

APPROVED at the 7/2/18 ACIPC Meeting

**Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the June 7, 2018 Meeting**

1. Call to Order: By Chair Jarvis at 7:01 PM.

Present: Cecile Chase, Board of Selectmen (BOS) Representative (Arrived @ 7:20+/- PM)
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 @ 7:20+/- PM)

Also Present: Dot Veisel (Arrived @ 7:20+/- PM)

David Swenson (Arrived @ 7:20+/- PM, Left @ 7:40 +/- PM)

2. Agenda Review: Ellen wants to discuss the role of the ACIPC and their report. She would also like to discuss the role of the Planning Board (PB) and changing the ACIPC report.

3. Review of the 9/1/17 ACIPC Minutes. **MOTION:** *To accept the minutes as presented.* (Meyer/Phillips)
VOTE: 3-0-1 (Goodrich)

4. Committee Membership:

- Chair: **MOTION:** *To nominate Terry Jarvis as Chair* (Meyer/Phillips). VOTE: 4-0-1 (Jarvis)
- Vice Chair: **MOTION:** *To nominate Bill Meyer as Vice Chair.* (Jarvis/Chase) VOTE: 4-0-1 (Meyer)
- Recording Clerk/Minute Taker: As no one was willing to take on this responsibility Terry stated she would if Bill would assist as a proofreader. **MOTION:** *To nominate Terry Jarvis as Recording Clerk/Minute Taker.* (Chase/Meyer) VOTE: 4-0-1 (Jarvis).

5. Meeting Schedule: There was a lengthy discussion regarding meeting dates/days /times. The first four meetings and the assigned departments will be:

- July 2nd @ 5 PM Fire Department - Library
- July 9th @ 8 AM Police Department - Recreation
- July 30th @ 8 AM DPW – Highway/Facilities/Dams
- August 6th @5 PM To Be Determined
- Terry will meet with Scott to schedule the remaining presentations.
- Department Heads/Committee Chairs:
 - They are to submit all materials at least one week before the meeting. Only additional materials requested by the ACIPC will be accepted the day of their meeting.
 - The Committee wants updates on the status of last year's request. Ex. SCBA purchase, Purchase of playground equipment; Status of work on the Boody Farmstead and Meetinghouse etc.
 - All narratives need to justify the requests and identify how the requests support the Master Plan. If a Department Head or Committee Head is unsure how to tie their request to the Master Plan they need to request that Scott teach them.
 - Presenters who were asked for documents last year, that were not available, need to submit them. Ex. DPW – Road Analysis; Meetinghouse – Vision and Business Plan
- Terry suggested that Rick get/read the minutes from last year's ACIPC meetings. This will give him a background in what was discussed.

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- It was also suggested that Rick tour all the town buildings and facilities. If he wants to do this he should request Scott's assistance.
- Rick was requested to get more information from the PB members in regards to their 10/3/17 request that states: *"The Board discussed the requested installation of upgraded scales at the solid waste facility and whether the costs can be recouped. It was proposed to table this item and instruct the CIPC to research more information."*
- Due Date for Report: **Not determined.**
 - Terry will write a draft narrative and Scott will be responsible for all the spread sheets.

6. Review of Packet Materials

- RSA 674:5-8 - Capital Improvement Program: Ellen stated that there is no mention of an advisory CIP in the statute. Why is New Durham not following the RSA?
 - Terry read the warrant that specified that the ACIPC is *"to assist the Planning Board with capital planning per RSA 674:5 through 7 and to review annually the adopted Capital Improvement Program and to make such annual recommendations as they deem necessary, following departmental reviews, to the Planning Board to maintain effective municipal fiscal planning and community vitality of assets."*
 - Dot stated that the ACIPC's report is a companion to the Master Plan.
 - Ellen: Last year the ACIPC, which had a PB representative, made recommendations based on the presentations by the Department Heads and Committee Chairs. When the report was presented to the PB they appeared not to listen to the ACIPC or the PB representative. As a group we decided what to recommend to the Selectmen and Budget Committee and made sure that all request tied into the Master Plan. The PB was not involved in the process except for Dot. Why didn't the PB listen to their representative?
 - Scott stated that the ACIPC report is presented to the PB as a courtesy and doesn't understand why they sign the report.
 - What is the responsibility of the PB in regards to the final report? RSA states that the Committee supports the BOS and Budget Committee.
 - Cecile stated that last year the PB made recommendations on how they felt, without discussing their feelings with the committee.
 - Terry: Most people don't understand that the Capital Improvement Program (CIP) is for long range planning i.e. what is needed in 2-5-10 years. It recommends funding levels to keep tax rates stable without peaks and valleys. While we recommend what should be done the BOS decides what projects are completed and when.
 - In response to Rick's question as to why the PB did not agree with the ACIPC report Committee Members felt there was concern that the tax rate would rise.
 - Ellen suggested that if the PB does not agree with our report they should send their concerns to the BOS but not change the ACIPC report.
 - It was also suggested that the PB could add an addendum to the report explaining their concerns,
 - The PB needs to understand the ACIPC process and responsibilities versus their role and responsibilities. Budgetary and funding decisions are the responsibility of the Budget Committee and Board of Selectmen not the ACIPC or PB.
 - To improve communications the PB will be sent all ACIPC minutes. Scott will also explain the role of the ACIPC and PB at the July 19th PB meeting.
- NHMA 2014 Article "The Best Planning Tool You Aren't Using: Capital Improvement Plans" and 2016 Article "A Capital Improvement Plan is Not Just a Wish List." Committee members had not questions regarding either article. They suggested that the PB be given both articles.
- CRF/ETF Account Information: No questions

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- CRF/ETF Balances as of 12/31/17: The spreadsheet was not available at the meeting. Scott was requested to update the 12/31/17 spreadsheet with 2018 additional funding and actual or anticipated expenses.

7. 2018-2027 Capital Improvement Report

- The Committee decided that they will again rank all requests and determine a priority list.
 - Ellen explained how the rating and prioritization worked last year.
- The Committee will continue to use at least \$ 10,000 or a life span of more than 10 years as the threshold for most requests.

8. Other:

- Status of 2018 Recommended Projects and Purchases: Scott updated the status of the 2018 recommendations.

ACIPC Recommended 2018 Projects & Purchase	ACIPC 2018 RECOMENDATION	STATUS of BOS ACTION
Annual Road Program (\$350K- \$114K HBG)	\$ 236,000	\$ 477,000 authorized
Facilities Space Needs Assessment	\$ 40,000	\$ 0.00 authorized
Fire Department Self Contained Breathing Apparatus	\$157,323	\$ 51,000 authorized. Rest to be in future operational budgets.
Library Improvement: Walkway Replacement	\$ 10,000	Less Than \$ 7,000 to be spent
Highway Department Truck (4x4)	\$ 180,000	\$ 192,000 authorized
Police Department Cruiser	\$ 45,000	\$ 44,000 authorized
Parks and Recreation Playground/Playscape	\$ 15,000	Equipment being ordered
Town Hall- Municipal Software	\$ 10,000	TBD
Solid Waste Facility - Vehicle Scales	\$ 60,000	\$ 0.00
Town Hall- Records Digitizing	\$ 20,000	TBD
Solid Waste Facility – Used Loader	\$ 40,000	\$ 0.00

- Due to underfunding in the last few years the BOS could not fund everything at the recommended amounts.
- From 2008 to 2017 CRF/ETF funding has decreased over one million dollars.
- A culvert on Middleton Road has failed. Like the culverts on South Shore Road this will be expensive to repair. Roads are New Durham's largest asset. To reconstruct a mile of road is costs between 1 million and 1 and ½ million. There was a short discussion of the pros and cons of contracting for DPW work. Dot suggested the members read a recent The Baysider article regarding problems in Barnstead with contracting out road work..
- Dot suggested that due to recent pushes by some people to contract out all road work the Committee should read a recent Baysider article about Barnstead residents wanting to take back road work from contractors.
- Next meeting will include a review of the ACIPC responsibilities under the current Master Plan.

7. Adjournment: **Motion:** *To Adjourn.* (Meyer/Chase) VOTE: 5-0-0. Meeting adjourned at 8:47 PM.

Respectfully Submitted

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Terry Jarvis, Chair and Secretary