

 Capital Improvement Plan (CIP) Committee

Town Council Chambers
**September 14, 2022**

**APPROVED MEETING MINUTES**

**Members Present**: Philip Nazzaro - Chair (School Board Rep), Richard LeSavoy - Vice-Chair (Budget Committee Rep), Jane Ford (Planning Board Rep), Bart McDonough (Director of Community Development), and Brian Ward (Town Council Rep- *Alternate*)
**Members Absent**: Danielle Honan (Budget Committee Rep- *Alternate*) and
Colin D. White Sr. (Town Council Rep)
**Also Present:** Sam Kenney, Member of the Ad-hoc Riverfront Advisory Committee and the Conservation Commission

The meeting was called to order at 5:32 PM by Chair **Phil Nazzaro.**

**1. Pledge of Allegiance**

**2. Approval of Minutes: September 6, 2022**
 **Action**
**Motion**: **Brian Ward** moved to approve the Draft Minutes of
 September 6, 2022 as written.
**Second**: **Jane Ford**
**Discussion**: None
**Vote**: **Approved 4-0-0**

**3. Presentations & Continue Review of 2023 CIP Requests

#1 Sam Kenney** answered questions generated from the requests from the Ad-hoc Riverfront Advisory Committee and the Conservation Commission. The two requests have been a highly prioritized discussion at both the Ad-hoc Riverfront Advisory Committee and the Conservation Commission. The history of these projects comes from Schanda Park being selected as one of four projects of the Great Bay Living
Shoreline Project design team from UNH and NHDES. The Design Team grant provided a 50% conceptual design project therefore allowing the Town to determine a path forward. The difficulty moving forward is that most granting agencies will not consider funding for the completion of a design. These funding sources would prefer to fund the construction and implementation and not the designing. Detailed information about the beginnings of the project may be seen here: [Designing green solutions: Living shoreline ideas for Great Bay sites | New Hampshire Coastal Adaptation Workgroup (nhcaw.org)](https://www.nhcaw.org/designing-green-solutions-living-shoreline-ideas-for-great-bay-sites/). Members of the design team made a presentation to the ConCom at their November 18, 2021 meeting. It was decided by the ConCom ad Ad-hoc Riverfront Committee to divide the two projects into different proposals because these can be done separately. The design committee has had meetings with Sean Grieg and Rick Malasky present specifically to address the Moonlight Brook culverts. The major concern by the CIP is what fund this should be drawn from…DPW or create a new Capital Reserve Fund. The Deign Team would not provide any estimates on the ultimate cost of the projects nor operation and management costs. Copies of the full projects including before and after drawings were provided to the CIP. There is more information that Sam will provide to the CIP including a 3-4 pg narrative and a full planting list. Members discussed and collaborated on the language of the motion.

 **Action
Motion**: **Rich LeSavoy** made a motion that the CIP make a recommendation to the Town Council to place on the warrant the establishment of a new Capital Reserve Fund to support the “Schanda Park Living Shoreline Project”.
**Second**: **Brian Ward**
**Discussion**: None
**Vote**: **Approved 4-0-0

Amendment to the Motion:
Motion: Rich LeSavoy** made a motion to **amend the motion** to include the following wording **“at a funding level of $75,000 and a priority level of ‘D’** (for desirable). **Second: Brian Ward**
**Discussion**: None
**Vote**: **Approved 4-0-0**

The CIP recommends that the Conservation Commission work with Rick Malasky (Director of Public Works) regarding the culvert situation at Moonlight Brook.

**#2 Kerry Cronin** could not be with us this evening, but she sent an email to address the CIP questions. Bart read into the record:

*1. What is the breakdown between the library’s capital reserve fund and the trust fund?
The Newmarket Public Library’s Trust Funds and Capital Reserve Fund (CRF) are separate accounts. The difference between the Capital Reserve Funds and the Library’s Trust Funds is that rather than a municipal appropriation, the origin of the Trustee Trust Funds is donations, lost book replacement fees, grants, non-resident card fees, and monies from income generating equipment. Some of the revenue the Trustees hold in trust is restricted and is governed by such statutes as RSA 202-A:11 and RSA 202-A:11-a The Trustees have no plans to appropriate these funds for Capital projects at this time.
2. What is the approach to replacing the roof?
How much will it ultimately cost ($116,300?), and how long are you anticipating it will take? According to the Newmarket Public Library’s maintenance records, the roof on the west side of the building was replaced in 2016 at a cost of $63,900. At that time, it was forecast that roofing repairs would be needed within the following five years with possible roof replacement needed for the east side of the building within ten years. The prior Library Director’s CIP notes calculated the potential expense as $64,000/6 = $10,666 year. In 2018 Tecta inspected the roof and recommended repairs at $9,000. Repairs were not pursued at that time due to the inability to locate qualified contractors to bid on the project. During FY2022 five roofing contractors were invited to bid on the project. Two contractors submitted bids and the contract was awarded to the lowest bidder. Due to the inability of that contractor to meet the insurance limit requirements for a commercial project, the higher bidder will complete the work. $9,575 will be withdrawn from the Library’s Capital Reserve Fund to accomplish this work.
3. Why hasn’t any of the CRF money been spent on hiring an architect, as there is currently $130,857 in the CRF/Trust Fund?
The CRF money will be needed for the replacement of the roofing on the east side of the building, interior painting, and development of the outdoor space that is adjacent to the parking lot in order to improve accessibility. If the feasibility study supports the installation of a new exterior entrance to the basement, funds will also be needed to implement those changes as well as the finishing of the basement level so that it can be enjoyed as public space.
4. Are there any future plans for the library that will be drawn from the CRF?
Yes, during FY2023 we plan to request the use of $5,405 from the CRF balance for the electrical wiring and installation of an ice melt heated pad for the building’s exterior entrance in order to improve accessibility. Once the roof repairs are complete, we will need additional funds to repair the plaster in the small meeting room that received water damage due to the roof’s deterioration. At some point we will need to request to use CRF funds to complete the interior painting and develop the outdoor space in order to enhance patron access and enjoyment. Implementation for the last project is contingent on the sequencing of the installation of an additional exterior entrance and finishing of the basement space, if the feasibility study results support those changes. Also, the question of whether the installation of a sprinkler system*
The members discussed her responses.

**Newmarket Library Rood Replacement and Repairs – L-2**
Submitted by Kerry Cronin Capital Reserve Fund Balance: $130,857.87
Request for FY 23-24: $10,000
 **Action**
**Motion**: **Brian** **Ward** moved that L-2 be approved for $10,000 as an “N”.
**Second**: **Jane** **Ford**
**Discussion**: None
**Vote**: **Denied 0-4-0+/**

**Architectural Feasibility Study – L-** **1.1**
Submitted by Kerry Cronin Capital Reserve Fund Balance: $130,857.87
Request for FY 23-24: $25,000
 **Action**
**Motion**: **Brian** **Ward** moved that L-1.1 be approved for $25,000 as an “N”.
**Second**: **Jane** **Ford**
**Discussion**: None
**Vote**: **Denied 0-4-0**

**#3 Aimee Gigandet** could not be with us this evening, but she sent an email to address the CIP questions. Bart read into the record:

***Explain the Rec’s enterprise fund?***

*The simplest way to explain the* ***Enterprise Fund*** *is to think a non-taxed based interest earning savings account which is funded through the Rec’s Revolving Account. The Rec Revolving Account is a budgeted line item expense account that the Rec Department has available to them for the purposes of providing recreational programs that also drive revenue. In addition, at the end of each fiscal year any proceeds (net profit) over and above the budgeted Revolving account expenses goes into said interest earning Recreation Enterprise Fund to be (saved) and later used to subsidize large Recreation Capital expense thereby lessoning the burden of such large purchases to the tax payers via capital reserves.*

*For example, the new Aqua Land Splash Pad and Restrooms facilities was subsidized by the Enterprise Fund for a little over 100K. It’s important to note that fund is not taxed based money. All expenditures when extracting Enterprise funds also need to go through the Resolution process for proper approvals.*

***1. Prioritization of projects from your perspective.***

*This is a very difficult question to answer because all are priorities in various ways. I will do my best to explain my prioritized order below:*

1. ***Sound System:*** *I choose this as the biggest priority because this is something that can easily be installed, we have an immediate need, and it could be helpful to the town in so many ways. For instance it could be used at sporting events for play by play calls and announcements; it could be very helpful at Community Events – like the Backyard Bash in which the event was spread across the entire campus. We received many complaints that no one heard any of the event announcements. Lastly, having a sound system available would provide a much safer environment during our summer camp program allowing us to quickly communicate information (incoming thunderstorm, active shooter) to all staff and kids spread across the complex engaged in play.*
2. ***Basketball / Pickle Ball Shade Structure:*** *I would prioritize the project 2nd but, only if we do decide to move forward with the new concept of an enclosed basketball / pickle ball facility that can be much better utilized by the entire town than just a shade structure. The Recreation Department has outgrown the Community Center and we are lacking a large space that can not only accommodate our 300 summer campers during inclement weather days, but also be available all school year for our growing program line up which includes our new recreation based Play & Stay afterschool program. Unfortunately, the Jr/Sr HS school gym is in use for summer school programs most of the days our summer camp is running. Having a larger space would also allow us to be able to offer in-door winter programs such as adult sports leagues, such basketball, pickle ball volleyball, dodgeball, exercise programs, etc. This new facility could also be used for town purposes as well, for such things as; voting days, and large community events, etc.*
3. ***Skateboard Park:*** *I choose this third because the kids do miss the old one and keep asking when the new one is coming. However as mentioned in the CIP comment section, we no longer want to place it in the same place for several reasons. This would become a priority only if the new location or area I am currently researching is indeed workable for building a new skate park facility. I have been told that I would need to spend approx. 9K for a design that would include a survey of the land. The down side to choosing this item is that the skate park only serves a small population in town.*
4. ***Beech Street Facelift:*** *I would normally choose this one first because providing a more serene location to offer adult wellness programs is something that we have been talking about for quite some time. We do know that there is definitely a demand for affordable wellness programs in this area. However, I have been told that the town may utilize this facility for other purposes and that is why we may have to wait on this project until we know more. I submitted the CIP again because I wanted to remind you all that we are still interested in the wellness facility project should it someday come to fruition.*
5. ***Replacement Playground at Beaulieu Field.*** *This project is only being considered after learning that the current playground is no longer up to code based on its close proximity to trees and boulders. It should be noted that the playground was built over 15 years ago and as far as I know the town has never had any incidents regarding safety before. The only issue with this project is where to place the new playground. This is why it is not as big of a priority. I included in the CIP plan for the first time this year so that in order to start the process of looking for a new location so that we can remove the current playground.*

***Revisiting your vehicle inventory list. Is there an opportunity to set aside funds for future replacement?***

*If you are asking to set aside Capital Reserve Funds, which I believe you are, then this question would need to be answered by either Finance Director Bill Tappan and/or the Town Manager, Steve Fournier. I was told we are no longer putting Recreation vehicles in the CIP process and that any new or replacement Recreation vehicles would need to be funded by the Enterprise Fund, which is how the new 2020 Transit Van was paid for.*

The members discussed her responses.

**Large Permanent Shade & Rain Shelter – R-1**
Submitted by Aimee Gigandet Capital Reserve Fund Balance: $171,760
Request for FY 23-24: $37,333

 **Action
Motion**: **Brian Ward** moved that **R-1** be **approved for $37,333** as an “N”. **Second**: **Rich LeSavoy**
**Discussion**: None
**Vote**: **Approved 4-0-0**

**New Playground for Elm Street Area Neighborhood – R-4**
Submitted by Aimee Gigandet Capital Reserve Fund Balance: $171,760
Request for FY 23-24: $20,000

 **Action
Motion**: **Brian Ward** moved that **R-4** be approved **for $20.000** as an “N”.
**Second**: **Jane Ford**
**Discussion**: None
**Vote**: **Denied 0-4-0**

**Beech Street Center – New Wellness Center – R-5**
Submitted by Aimee Gigandet Capital Reserve Fund Balance: $171,760
Request for FY 23-24: $50,000

 **Action
Motion**: **Rich LeSavoy** moved that **R-5** be **DENIED for funding.
Second**: **Brian Ward**
**Discussion**: None
**Vote**: **Approved 4-0-0 for no funding.**

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The time set for adjournment had been reached requiring a motion to continue:
 Action
Motion**: **Brian Ward** moved to extend the meeting until 7:30 PM**.
Second**: **Rich LeSavoy**
**Discussion**: None
**Vote**: **Approved 4-0-0
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**New Skateboard Park – R-6**
Submitted by Aimee Gigandet Capital Reserve Fund Balance: $171,760
Request for FY 23-24: $25,000

 **Action
Motion**: **Brian Ward** moved that **R-6** be **approved for $25,000** as a “D”.
**Second**: **Jane Ford**
**Discussion**: None
**Vote**: **Approved 4-0-0**

**Large All Weather Sound System for Community Park Complex – R-7**
Submitted by Aimee Gigandet Capital Reserve Fund Balance: $171,760
Request for FY 23-24: $10,000

 **Action
Motion**: **Jane Ford** moved that **R-7** be **approved for $10,000** as an “N”.
**Second**: **Brian Ward**
**Discussion**: None
**Vote**: **Approved 3-1-0**

**#4. Rick Malasky** was unavailable to attend, so the CIP decided to go forward with a discussion of Projects **for Fire/Rescue and DPW** without the benefit of his comments. **Fire Rescue Vehicles – FR-1**
Submitted by Rick Malasky Capital Reserve Fund Balance: $129,215
Request for FY 23-24: $50,000

 **Action
Motion**: **Brian Ward** moved that **FR-1** be **approved for $50,000** as an “N”.
**Second**: **Jane Ford**
**Discussion**: None
**Vote**: **DENIED 0-4-0**

**Stormwater Management – DPW-4**
Submitted by Rick Malasky Capital Reserve Fund Balance: $204,584
Request for FY 23-24: $25,000

 **Action
Motion**: **Brian Ward** moved that **DPW-4** be **approved for $25,000** as an “N”.
**Second**: **Jane Ford**
**Discussion**: None
**Vote**: **DENIED 2-2-0

DPW Vehicles/Equipment – DPW-2**
Submitted by Rick Malasky Capital Reserve Fund Balance: $187,227
Request for FY 23-24: $25,000

 **Action
Motion**: **Brian Ward** moved that **DPW-4** be **approved for $150,000** as an “N”.
**Second**: **Rich LeSavoy**
**Discussion**: None
**Vote**: **Approved 4-0-0**

**Building Improvements \* – DPW-1**
Submitted by Rick Malasky Capital Reserve Fund Balance: $229,235
Request for FY 23-24: $25,000

 **Action
Motion**: **Rich LeSavoy** moved that **DPW-1** be **approved for $25,000**n as an “N”.
**Second**: **Brian Ward**
**Discussion**: None
**Vote**: **Approved 4-0-0**

**\*** The facilities study will be coming out soon.

**4. Other Business**The members discussed their specific recommendations to be sent to the Town Manager.

1. The CIP Committee recommends that the Town explore the feasibility and procedural process of entering into a contract with an architecture firm for standby services in order to facilitate building restoration or replacement.
2. It is recommended, that in order for the CIP Committee to make better decisions in future planning sessions, the Town ought to consider engaging in the development of an underlying ‘capital improvement plan’ that outlines the Town’s objectives and details the reasoning the accomplishment of those objectives in the Town’s Master Plan. Each department or committee utilizing a capital reserve fund would reference during funding requests how it connects to the Master Plan.
3. It is also recommended that each administrator of a respective capital reserve fund have a plan during each funding request describing how the requested and existing appropriated funds are to be used.
4. The CIP Committee had an extensive discussion regarding how certain capital reserve funds are utilized to pay for vehicle leases rather than used for the purchasing of vehicles and subsequent planning for their replacement. Accordingly, it is recommended that the Town discontinue using capital reserve funds to finance debt via lease payments for vehicles.
5. It is recommended that the Town Council place on the warrant the establishment of a new capital reserve fund with a funding level of $ 75,000 for FY 23/24 with a code of ‘D’ to support the ‘Schanda Park Living Shoreline’.

Bart will prepare the memo for the members to review and comment.

The CIP will be meeting in approximately 3 weeks to discuss the School CIP Project Proposals. Bart will facilitate the meeting.

The CIP members agree that this committee should meet at least quarterly over the year and begin the process much earlier (June/July).

**5. Adjourn** **Action
Motion: Brian Ward** moved to adjourn the meeting at 7:29 PM
**Second: Jane Ford**
**Discussion:** None
**Vote: Approved 4-0-0**

Respectfully submitted,

Sue Frick
Recording Secretary