

**TOWN OF NEWMARKET, NEW HAMPSHIRE  
MUNICIPAL BUDGET COMMITTEE MEETING**

**OCTOBER 23, 2023**

**TOWN HALL AUDITORIUM**

***Approved November 27, 2023***

MEMBERS PRESENT: Chairman Christopher Wolfe, Vice-Chair Richard Lesavoy, Danielle Honan, Brian Rowley, Tim Chiou, Justin Looser, School Board Rep Dan Smith, Town Council Rep Brian Ward

EXCUSED: Brian Hickey, Ned Carpenter

ABSENT: Scott Foster

Chairman Chris Wolfe welcomed everyone to the October 23, 2023 Municipal Budget Committee Meeting and called the meeting to order at 6:30 pm followed by the Pledge of Allegiance.

**PUBLIC FORUM**

Chairman Wolfe opened Public Forum; no members of the public were present; Chairman Wolfe closed Public Forum at 6:32 pm.

**NEW BUSINESS**

**Presentation of Town Year-End FY2024 CIP** – Richard Lesavoy

Vice-Chair Richard Lesavoy said this was his second year serving as Budget Committee Representative to the CIP Committee which is a Capital Improvements Program intended for long-term planning covering at least 6 years. He said the Committee is trying to get back to convincing departments to plan ahead and create a vision for investment to line up with the Master Plan which is being updated.

CIP asks each department to provide requests for Capital Reserves/Capital Spending and requests are classified by criteria: “U” urgent, “C” compulsory, “N” necessary, and “D” desirable, to maintain existing standards, trying to fund with Capital Reserves to maintain a stable tax rate. Plan is submitted to Town Manager in September to prepare FY Budget, then to Town Council, then Budget Committee. CIP is advisory only but can guide departments to think ahead with a plan that aligns with the MP.

For adopting *Impact Fees*, a municipality must have enacted a CIP charged to recover costs of Capital Improvements for: REC, Public School, and Water & Sewer. *Capital Equipment* a non-recurring tangible item of at least \$10,000, lifespan greater than 3 years; *Capital Improvement Program* is undertaken to enhance infrastructure and public facilities with cost of at least \$50,000 and useful life of 10 years. Goals and recommendations are reflected in the Master Plan Vision Statement.

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CIP Process: In early August Town Manager and Planning request department CIPs; CIP Committee convenes at beginning of September to review proposals; studies proposals and makes recommendations to include in CIP and specific allocations for upcoming annual budget; forwards recommendations to Town Manager by September 15<sup>th</sup>. Money approved for FY2024 requests: Town requests \$1,897,986; School requests \$488,373; Grand Total \$2,386,359.

The School did not have a good plan for CIP and hired a 3<sup>rd</sup> party to conduct a study looking at the facilities and all physical equipment to calculate useful life, show replacement dates and costs, and determine resources necessary to fund. School put a comprehensive plan together and arrived at a Capital Reserves funding level of \$200,000/year; several projects are being done with funds already available. The CIP Committee voted to approve the plan and the money.

Water & Sewer (Enterprise Fund) is funded by rate payers and Director Sean Greig is expert at having it all figured out each year with priorities and also has funding through grants. This year money is needed to shore up a leaking pipe under the Lamprey River, not anticipated or planned for and is costing more than expected. DPW discussed Ash Swamp Road Bridge repair and funding needed for that project. Library is requesting \$11,000. Fire Department Vehicles have been debated at the Budget Committee regarding current practice of using Capital Reserves to lease vehicles, adding \$50,000 to CRF yearly; Police vehicles go into Operating Budget as a yearly expense.

Police Chief Jordan explained the software dilemma for Dispatch in detail and the funding needed to purchase a new Dispatch Record Management System for \$55,000; process will be critical and a challenging transition. REC Department feasibility study was done to help plan for challenges looking at different facilities and different needs; also have money from their Enterprise Fund, not just Capital Reserves.

Questions: Councilor Ward asked about a possible error for Library which should be \$10,000 and asked about priorities set for Water & Sewer. Vice-Chair Lesavoy said priorities were for pumping station improvements and the water tower. He said the Police Department and Town Hall renovations are listed at \$2 Million which would need to be bonded.

#### **Discussion of 2024 Budget Calendar**

Chairman Wolfe said the next Budget Committee meeting will be November 27, 2023; Budget will be submitted to Budget Committee on November 15<sup>th</sup> with Town presentation; will receive School Budget December 12<sup>th</sup>. Reserve date December 18<sup>th</sup> for possible second Town/School meeting; January 8, 2024 will be Public Hearings for Town and School; Budget Committee has until January 22<sup>nd</sup> to approve.

#### **MEETING MINUTES**

##### **Approval of September 25, 2023 Meeting Minutes**

**Motion:** Councilor Ward made a motion to approve the meeting minutes of September 25, 2023; **seconded** by Mr. Looser; **vote** 7-0, with 1 abstention.

#### **OTHER BUSINESS**

**Next Meeting:** November 27, 2023

#### **ADJOURNMENT**

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Mr. Rowley made a motion to adjourn the meeting, seconded by Councilor Ward, all in favor 8-0.

Chairman Wolfe adjourned the meeting at 7:04 pm.

Respectfully Submitted,

Patricia Denmark, Recording Secretary