with a hyper unit not only would the bathrooms have heat the space taken by the furnace could then be used for storage.
 - They are no longer proposing moving the staff room back door to provide more storage space, as relatively little would be gained. They would prefer to replace the furnace.
 - Until there is a library expansion they cannot provide supervised visitations, parent/child meetings with professions.
 - Library Roof: Based on the Building Inspector's review the roof may need replacement in another 5 years. (**TAJ NOTE:** Last year a life expectancy of 25 years was identified.)
 - Exterior Painting: Based on additional information Cathy feels that the building should be painted every 5 years. (**TAJ NOTE:** Last year exterior painting was identified as being needed every 7 years.)
 - Library Carpeting – Adult Room: The timeframe for the replacement remains as 2020. There was discussion regarding not moving all the books and stacks and take a modular approach to the replacement, utilizing carpet tiles.

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- d. New Equipment: Cathy suggested that if the library was equipped with a generator, it could be used as an ancillary emergency shelter.
 - e. Summary of 2019 CRF/ETF Requests:
 - Library Technology CRF - \$ 500
 - f. How Capital Purchase Plan Ties Into the Master Plan: Cathy feels that the Library requests tie into the following Master Plan goals:
 - Town Appearance and Character;
 - Town Facilities & Services;
 - Town Facilities & Services (Infrastructure, Public Safety and Demographic Needs);
 - Community Well Being (Citizen Participation); and
 - Building Regional Collaboration
6. Meetinghouse Restoration Committee CIPC Plan Overview
- Information Previously Requested: Vision and Marketing Plan not received. Cathy Allyn stated that she did do this for the Selectmen but in narrative form. The BOS has requested a different format
 - b. Equipment Replacement Schedule: The foundation work is to start 8/1/18. After that the Committee is looking towards structural repairs. There is a change in the urgency level due to roof deterioration.
 - The structural work is estimated to cost \$ 150,000.
 - After the foundation work is completed there will be \$ 60,000+/- remaining in the CRF.
 - George and Scott are investigating the possibility of obtaining bids and awarding a contract knowing that there is a 2+/- year wait for qualified contractors.
 - Leveling the foundation should help slow the roof deterioration.
 - c. New Equipment or Changes: While the restoration plan and the cost remains the same, when the floor is opened for the foundation work the state is requiring that an archeological analysis be completed.
 - George is requesting an increase in town funding as he feels that LCHIP wants to see the Town's commitment to the project
 - He believes that if the town establishes a CRF for routine maintenance LCHIP would look more favorably on any application. Terry stated that operational costs come out of the operational budget. The Meetinghouse already has an operational account.
 - d. Summary of 2019 CRF/ETF Requests: Meetinghouse Restoration CRF: - \$ 50,000
 - e. How Capital Purchase Plan Ties Into the Master Plan: Nothing was presented. The Chair referred the ACIPC to last year's presentation for how the Meetinghouse request ties into the Master Plan.
7. Project Scoring – Bow Model: **Motion:** *To use the "Bow Model" of scoring requests.* (Meyer/Phillips)4-0-0. Terry will review the Bow scoring method and how the committee came to use it with Rick after the meeting.
8. CIP Review: Due to the hour the ACIPC's responsibilities under the Master Plan were not reviewed.
EVIEW
9. Next Meeting: 7/9/18 8 AM @ the Community Room. Presenting: Police Department, Recreation Department and Boody Farmstead
10. Adjournment: **Motion:** *To Adjourn.* (Meyer/Goodrich) VOTE: 4-0-0. Meeting adjourned at 7:18 PM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary