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Town of New Durham
Advisory Capital Improvements Plan Committee (ACIPC)
Minutes of the August 20, 2018 Meeting

1. Call to Order: By Chair Jarvis at 5:30 PM
Present: Cecile Chase, Board of Selectmen (BOS) Representative. (Arrived at 5:36 PM)
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
2. Agenda Review: Terry added changes to the 7/2/18 APCIC minutes.
3. 7/2/18 APCIC Minutes: Terry stated as she was drafting the APCIC report she noted an error in the amount of money requested by Chief Varney. The minutes should read \$ 250,000 not \$ 160,000.
MOTION: *To change the 7/2/18 minutes to reflect the \$ 250,000 request.* (Jarvis/Meyer) Vote: 4-0-0.
8/6/18 Minutes Review. The minutes were reviewed and edits made. **MOTION:** *To approve the minutes as amended.* (Meyer/Goodrich) VOTE: 5-0-0.
4. Review of Project Scoring Matrix.
 - Scoring of the 70 items was completed individually to reflect members’ differing opinions.
 - Scott compiled the scores and computed the average score for each item.
 - Last year there were 11 items scoring less than 2.
 - This year there are 22 items scoring less than 2.
 - The Facility Space Needs Assessment generated a lengthy discussion.
 - It was agreed the assessment needs to be completed by independent professionals to avoid future complaints of bias or personal agendas.
 - Members expressed concerns with putting more money into the Fire and Police Stations for “short term” fixes.
 - If the study is completed in 2019 any new Public Safety Building(s) would not be ready for occupancy until after the salt shed bond is paid. Finding/purchasing land, developing a list of what is needed; architectural designs and construction take 3 to 5 years.
5. ACIPC Report and Recommendations: The ACIPC reviewed draft 2 of the 2019 – 2028 Capital Improvement Program Report. Committee report.
 - Grammatical and spelling edits were identified.
 - Terry pointed out various comments based on either information from the presenters or Committee discussions and asked for the Committees comments/edits. Consensus on comments was reached.
 - The last paragraph on page 25 prompted a discussion of the impact of the school’s tax rate on New Durham.
 - There is a need to minimize the town tax rate while providing the services taxpayers want and are willing to pay for.
 - Cecile asked that town tax rate be added to table 3.
 - The BOS and Budget Committees have no input to the school budget or tax rate. If the voters want to change the school budget they need to attend the school deliberative session.
 - The ACICP report reflects the immediate and long term needs of the Town. It is the responsibility of the BOS and Budget Committee to determine what the Town can afford.

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All final edits are to be submitted to either Scott or Terry by COB Thursday.

6. Other: Timelines: Presentation to Planning Board: 9/18/18
7. Future Meetings: September 12, 2018 6:00 PM Town Hall (**NOTE** change in date and time).
Determining Recommended Funding Levels. Final Review and Approval of ACIPC Report
8. Adjournment: **Motion:** *To Adjourn.* (Meyer/Chase) VOTE: 5-0-0. Meeting adjourned at 7:22 PM.

Respectfully Submitted

Terry Jarvis, Chair and Secretary