

**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:

Final Approved 6-7-18

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