

APPROVED at 10/7/15 CIP Meeting

**Town of New Durham
Capital Improvement Program Advisory Committee
Minutes of the September 30, 2015 Meeting**

1. Call to Order: By Chair Jarvis at 7:00 PM.

Present: Theresa Jarvis, Chair and Member At Large
Theresa Chabot, Vice Chair and Planning Board Representative
David Bickford, Board of Selectmen Representative
Anthony Bonanno, Budget Committee Representative

Denis Martin, Member at Large

Also Present: Cathy Allyn, Interim Librarian and Chair of the 1772 Meetinghouse Committee.

2. **MOTION:** *To approve the September 23, 2015 CIP minutes as amended.* (Bonanno/Jarvis) Vote: 4-0-1 (Bickford abstain).
3. Cathy Allyn, Interim Library Director discussed the following CRFs:
Library Technology Improvement CRF: Currently has \$ 7,028. Cathy feels that there is no need to add any money to the fund for 2016.

Library Facilities Improvement CRF: Currently has \$ 4,970. (See attached Library 2016 CIP handout.) The following library facility items were discussed:

Furnace: The current furnace is the original one from the mid to late 1980's and its oil tank is under the floor of the men's' restroom. It has been suggested that they look at a propane furnace that has the ability to heat and cool. Rather than add funds for the furnace (\$ 15,000 based on the Fire Station estimate) to the Library Facilities Improvement CRF the Committee discussed recommending to the Board of Selectmen that the Building Improvement ETF be utilized as it has \$ 161,046 and the CIP Committee is unaware of any large anticipated expenditures at this time.

Carpeting in the Children's Room: This was cited during the most recent DOL inspection and temporary repairs have been made. It is estimated that the cost of replacement is \$ 1,500 to \$ 2,000. The pros and cons of carpeting versus tile were discussed. Cathy will research this issue in more depth.

Lack of Storage Space: This is a significant issue for the library. Due to the estimated cost of building an addition off the back of the library (\$ 20,000) the Committee suggested looking into having a storage shed/container off the concrete platform and then adding an awning type roof over the platform. Distance to the property line and size of the storage area need additional research. As this is exterior work funds would come from the Building Improvement ETF.

Exterior Painting: While funding for this would come from the Building Improvement ETF the Library would like to suggest that this be planned for in the future.

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4. 1772 Meetinghouse: Currently there is \$ 52,782 in the account. The CIP Committee was updated by Cathy Allyn, Meetinghouse Committee Chair as to the status of the foundation repair work. The Committee agreed by consensus so that there will be some seed money left when the next phase of the project begins.
5. Cemetery CRFs and ETFs: The Cemetery Trustee Chair does not feel that any additional funds are needed in 2016.

Vehicle & Equipment Maintenance CRF: The Equipment Mechanic does not feel any additional funds are needed in 2016.

Smith Ball Field CRF: Chair Jarvis did not hear from the Parks and Recreation Director in regards to funding for this CRF.

The Transfer Station Foreman was sent the 9/23/15 questions from the CIP Committee and his response was forwarded to all Committee Members. David Bickford stated that he had contacted Atlantic Recycling Equipment regarding the lifespan of compactors and containers. He was told that these items should last 20 years with good maintenance. By consensus the Committee decided to change the replacement schedule for compactors and containers to 20 years.

6. Forestry: Currently there is \$ 22,213 in the Forest Fire Control Fund. Warden Stuart, who works the evening shift, sent his request to the CIP Chair via e-mail. It was forwarded to all Committee Members. He is requesting that \$ 2,000 be added to the ETF this year. Terry J. discussed the costs associated with the 2001 forest fire off of King's Highway. By consensus the CIP Committee agreed to add \$ 2,000 to the ETF.
7. Fire Department: Chief Varney, who was scheduled to meet with the CIP Committee tonight, did not attend. Given that there are 3 CRFs that affect the Fire Department the Chair will e-mail the Chief again and ask him to attend the 10/7/15 CIP meeting. He will be heard after the Police Department.
8. Adjournment: **Motion:** *To adjourn.* Martin/Bonanno. 5-0-0. Meeting adjourned at 8:50 PM

Respectfully Submitted
Terry Jarvis

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CIP

Sept. 17, 2015

New Durham Public Library

Furnace – The furnace situation needs to be addressed sooner rather than later because, even though we have not had problems, it is the original furnace. The oil tank is beneath the men's restroom and if it began to leak, a lot of oil could be lost and the cost to replace it would be prohibitive. To avoid that particular nightmare, we would suggest that we convert to propane. We'd be able to pump the oil tank dry and switch furnaces. That process would take about two days. We would have a new furnace that operated more efficiently for about \$10,000. The fire station is also on propane, so deliveries could be coordinated.

Carpeting for the Children's Room – Through the years, the Children's Room carpeting has taken a beating. We have had to effect several repairs, and it is time to start thinking about replacing it soon. A ballpark figure supplied by Brock's for decent quality carpeting is \$7,000 installed. We would want to include the office area, and have discovered that it is wisest to increase the quality, so it would be fair to assume \$10,000 for the project.

Storage Area – Space needs are the biggest problem at the library. We have no place to store the tables and chairs we use regularly. They cannot be left out because they take up room we need for programming and regular library use. Putting a non-heated 12' x 20" addition off of the back of the building would cost approximately \$20,000 (that's pure ballpark) and would afford us space to store items used periodically and infrequently.

There would still be emergency egress, and a system of two doors would prevent freezing air from entering the hallway. The addition would be off to the right of the emergency exit door, as you exit the building.

Exterior Painting – Exterior painting would fall under Town Buildings Improvements, but we'd like to suggest planning for it.