Draft Minutes

TOWN OF NEWMARKET, NH  
**CAPITAL IMPROVEMENT PLAN (CIP) COMMITTEE**  
September 25, 2018

2:00 PM Town Hall Auditorium

**Members Present:** Russ Simon (Chairman), Judith Ryan (Vice Chairman), Amy Burns (TC Rep-partial attendance), Trevor MacDonald (Budget Com Rep), and Al Zink (School Board Rep)  
**Members Absent:** Jane Ford (PB Rep) and Gretchen Kast (TC Rep-Alternate)  
**Others Present:** Diane Hardy (Town Planner), Greg Marles (Facilities Director), and Sue Frick (Recording Secretary)

**Call to Order at 2:10 PM**

1. ***Pledge of Allegiance***
2. ***Approval of Minutes*** *September 17, 2018:* The Chairman made one correction to the draft minutes on page 1.

**Action**

**Motion:** **Trevor MacDonald** moved to approve the minutes of   
 September 17, 2018 as amended.

**Second: Judith Ryan**

**Vote:** Approved 3-0-1 (Al Zink abstained)

*September 18, 2018:* **Action**

**Motion:** **Judith Ryan** moved to approve the minutes of   
 September 18, 2018.

**Second: Trevor MacDonald**

**Vote:** Approved 3-0-1 (Al Zink abstained)

1. ***CIP Committee’s Recommendations:***  
   **Russ Simon** began by thanking all of the Town Department Heads and **Diane Hardy** all of their hard work and efforts to help streamline the process for the CIP Committee this year. The CIP Recommendations are due to the Town Administrator by Friday, September 28. The CIP Committee will have an opportunity to present their findings to the Town Council on November 3. **Diane Hardy** said that she received 56 projects this year which are detailed on the three spread sheets to be examined today.

The following details the rankings by the CIP Committee today:

**Public Works:**

|  |  |
| --- | --- |
| Vehicles | **N** |
| Stormwater Management | **U** |
| Sidewalk Development | **N** |
| Roadway Improvements | **U** |

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**Fire and Rescue:**

|  |  |
| --- | --- |
| Radios | **U** |
| Fire Engine | **U** |

**Library:**

|  |  |
| --- | --- |
| New Entrance Area/ Pedestrian Enhancements | **D1** |
| Interior Painting/Plaster Repair | **D1** |
| Slate Roof Repair | **U** |

**Police/Dispatch:**

|  |  |
| --- | --- |
| Vehicles | **U** |
| Dispatch Communications | **N** |

**Planning:**

|  |  |
| --- | --- |
| Master Plan Update | **N** |

**Recreation:**

|  |  |
| --- | --- |
| Skateboard Park | **U** |
| Large Permanent Shade & Rain Shelter | **D1** |
| Permanent Signage Board | **D2** |
| Splash Pad & Permanent Restrooms at Leo Landroche | **N** |
| Pick-up Truck | **N** |

After considerable discussion, the CIP Committee decided that the new school pick-up truck might be used as a “shared asset” with the Recreation Department. **Greg Marles** had no issues with this proposal.

**School:**

The Elementary School Add/Renovation and the Jr/Sr High School Add/Renovation were not considered in the recommendation process as they are already bonded.

|  |  |
| --- | --- |
| Roof Replacement (#4) | **N** |
| School Accounting Software Upgrades | **N** |
| Elementary Floor Replacement | **D1** |

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**School Continued:**

|  |  |
| --- | --- |
| Food Service Point of Sale Equipment | **N** |
| School Pick-up Truck | **U** |

**Sewer:**

|  |  |
| --- | --- |
| Vehicles | **N** |
| Creighton Street Pumping Station | **N** |
| Pump Station Improvements | **N** |
| Waste Water Treatment Facility page 1 (WWTF 1) | **N** |
| WWTF 2 | **N** |
| WWTF 3 | **N** |
| WWTF 4 | **N** |
| Sewer & Water Equipment Storage | **N** |

**Water:**All of the water project request forms (pp 38-44) were considered “U’s”. They are all bonded. The Water Truck and Water Equipment Storage facility were rated as “N” for necessary.   
  
**Facilities:**

|  |  |
| --- | --- |
| Beech Street Ext Building Improvements | **D1** |
| Recreation Center Parking Lot | **N** |
| Recreation Center Round House | **U/N** |
| Police Department HVAC Replacement and Upgrades | **D1** |
| Public Works Access Control and Surveillance System | **D1** |
| Town Hall Building Improvements | **N** |
| Town Hall Generator and Transfer Switch | **D1** |

At this point, **Al Zink** wished to discuss the urgency of the Town getting a generator before the School. He mentioned that the school had a higher priority to protect 1,000 children as well as food storage   
and other important issues.   
It was decided that the CIP Committee would make a recommendation to the Town Council about this issue, since a generator was not included in the bond issues for the school add/renovation projects.

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**Facilities Continued:**

|  |  |
| --- | --- |
| Macallen Dam | **U** |
| Stone Museum-Exterior | **N** |
| Stone Museum-Interior | **D1** |
| Fire Department Bunkhouse and Facilities | **N** |
| Town Hall Façade (Decorative Tin Work) | **U** |
| Public Works Roof Replacement | **U** |

**Diane Hardy** will change the spread sheet to reflect the priority rankings determined today.   
*5.* ***Adjourn***

**Action**

**Motion:** **Trevor MacDonald** moved to adjourn the meeting

**Second: Amy Burns**

**Vote:** Approved 6-0-0

The meeting was adjourned at 4:38 pm

The next meeting will be held on Wednesday, September 26  
 at 4:00 pm in the Town Hall Auditorium.

Respectfully submitted,

Sue Frick, Recording SecretaryAttendance at the Conservation Celebration is $10 per adult, $5 per child 7 and over (children under 6 are free). Includes lunch. Please reserve your spot by Wednesday, June 3th by calling 603-778-6088, emailing register@seltnh.org or completing [**this online form**](http://weblink.donorperfect.com/2015annualmeeting)**.** Please specify which field trips you will attend and whether you would like a vegetarian meal.