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**Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the August 6, 2018 Meeting**

1. Call to Order: By Chair Jarvis at 5:00 PM

Present: Cecile Chase, Board of Selectmen (BOS) Representative
Freeman "Rick" Goodrich, Planning Board Representative
Theresa "Terry" Jarvis, Member At Large, Chairperson
William "Bill" Meyer, Member At Large, Vice Chairman
Ellen Phillips, Budget Committee Representative
Scott Kinmond, Town Administrator, Staff

Also Present: Cathy Orlowicz, Chair Boodey Farmstead Committee
Tatiana Cicuto Boodey Farmstead Committee
Sherry Cullimore, Boodey Farmstead Committee
Scott Drummey, Boodey Farmstead Committee and Planning Board
Frances Frye Boodey Farmstead Committee
David Swenson, Resident

2. Agenda Review: No changes.

3. Review of the 7/30/18 Minutes. The minutes were reviewed and edits made. **MOTION:** *To accept the minutes as amended.* (Chase/Goodrich) VOTE: 5-0-0.

4. Boodey Farmstead: Cathy Orlowicz and Committee Members. Cathy thanked Fred Quimby, Chair of the New Durham Water Quality Committee for his willingness to switch presentation dates. She then introduced the members of the Boodey Farmstead Committee that were present.

- a. Information Previously Requested/Update on 2017 Information: There have been significant changes in the Boodey Farmstead Plans since last year. Highlights include (see handout for full list):
- Purchased, disassembled and placed into storage an early 18th century barn previously located on Chestnut Cove Road in Alton.
 - Over \$ 20,000 fund-raised to cover the costs of disassembling the barn.
 - Received over \$ 25,000 in donated services and volunteer hours for the project.
 - The Farmstead was chosen as a UNH Cap Project by Senior Civil Engineering students. The final report contains:
 - A site plan which includes required setbacks, parking, building footprint, proposed septic system location, well location, final floor plan ND preliminary 3-D rendering of the farmstead.
 - Construction Cost Template showing the estimated total cost of the completed project as \$ 341,276. This is less than half of the previous cost.
 - The Farmstead was also chosen as an Independent Study Project by a senior UNH Civil Engineering student. The Zechariah Boody Farmstead project was a case study in the final published booklet contrasting structures in New England and Norway.
 - The Committee has been invited to submit for another Capstone project for the coming school year.
- b. Equipment Replacement Schedule:
- The Committee is planning to break ground in 2020. Work would include all site preparation work, septic system, well, utilities, reconstruction of the barn and other activities requiring licensed individuals.

- The estimated cost for this work is \$ 214,945.
 - The Committee is committed to raising \$ 115,000 towards the total cost.
 - Once the site work is completed and the barn reconstructed money to reconstruct the Boodey House will come in part by renting out the barn.
 - c. New Equipment or Changes:
 - See above.
 - d. Summary of 2019 CRF/ETF Requests:
 - Support for the establishment of a CRF for federal, state or local government funds. (see Zechariah Boodey Farmstead Committee Charge.) and \$115,000.
 - e. How Capital Purchase Plan Ties Into the Master Plan.
 - Town Facilities and Services
 - Town Appearance & Character
 - Community Well - Being.
5. Town Facilities: Scott Kinmond, Town Administrator
- a. Information Previously Requested/Update on 2017 Information
 - Instead of having to replace many of the Town Hall windows it was possible to fix them. To date only one has been replaced.
 - b. Equipment Replacement Schedule:
 - Painting of the Town Hall has been moved from 2020 to 2019. The cost remains the same
 - The majority of the town facility repairs/replacement covered by the Town Building ETF remains the same as last year's requests.
 - c. New Equipment or Changes:
 - As many of the library's building needs ex roof, exterior painting are the responsibility of the town, they have been added to costs covered by the Town Building CRF and are not separated out.
 - The cost of a town facility and space needs assessment has been reduced from \$ 50,000 to \$ 40,000. Scott feels it is necessary to have professionals from outside town perform the assessment to avoid future complaints of bias for/against a specific building/facility or conclusions are based on personal agendas.
 - Scott is recommending the Fire Department receive \$ 40,000 rather than the \$ 250,000 requested.
 - Scott is recommending \$ 14,000 for the Police Station addition. Terry pointed out Chief Bernier stated the cost is now \$ 25,000 to \$ 30,000. Scott will verify.
 - d. Summary of 2019 CRF/ETF Requests:
 - \$ 102,000 for the Town Building ETF
 - \$ 54,000 for the Public Safety Facility CRF
 - e. How Capital Purchase Plan Ties Into the Master Plan: Town Facilities and Services.
 - Ensure New Durham's facilities and infrastructure appropriately reflects Town needs.
6. Town Hall Record Archiving and Municipal Software: Scott Kinmond, Town Administrator
- a. Information Previously Requested/Update on 2017 Information
 - The various town software ex BSMI, assessing, tax bills do not talk to each other requiring multiple entries of the same information. Scott and David Swenson (Chair of the BOS) continue to evaluate potential software
 - b. Equipment Replacement Schedule:
 - No changes from the 2018 – 2027 request.
 - c. New Equipment or Changes:
 - No changes from the 2018 – 2027 request.
 - d. Summary of 2019 CRF/ETF Requests:

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- \$ 10,000 Computer and Office Equipment ETF.
 - \$ 20,000 Record Management ETF
- e. How Capital Purchase Plan Ties Into the Master Plan:
- Town Facilities and Services.
- Provide Town Services that specifically address public safety.
 - Ensure New Durham's facilities and infrastructure appropriately reflects Town needs.
 - Repair and replacement of aging infrastructure/equipment.
- Community Well Being – Optimize Government Performance.
- Create system to retain/enhance Town service levels within managed costs.
7. Other: Rick asked if we considered the tax impact when ranking the various requests.
- It was explained the ACIPC looks at the needs of the town. When the Board of Selectmen and Budget Committee look at the needs of the town they have to consider a project's impact on the tax rate.
 - Rick stated school taxes are responsible for 54% of our tax dollars. (**NOTE:** Terry checked the 2017 Town Report and the local and state education taxes account for 65.46% of our tax rate.)
8. Future Meetings:
- August 20, 2018 5:30 PM Town Hall Review of Scoring and Determining Recommended Funding Levels. Review of Draft Narrative.
- September 12, 2018 6:00 PM Town Hall (**NOTE** change in date and time). Final Review and Approval of ACIPC Report
8. Adjournment: **Motion:** *To Adjourn.* (Meyer/Goodrich) VOTE: 5-0-0. Meeting adjourned at 6:29 PM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary