

**Approved 9/23/15**

**Town of New Durham  
Capital Improvement Program Advisory Committee  
Minutes of the September 2, 2015 Meeting**

1. Call to Order: By Board of Selectmen representative David Bickford at 7:05 PM.

Present: David Bickford, Board of Selectmen  
Anthony Bonanno, Budget Committee  
Theresa Jarvis, Member At Large  
Denis Martin, Member at Large

Absent: Theresa Chabot, Planning Board

Also Present: Joan Martin

2. Nominations for Chair and Vice Chair:

➤ As not all members of the Committee were present it was decided to postpone election of a Chair and Vice Chair until the next meeting.

3. General Discussion:

- Department Tours: Since 3 of the 5 members have experience on the CIP committee it was decided that the committee as a whole would not be making department tours. The new members, if they would like department tours, will make their own arrangements.
- Amounts in Capitol Reserve Funds: David presented a recent spread sheet of all Capitol Reserve Funds (CRFs), Expendable Trust Funds (ETFs) and the amount in each. Terry noted that the spreadsheet does not reflect any of the actions taken at the March 2015 Town Meeting. It will be necessary to get an updated document.
  - It was noted that the Cemetery has multiple CRFs and ETFs including ones for a sprinkler system and another for paved roadways. The committee would like to know what the Cemetery Trustees plans are for all the CRFs and ETFs
- Highway Department Request: Tony distributed a document outlining the information that he would like from the Road Agent and Highway Department. (See Capital Budget Data attachment.) Added to the list was a request for the status of all gravel roads in regards to their readiness for paving. The Committee would like to see that cost factors to prepare the roads for paving and the paving costs.
- Gravel Pit: What is the status of and the associated costs with completing the reclamation process?
- All Departments: After discussing the Highway Department's list the Committee would like to see the usage (in miles and or hours), 2015 purchase price for both new and leased vehicles with hourly or mileage surcharges and rental costs per day, if appropriate, for the last 3 years for all equipment ( ex grader, police cruiser; compactor) identified in the capitol budget.
- If a Department Head, Trustees or Commissioner is not planning on requesting any money being added to a CRF/ETF they can submit that in writing to the Town Administrator. They will not need to attend their assigned CIP Meeting.
- All requested information is to be submitted to the Town Administrator by the date listed below for immediate distribution to the CIP members.
- CIP Committee Members requested the following ASAP: All 2014 CIP Meeting Minutes; copy of the final, signed 2014 CIP document and an updated list of all CRFs and ETFs and the amounts in each, including what was added at the 2015 Town meeting.

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- The 2015 CIP Committee will continue to utilize the \$ 10,000 minimum capitol cost along with an anticipated 10 year life span.
- The Committee requests all meeting materials, excluding those discussed above, to be received at least 72 hours in advance of the meeting.

4. Meeting Schedule: All meetings will be at the Town Hall Meeting Room stating at 7:00 PM

MEETING DATE	DATE INFORMATION to TA	DEPARTMENT, COMMITTEE, COMMISSION
9/17/15	9/10/15	Cemetery Trustees; Library, Meetinghouse, Parks and Recreation, Transfer Station; Equipment Mechanic
9/23/15	9/15/15	Fire Department, Forestry
9/30/15	9/23/15	Police Department
10/7/15	9/30/15	Highway Department
10/14/15	10/7/15	Draft CIP document

5. Adjournment: **Motion:** *To adjourn.* Bonanno/Jarvis. 4-0-0. Meeting adjourned at 8:09 PM

Respectfully Submitted  
Terry Jarvis

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### **Capital Budget Data**

#### **Highway Department**

In order to make effective cost decisions, data is required to determine whether capital equipment should be purchased, leased, rented, or contracted. The major consideration has to be projected utilization of each piece of equipment. In order to make effective decisions relative to the 2016 Highway Department capital budget, the following data needs to be provided to the CIP by the Department.

1. The usage for the last three years on each piece of equipment on the capital budget. For vehicles that would be mileage. For road graders, loaders, wood chippers, etc., it would be hours. If usage can be broken down by year it would be better, but an average is just as good over a 3 year period.
2. For each piece of equipment, the purchase (new), lease (with hourly or mileage surcharges), rental (per day), and contractor rate needs to be determined. The current NH DOT rates paid to contractors should also be listed for the "contractor" rate.
3. In addition, we have to consider contractor plow trucks. This has been proven to be extremely cost effective by other towns. New Durham's annual road cost in 2013 were approximately \$17,000/mile. Gilmanston only owned 1 plow truck and contracted 5 for plowing and their annual cost was less than \$10,000/mile. Strafford contracts all highway costs and they are spending approximately \$7,000/mile. Since New Durham currently has a large number of plows, wings, and spreaders, we need to know an estimated cost of installing these items on contractor trucks. Several towns reportedly do this. Because there is a great variation in equipment, these costs can be stated as a range for each item.
4. In addition, crude oil is at lows we haven't seen in years (below \$40.00/barrel). This will translate into low hot top which we should take advantage of. We currently have approximately 11 miles of gravel road. Our Road Agent has previously provided data confirming gravel is significantly more expensive to maintain than paved roads. The CIP needs to know the cost/mile to pave existing gravel roads as well as the sections of roads currently upgraded and ready to pave. Thanks to the work already completed replacing culverts, adding crushed to the road bed, widening, etc we are in a good position to take advantage of these low costs.

Until this data is provided to the CIP, effective decisions can't be made to minimize resulting cost to taxpayers. This data must be provided to all CIP members at least a week before the Highway Department presentation to the committee. This will allow members to review, verify and digest the data before the meeting.