

**Town of New Durham**  
**Capital Improvements Plan Advisory Committee**  
**Wednesday October 11, 2023 -10:00am**  
**In-person Meeting at the New Durham Town Hall Conference Room**

**MINUTES**

**1. Call to Order:** Introduction of Members

- Scott Drummey opened the meeting at 10:00 am, and all Board members introduced themselves follows;
  - Scott Drummey, CIP Chairman and Planning Board Representative
  - Susan DeRoy, Budget Committee Representative
  - Mark McFadden, CIP Secretary and Member at Large
  - Thomas ‘Tom’ Baker, CIP Vice-Chair and Member at Large

Others in Attendance (the audience):

Stephanie Lundy – New Durham Admin Assistant

- Dorothy “Dot” Veisel, Select Board Representative (not in attendance for this meeting)

**2. Agenda Review:**

- Scott D. reviewed the Agenda with all present. No additions or changes.

**3. Review and Discussion of Preliminary CIP Report :**

- a. Discussed need to define CRF & ETF for use in the final 2023 CIP Report
- b. CIP member edits noted and Scott D. completed updates
- c. CRF/ETF balances confirmed
- d. CIP members suggested that the scale study be added to the final 2023 CIP Report
- e. Scott D. will update the CIP Report to align with the Master Plan descriptions

**4. Review of prior minutes:** Approved as amended: Item #2 moved from discussion items section M: Tom B. 2<sup>nd</sup> Susan D. 4-0-0

**5. Meeting Schedule:**

- a. Final meeting this date and next meeting TBD 2024

**6. Adjournment**

- Motion to Adjourn at 11:54am. M: Tom B. 2nd: Susan D., motion passed 4-0-0

Minutes respectfully submitted by Mark McFadden

**ACTION ITEMS**

1. Judy Purington – OPENED 9/6/23 – Request to obtain and provide detailed records for expenses and repairs of highway equipment
2. Judy Purington – OPENED 9/27/23 – Request additional clarifications for 21 CAT excavator & 23 GMC (road agent) and additional information for 18 Western Star & 20 F550 Plow Wing Sander. Replacement dates may be moved forward for highway equipment
3. CRF and ETF clarification – OPENED 10/11/23 – Request definitions for each fund type