

APPROVED JULY 30, 2018

**Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the July 9, 2018 Meeting**

1. Call to Order: By Chair Jarvis at 8:00 AM.

Present: Cecile Chase, Selectmen Board of Selectmen Representative (Left @ 10:05 AM)
Freeman “Rick” Goodrich, Planning Board Representative
Theresa “Terry” Jarvis, Member At Large
William “Bill” Meyer, Member At Large
Ellen Phillips, Budget Committee Representative
Scott Kinmond, Town Administrator

Also Present: Chief Bernier, New Durham Police Department
Fred Quimby, Chair, New Durham Water Quality Committee
Nicole Hunter, Department Head, New Durham Recreation Department
Ella, Morley, “B” and Audie Dore
David Swenson

2. Agenda Review: Terry pointed out the additional materials submitted by Chief Varney.
3. Review of the 7/2/18 Minutes. The minutes were reviewed and edits made. **MOTION:** *To accept the minutes as amended.* (Meyer/Goodrich) VOTE: 4-0-1. (Chase)
4. Police Department CIPC Plan Overview: Chief Bernier
- a. Information Previously Requested: None Requested
 - b. Equipment Replacement Schedule:
 - Chief Bernier presented a 7 year replacement schedule for the 4 cruisers.
 - The department puts 90,000 to 100,000 miles/year on the cruiser fleet.
 - Individual cruisers have between 130,000 and 150,000 miles when replaced.
 - Cruisers spend many hours idling. Engine hours can now be tracked.
 - The Chief recommends that all future vehicles be a utility type.
 - Selectwoman Chase verified that the Board of Selectmen had formally voted to reduce the number of police cruisers from 5 to 4.
 - With the change from a 9 year replacement schedule to a 7 year schedule (and from 5 to 4 cruisers) the annual amount for the CRF goes from \$45,000 to \$ 42,000.
 - Instead of replacing a cruiser in 2018, 2020, 2022, 2024, 2026 and 2027 cruisers will now need to be replaced in 2018,. 2020, 2021, 2022, 2025 and 2027.
 - c. New Equipment or Changes:
 - Police Station Space Needs: All of the issues and concerns expressed last year remain.
 - The cost estimate for either a 12X14 or 14X14 addition off the rear of the station = \$ 25,000 to \$ 30,000.
 - Ellen expressed concern that is only a short term solution to the space need issues in the town.
 - d. Summary of 2019 CRF/ETF Requests:
 - Police Vehicles CRF - \$ 42,000
 - Public Safety Facilities CRF - \$ 25,000
 - e. How Capital Purchase Plan Ties Into the Master Plan: The Police Department’s requests in relationship to the Master Plan remain the same as 2018.

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5. New Durham Water Quality Committee CIPC Plan Overview: Fred Quimby, Chair. Due to a scheduling conflict for another group Fred agreed to attend this meeting with less than a week's notice. The chair thanked Fred for his willingness to change. Scott will develop spreadsheets
- a. Information Previously Requested: None Requested. Chair Quimby updated the ACIPC on the Committee's work.
- All swimmable areas in New Durham are being tested.
 - Phosphorus, which is major player in cyanobacteria production, is an essential nutrient for invasive milfoil. As the level of phosphorus rises there is an increase in milfoil development.
 - Marsh Pond now has extensive milfoil. It will need to be treated chemically rather than via DASH (Diver Assisted Suction Harvesting).
 - Downing Pond can still be hand pulled.
 - NH Fish and Game Hatchery is a major source of solids (including phosphorus) going into the river. They are working with the cyanobacteria committee.
 - The Watershed Management Plan contract has been awarded and work has started. There will be a public meeting on August 23, 2018 at the New Durham School.
- b. Equipment Replacement Schedule:
- Milfoil treatment and DASH activities are both needed in 2018.
- c. New Equipment or Changes:
- Water quality testing of all swimmable areas and Merrymeeting River.
 - Public Relations & Education
- d. Summary of 2019 CRF/ETF Requests:
- Water Quality Testing: \$ 4,000
 - Milfoil Treatment: \$ 15,000
 - Public Education: \$ 500. This may be an operational cost rather than a CRF/ETF expenditure.
 - Watershed Management Plan: **TBD.**
- e. How Capital Purchase Plan Ties Into the Master Plan: Fred believes that the committee's work tie into the following Master Plan goals:
- Preservation of Aquatic Recreational Activities; and
 - Preservation of Natural Resources. Town Facilities & Services;
6. Recreation Department CIPC Plan Overview: Nicole Hunter, Department Head
- a. Information Previously Requested: None requested. Nicole updated the ACIPC on last year's request for playground equipment.
- Equipment is scheduled to be picked up the end of August. Volunteers will do the installation.
 - Primex is requiring the Recreation Department to upgrade the playground surface at a cost of \$ 5,000+/-.
 - It is estimated that the equipment will be in in mid-August and then volunteers will install.
- b. Equipment Replacement Schedule: No changes from 2018. Nicole is still requesting a town vehicle at a cost of \$ 30,000.
- c. New Equipment or Changes:
- Guard Rails Upper Parking Lo: Though there are large poles that mark the end of the lot guard rails are needed for safety reasons.
 - Irrigation system: The current system was installed by volunteers at least 20 years ago. There are no plans that show the location of the piping. The system needs to be marked and evaluated. Most likely aa new system will be required.,
 - Ballfield Storage Facility: Even though there are 3 areas for storage at the ballfield there is insufficient storage space.

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- The shed that has the recreation lawn mower is quite old and requires replacement in the near future.
- Rather than replacing the mower shed Nicole would like a new 2 bay garage installed. It would house the lawn mower and provide additional storage space.
- This would not do away with the storage shed on Smitty's Way or at the concession stand.
- Beach shed: The current shed at the beach is not large enough and does not allow staff to access equipment and supplies in a safe manner.
 - As beach staff are required to remain in duty regardless of the weather there is little room for beach staff inside the shed for staff to stay dry.
 - To purchase one like the one on Smitty's way will cost \$ 3,600+/-.
 - Ellen asked if a larger than proposed shed was installed at the ballfields could the shed on Smitty's Way be moved to the beach in place of the current storage shed. Nichole said that would work.
- d. Summary of 2019 CRF/ETF Requests:
 - Smith Ballfield CRF:
 - Guard Rails \$ 5,000.
 - Irrigation System \$ 15,000
 - Storage Facility \$ 30,000
 - Other Beach Storage (Town Buildings??) \$ 5,000
 - Town Vehicle \$ 30,000
- e. How Capital Purchase Plan Ties Into the Master Plan: The Recreation Department's requests in relationship to the Master Plan remain the same as 2018.

7. Master Plan Review: CIP Review:

PAGE	SECTION	TACTIC	STATUS
49	Facilities & Services	Continue CIP Process	2018 - 2027 ACIP Report completed and presented to the Planning Board in October 2017. 2019 – 2028 ACIP Report: Committee is meeting with Department Heads Board, Committee and Commission Chairs.
49	Facilities & Services	Prioritize CIP Planning & Funding	2018 – 2027 ACIP Report utilized the “Bow” method of prioritizing requests. Funding recommendations also prioritized. 2019 - 2027 ACIP Report to utilize same methods.
56	Equitable Housing Opportunities	Develop alternative energy ordinances & energy conservation incentives.	The ACIPC has not received any requests for energy alternatives or conservation incentives.

8. Next Meeting: 7/30/18 5 PM @ Town Hall. DPW (Highway Equipment, Trucks, Dams, Gravel, Fuel Depot, Roads, SWF Equipment and Facilities).
9. Adjournment: **Motion:** *To Adjourn.* (Meyer/Goodrich) VOTE: 4-0-0. Meeting adjourned at 10:11AM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary