

Town of New Durham
Capital Improvement Program Advisory Committee
Minutes of the July 17, 2017 Meeting
FINAL Approved 08-21-17

1. Call to Order: By Vice Chair Veisel at 9 : (time not announced). Approx. 9:06
Present: Cecile Chase, Board of Selectmen Representative (**Left at 2 hr. 10 min after start 11:16 AM.**) Theresa Jarvis, Chair & Member At Large, by telephone
Bill Meyer, Member At Large
Ellen Phillips, Budget Committee Representative. Dorothy Veisel, Vice Chair & Planning Board Representative
Scott Kinmond, Town Administrator - Committee Staff
Others: Nicole Hunter, New Durham Parks & Recreation Director. Left at approximately 9:50 AM
Cathy Allyn, New Durham Library Director. Arrived at approximately 9:50 AM.
2. Agenda Review: No additions or deletions.
3. Minutes: The June 13, 2017 meeting minutes were not available for review as the Secretary was having computer issues.
4. Parks and Recreation: Nicole Hunter. Nicole distributed the following handouts.
 - 2017 CIP proposal: Natural Playground
 - 2017 CIP proposal: Town Vehicle
 - Town Vehicle follow up: Potential Use
 - Description of playground equipment to be purchased

Master Plan

Nicole stated that the natural playground adds to the beauty and strength of our natural resources as written in our Master Plan.

Ballfield Needs:

- Nicole stated that last year she requested \$ 15,000 to update the ballfield playground
- The then Advisory CIP Committee recommended that \$ 7,500 be placed in the 2017 budget and an additional \$ 7,500 go into the 2018 budget for the new equipment.
- In April, Primex (the town's insurance carrier) had their certified Playground Inspector review the ballfield, playground and the plan presented to last year's Advisory CIP Committee
 - o Nicole was told that the swing set needed to be removed as it was an older set and there were some issues including insufficient surrounding space. The swings are now down. The metal structure will be removed soon. It will not be replaced as children can go to the New Durham School playground for swings and the area is too small to meet swing set requirements.
 - o The Roundabout is structurally fine.
 - o The Monkey Bars need some areas fixed or corrected, including a bar where a child could get their head caught. This area also needs mulch or rubber mats under/around it.
 - o Nicole has updated last year's playground proposals.
 - o Most work will be done by volunteers, however some work will require hiring qualified individuals

- o Equipment is naturally based. Nicole is looking at naturally based products for everything so as to add beauty to the area.
- o The current layout is basically the same as last year. The climbing wall has been removed, but Parks and Rec are looking for safer alternatives for that as well as the arbor swing. Additional benches have been added so that people can sit. They will continue to have the playing fields for soccer and baseball.
- o Ellen asked Nicole to clarify what happened with the 2017 budget.
- o Nicole had requested \$ 7,500 for the CRF and \$ 4,000 to go into the operational budget for general maintenance.
- o During the budget process the \$ 7,500 did go to the CRF but nothing went into the operational budget for general maintenance.
- o In response to Terry's question Nicole stated that there is a sprinkler system on one field but not the others. They will be exploring the system as there have been some problems but there is no plan at this time.

Beach Area

-Dot asked if the beach will need anything other than general maintenance over the next ten years. Nicole replied that everything should be able to be covered by operational funds.

CRFs and ETFs

Ballfield Improvement CRF: Ellen asked if the requested \$ 7,500 is to go into the CRF. Scott stated that even though the money is being allocated in phases the total amount of the project is \$ 15,000 and the numbers need to reflect that fact.

Smithy's Trust Fund: Ellen asked can the principle be spent or just the interest. Nicole stated that she had talked to the trustees of the Trust Funds and they said there is approximately \$ 5,000 in interest available for recreational needs.

Other: Town Vehicle

- Recreation is proposing that the Town purchase a 17 passenger van that can be used by any department.
- Recreation could use it for additional programming for all ages as currently Recreation rents a vehicle or uses a bus from Governor Wentworth Schools. The cost is added to the trip costs. Recreation loses money if enough people don't sign up for the trip.
- Departments could use the van to transport staff to trainings or other events.
- It was suggested that the van could be used to transport people to voting.
- It would help meet the Master Plan goal of increasing programming for seniors as they could transport attendees.
- Scott suggested it could be used to transport equipment such as all the items that go from Town Hall to the school for voting or getting equipment to the beach.
- Cathy Allyn spoke in favor of the van on behalf of the Library as they could transport children who otherwise can't attend activities due to distance.

5. Library: Cathy Allyn, Director. Cathy distributed the following handouts:

-CIP 2017 New Durham Public Library

Building Needs:

-Cathy feels that the Library needs assistance in determining what they need now and in the future. Should they build up or out back?

-Current issues include:

- o Space needs for storage (some in library basement -some in town hall basement). As a result of all the different programs they run they have multiple types of equipment and supplies.
- o Rooms where private meetings can be held ex. non-public meetings of the Library Trustees.
- o Conference rooms for programing.
- o Repair of the walkway in 2 or 3 years.
- o There is also a need to look at the long term needs of the exterior.
- o They have looked at turning the space behind the staff rooms into conference rooms and an area to store tables whose current storage has safety concerns. There has also been discussion of a land swap so that there would be additional space behind the building.
- o If they had a generator Cathy believes the Library could be used as an emergency shelter. Last summer with the new AC units some people came in to be in a cool room.

Master Plan:

Cathy feels that the Library is already filling the objectives in the new Master Plan as they have lots of volunteers involved in multiple different activates and also provide a location for students to get their Community Service hours required for graduation.

Heating and Cooling Units: Throughout the meeting there was extensive discussion about the oil tank, its location and condition,

-Cathy is very concerned about the oil tank that is under the men's bathroom. It was installed when the building was built in 1984/85. The furnace is used as a back-up to the new AC/Heating Units installed last year. As it was a mild year the furnace was not used often.

-Since the units were installed Cathy has obtained more information leading her to think that perhaps they should have gone with different units.

-The Library needs an expert who has vison that includes future building expansion to come in and to design a heating/cooling system for current and future needs. Look at propane versus oil.

-Bill feels that the only reason to replace the furnace is for better efficiency once the oil tank has been inspected

-Cathy thinks that the oil tank is rusted on the inside

Space Needs Assessment:

-Cecile stated that the Committee is looking at space needs and getting professional assistance in assessing the Public Safety Building needs. If the fire station gets replaced perhaps part of it could be converted into conference rooms.

-Scott discussed what a space needs assessment can cover.

- o The current functionality of buildings; (Police/Fire/Library etc.);
- o The projected needs of town;
- o Suggestions on how to obtain what is needed, reuse of space;
- o The key is that this is not employees' opinion, rather an impartial evaluation.
- o Ellen asked how this assessment could be funded.
- o Scott thinks that the Town Building Improvement CRF might be a source. The language of the CRF needs to be looked at. If it can be used Scott suggests that money be placed there.
- o While there are Public Safety and Library Building funds it would be easier to take all the money from one CRF.
- o He will get some cost estimates from his administrators group.

- o If the current language of the Town Building fund does not allow a study then at town meeting the language would need to be changed.

Carpets:

- The carpets in the Children's Room were replaced in May, 2010. Cathy does not believe that they are of the best quality for a children's area.
- Bill commented that last year the Library was "written up by the state" for problems with these rugs.
- At the August meeting of the Library Trustees' they will be discussing replacing the carpets in the children's room and staff area.
- Ellen asked why not use carpet tile instead of carpeting. A lengthy discussion regarding the pros and cons of carpets vs, carpet tiles ensued. Points made include:
 - o Since the area serves children who run around a lot when the tiles start coming up they will become a safety hazard
 - o Carpets have multiple seams and each seam can become a hazard,
 - o Tables/chairs tend to catch on the carpet seam.
 - o Tiles are used frequently in business areas particularly those open to the public.
 - o Installation is the key to avoiding issues with tiles. Should one be replaced it is a lot easier to do then replacing a small section of carpet.
 - o Scott suggested that due to the cost (\$ 6,000+) the carpets/tiles should come out of the Operational Budget versus the CRF.

Library Roof:

- Several years ago there was an issue with the roof leaking but that has been corrected.
- Cathy does not know how old the current roof is.

Building Oversight: A general discussion occurred regarding building oversight.

- Cecile stated that Department heads are hired for the expertise in a particular area. Why do we except them to know about painting/siding/roofs/wells etc.?
- Cathy stated she understood that the library is a town building and all the exterior items (painting, wells) were a town responsibility.
- Cecile feels that we don't have consistency with building oversight, not that the Library Trustees and Director weren't trying.
- Scott clarified that under the Depart. Of Public Works setup all facilities come under them. Some town's handle libraries differently sometimes having their own maintenance people.
- It is better and more efficient to have one department responsible for all facilities.
- Should the exterior work on the Library come from the Town Building ETF as it is a town building?

6. Minutes: Postponed until next meeting.

Adjournment: MOTION: *To adjourn.* (Meyer/Phillips) Vote: 4-0-0. The meeting was adjourned at 11:AM

Respectfully Submitted:
Ellen Phillips