

*New Durham Capital Improvement Plan Committee Meeting  
August 31, 2016*

**NEW DURHAM CAPITAL IMPROVEMENT COMMITTEE  
New Durham Town Hall  
August 31, 2016, 7:00p.m.**

**Present**

Dennis Martin, Chairman  
Dorothy Veisel, Vice Chair  
Gregory Anthes  
Ellen Phillips  
Anthony Bonanno

**Also Present**

Town Administrator Kinmond  
David Swenson, resident  
David Bickford, resident  
Parks & Recreation Director Nichole Hunter  
DPW Director S. Michael Gingras

**Call to Order**

Chair Martin called the meeting to order at 7:00p.m.

**Approval of Minutes**

Meeting of August 17, 2016 – Edits were made. There was discussion about the number of police cruisers and the rationale for the number needed. It was noted that at the prior meeting, Police Chief Bernier stated four cruisers is adequate for current staffing and he keeps one cruiser for 24 hours, Sergeant Meattey keeps a cruiser for 24 hours, there is one cruiser on duty and one stays at the station. **Ms. Veisel made a motion to approve the minutes as amended. Motion failed for lack of second.** Mr. Anthes requested the edits be made before final approval.

Meeting of August 23, 2016 – Edits were made. **Ms. Veisel made a motion to approve the minutes as amended. Motion failed for lack of second.** Mr. Anthes requested the edits be made before final approval.

**Parks and Recreation Commission**

Nicole Hunter, Parks and Recreation Director, presented a proposal for the purchase of a town vehicle, 12-passanger van. Ms. Hunter gave an overview of the request details and the uses of the vehicle. It was noted the Library is in support of purchase of this vehicle; it could be used for assisting elderly residents to voting; fieldtrips for Town residents and a comparison of rental costs was also presented. Town Administrator Kinmond also gave suggestions of town-wide uses of a van. Town Administrator Kinmond will check on the insurance coverage for drivers with 12 passengers. He also gave an overview of the purpose of the CIP which is to review information and provide recommendations to the Board of Selectmen and Budget Committees.

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Ms. Hunter presented a proposal for a playground with more natural features at the ball field. She gave an overview of the equipment plans, benefits of a “natural playground” and costs.

**Department of Public Works**

Michael Gingras, Public Works Director, stated the 2004 International truck is scheduled to be replaced in 2017, but could be extended to 2020. The conditions of the International and 2008 Freightliner trucks were discussed. It was noted by DPW Gingras that the Freightliner is always in the shop being repaired and needs to be replaced sooner than later. It was agreed more research is needed to go over the numbers and details of replacement. Mr. Gingras also noted he strongly disagrees with the backhoe and loader no longer being funded. Town Administrator Kinmond explained the beneficial use of a matrix to show costs, usage, etc. and stated he is working on getting this information gathered. Mr. Gingras gave an overview of the remaining Public Works vehicles. Mr. Anthes asked about the use of contract work. Town Administrator Kinmond gave some suggestions about how to go about that. Mr. Gingras replied there needs to be comparisons before decisions can be made. Ms. Veisel reiterated the job of the CIP is to prioritize and the schedule must stay as it is until decisions are made by the Budget Committee and the Board of Selectmen. There was also discussion of leasing options. Town Administrator Kinmond stated he will gather information on the department vehicles, outline their uses and the percentages of time they are used to help explain the justification for items. Town Administrator Kinmond stated they can't get prices too far ahead for projects as they change but they can certainly get ballpark figures. Ms. Veisel asked why there is no member from the school board as nearly 80% of the Town funds go there. Discussion ensued about the school being part of a district which is a separate entity from the Town. Mr. Gingras stated that in regards to the facilities, he is still gathering information from professionals on work that needs to be done including work at the library. There was discussion about painting of the Town Hall. Mr. Gingras will begin getting prices for work to be done. It was noted the Library has funding for their projects. There was discussion of Solid Waste Facility and Town Administrator Kinmond stated Joe Bloskey would have a good idea on the condition of the equipment.

David Swenson, resident, asked who would be writing the report for the CIP. Chair Martin stated it would be the secretary but they have not nominated anyone at this point. Ms. Veisel stated she would help someone. Town Administrator Kinmond stated he would be recommending to the Board of Selectmen that Department Heads use forms to show needs/wants along with a narrative and justifications.

The deadline for having the CIP recommendations complete is the end of October. It was agreed more meetings are needed soon. Town Administrator Kinmond encouraged the committee to use the scoring sheets he provided.

**Future Meetings:**

Wednesday, September 7, 2016, 7:00p.m.

Wednesday, September 21, 2016, 7:00p.m.

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Wednesday, September 28, 2016, 7:30p.m.

**Adjourn**

**Chair Martin made a motion to adjourn. Mr. Anthes seconded the motion. The motion passed.**

The meeting was adjourned at 7:30p.m.

Respectfully Submitted,

Jennifer Riel, Recording Secretary

**Approved as amended 09-28-16**