

**Town of New Durham
Capital Improvement Program Advisory Committee
Minutes of the July 31, 2017 Meeting**

1. Call to Order: By Chair Jarvis at 9:04 AM

Present: Cecile Chase, Board of Selectmen Representative
Theresa Jarvis, Chair & Member At Large
Bill Meyer, Member At Large
Ellen Phillips, Budget Committee Representative.
Dorothy Veisel, Vice Chair & Planning Board Representative
Scott Kinmond, Town Administrator - Committee Staff

Others: Don Vachon, Highway Manager/Road Agent
Matt Ingham, Highway Department Assistant Supervisor
Karen Kehoe, Highway Department Administrative Assistant
David Swenson, Resident

2. Agenda Review: No additions or deletions.

3. Minutes: The minutes of the July 10, 2017 meeting were reviewed and amended. **MOTION:** *To approve the minutes of the July 10, 2017 meeting as amended.* (Meyer/Chase) Vote: 5-0-0.

4. Highway Department: Don Vachon, Highway Manager/Road Agent; Matt Ingham, Highway Department Assistant Supervisor

CRF for Highway Truck Replacement: TA Kinmond gave the Committee an overview of required emissions standards for trucks.

- Effective 2007 the standards changed. Between that time and 2013 issues developed for some of the truck suppliers (Freightliner, International).
- One change was designed for large trucks that have a large amount of “road time”. New Durham’s trucks do not get that amount of road time which has resulted in issues.
- The 2004 International 7400 dump truck with plow is scheduled for replacement in 2018. The truck has had limited issues and Road Agent Vachon feels that the truck does not need replacement until 2019, possibly 2020.
- The 2008 Freightliner 54 4X4 with plow and water truck has had some significant costly repairs including a transmission rebuild.
 - The truck was purchased for \$ 79,000; Total repairs to date = \$ 72,000.
 - Matt stated that without a Town Mechanic repair costs are much higher.
 - The Road Agent is recommending that this truck be replaced in 2018.
- There was a discussion of the pros and cons of lend: lease: lend: purchase. Mr. Swenson stated that he believes that lend: lease ends up costing the taxpayer more money.
 - TA Kinmond stated that DRA will allow the first year’s payment to come from a CRF. The rest of the payments come from the operational budget.
- If \$ 26,785 is the amount of money placed in the highway truck CRF there will be insufficient funds to cover all of the planned purchases between 2018 and 2026.
 - If an additional \$ 10,326 is added each year there should be sufficient funds.
- Mr. Swenson stated that we need to determine if we have the correct vehicles for the town in our truck fleet.

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- Don stated this is something he and Matt are working on.

CRF for Highway Equipment

1999 Sweepster Tow Broom: This was scheduled for replacement in 2017.

- It was rebuilt in house.
- Best Practices no longer recommend sweeping roads every year due to possible contamination.
- The pros and cons of a rotary broom (\$ 40,000 to \$ 50,000) versus a tow broom (\$ 10,000 and better versatility) were discussed.
- The revised replacement date for a tow broom is 2021.

2006 Cat Backhoe:

- The current backhoe is shared by the Highway Department and Transfer Station as the current front end loader that is used at the Transfer Station does not do everything that is needed.
- During the summer months its use is very high, with a corresponding increase in the numbers of hours on the engine.
 - This has resulted in higher maintenance costs.
 - Some of the things that are done at the Transfer Station stresses the front end loader and shorten its life expectancy.
 - Matt stated that he is looking for a used replacement front end loader for the Transfer Station so that the Highway Departments loader does not need to be used.
- The revised life expectancy for a backhoe is 14 years moving its replacement date up to 2020.

2004 12 Ton Trailer

- The current 12 ton trailer is stressed by the loads it has to carry. For safety reasons Don and Matt are recommending that it be replaced with a 20 ton trailer.
- At this time they are looking for a “good” used trailer which they would like to purchase in 2018 for \$ 10,000+/-.
- This will result in a change in the replacement schedule.

2011 Volvo Grader

- Based on their experience Don and Matt are recommending a revised life expectancy for the 2011 Volvo from 15 years to 20 years. This results in a replacement date of 2031.

Solid Waste Facility

Don and Matt requested that a loader and in ground scale be added to the Solid Waste Equipment CRF.

- Scale: The primary use of the scale would be for weighing C&D.
 - Based on Milton’s experience with an in ground scale, where they charge \$0.08/pound, it is estimated that the scale would pay for itself in 6 years. Mr. Swenson stated that in the business world they expect a 3 to 4 year payback.
 - Instead of the current method of “estimating” the volume and weight the scale would give an accurate weight for charging the customer.
 - It is possible that the scale could become a revenue stream even after paying annual operational costs.
 - Dot asked if changing to this method of determining charges would result in people putting the materials in the MSW Dumpsters.
 - A concern is that if C&D is put in the MSW hoppers the town can be penalized.
 - Scott stated that enforcement is needed even though recycling is not mandatory. Terry stated that recycling is mandatory and she would supply him with the appropriate documentation.

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- Don and Matt believe that the cost of the scales, with installation will be \$ 60,000+/-.
- Loader: See above discussion regarding Highway Department Backhoe.
 - Don and Matt recommend purchasing a used loader so that the Transfer Station no longer has to use the Highway Department backhoe.
 - They should be able to purchase a used one for \$ 60,000 that should last 10+ years. This would allow highway and transfer to return to the previous practice of the highway loader going to the Transfer Station when highway buys a new one.
- 1991 Baler: It currently has a life span of 20 years. Don believes that this can be changed to 25 years and the current baler is 26 years old and they will keep an eye on it.

Space Needs: In response to the question asking if all of the buildings at Tash Road would last 10 years Matt and Don responded:

- Salt Building: Is in good condition and should not need any major work
- Highway Garage: There is a need for additional space, particularly for storage. There is also an issue as anyone coming to meet with the Administrative Assistant has to walk through the equipment bays to reach her. A visitor should be able to walk into the building and directly access the Secretary. The Joint Loss Management Committee has cited this as a safety problem.
- Gas Pump Building: There is a safety issue as the trucks have to back out further in the winter to get all the plow equipment out resulting in decreased ability to see traffic.

Other

Don and Matt identified the following issues for future consideration:

- Third Baler for Transfer Station. This would be used for newspapers that could then be baled and sold separately.
- Fuel Depot: A new CRF should be established. The current tanks are 30+ years old and will need to be replaced in the future. The concrete floor under the tanks has deteriorated and the concrete will need to be repaired/replaced.
- Dams: The town owned dams are inspected by the state. Repairs have been made. In the future major repairs may be required, and NHDES has required a hydrological study be completed. Consideration should be given to establishing an ETF for dam maintenance rather than including money in the operational budget each year.

5. Adjournment: MOTION: *To adjourn.* (Meyer/Phillips) Vote: 5-0-0. The meeting was adjourned at 10:59 AM

Respectfully Submitted:
Ellen Phillips