Draft Minutes

TOWN OF NEWMARKET, NH  
**CAPITAL IMPROVEMENT PLAN (CIP) COMMITTEE**  
September 26, 2018

4:00 PM Town Hall Auditorium

**Members Present:** Russ Simon (Chairman), Judith Ryan (Vice Chairman), Amy Burns (TC Rep), 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 4:05 PM**

1. ***Pledge of Allegiance***
2. ***Approval of Minutes***No minutes to approve.
3. ***CIP Committee’s Recommendations:***  
   **Russ Simon** mentioned a few issues to consider as the members determine their final recommendations:  
   Getting a handle on the various ‘other fund balances’ that might be available   
   Shared truck between Water & Sewer at the Public Works Department  
   Shared truck with the School & Recreation  
   Underwood plan coming for sidewalks in the future  
   Insufficient funds in the Capital Reserve to purchase the E1 Freightliner Pumper (leased?)  
   Future use(s) of the Beech Street Property  
   Shared shed between Water & Sewer & Public Works  
   Condition of the water mains to be replaced  
   ESCO projects for the Town Hall and Public Works  
   **Greg Marles** spoke to the ESCO provider and our contractor. Structural assessment of the Public Works Roof by the engineer was not positive. The roof cannot take the weight of a solar array and the insulation which would be done during repair. The snow load weight (no more than 10”- otherwise shovel is a problem. The structural engineer’s written report will need to be analyzed before recommending a cost for replacement. Now **Greg** needs to move the solar array to the base of the hill behind the building. He questioned whether he should remove his request from the CIP for facilities for $172,000. It was decided that he would leave the request as is as a placeholder. There is enough work that needs to be done to address the structural issues in FY 19/20. Meanwhile, the solar arrays will be re-located to the hillside in back of the Fire Safety/Public Works Facility. Next year he will have a better handle on what those revised costs will be. Currently there are $1.2 million worth of proposed ESCO projects **Diane Hardy** has updated all the forms to make this a seamless voting process. She also took out the Bay Road Project from the Sewer CIP as this was included in the last year’s CIP recommendations...  
     
   Before the voting began, the Chairman wanted to make sure that members felt encouraged to discuss each motion prior to the vote for inclusion in the FY19-20 – FY 24/25 CIP recommendations to the Town Administrator and Town Council.

Draft Minutes

**Public Works:** **Action**

**Motion:** **Al Zink** moved to recommend **$195,360** for Vehicles/Equipment

**Second: Amy Burns**

**Vote:** Approved 5-0-0

**Action**

**Motion:** **Judith Ryan** moved to recommend **$50,000** for Stormwater Management

**Second: Amy Burns**

**Discussion:** An increase over the CIP request from Public Works because of MS4  
 Stormwater Program was suggested,

**Vote:** Approved 5-0-0

**Action**

**Motion:** **Al Zink** moved to recommend **$260,000** for Road Improvements

**Second: Trevor MacDonald**

**Vote:** Approved 5-0-0

**Action**

**Motion:** **Al Zink** moved to recommend **$50,000** for Sidewalk Development

**Second: Amy Burns**

**Vote:** Approved 5-0-0

**Facilities:**   
 **Action**

**Motion:** **Amy Burns** moved to **NOT recommend** **$14,960** for the Beech Street Center

**Second: Russ Simon**

**Discussion:** The CIP Committee felt that a re-use plan should be completed first before a recommendation could be considered.

**Vote:** Approved 5-0-0  
  
 **Action**

**Motion:** **Russ Simon** moved to **NOT recommend** **$13,000** for the Rec Center Round House

**Second: Amy Burns**

**Discussion:** A future use plan was urged by **Al Zink**. **Greg Marles** indicated that this $13,000 was for the roof only in order to protect the asset.

**Vote:** Approved 5-0-0

Draft Minutes

**Facilities Continued:**  
 **Action**

**Motion:** **Judith Ryan** moved to recommend **$18,090** for Town Hall Bldg. Improvement

**Second: Trevor MacDonald  
Vote:** Approved 5-0-0  
  
 **Action**

**Motion:** **Russ Simon** moved to recommend **$32,840** for Town Hall Generator

**Second: Al Zink  
Discussion:** After discussion, the CIP Committee decided to make a recommendation to the Town Council and the School Board that they get together with the Facilities Director to pursue a generator for the schools.

**Vote:** Approved 3-2-0 (**Al Zink** and **Trevor MacDonald** voted no)

**Action**

**Motion:** **Trevor MacDonald** moved to recommend **$50,000** for the Macallen Dam  
**Second: Amy Burns  
Vote:** Approved 5-0-0

**Action**

**Motion:** **Al Zink** moved to recommend **$18,500** for the Stone Museum - Exterior  
**Second: Judith Ryan  
Vote:** Approved 5-0-0

**Action**

**Motion:** **Trevor MacDonald** moved to recommend **$10,770** for the Stone Museum -   
 Interior  
**Second: Al Zink**

**Discussion: Judith Ryan** urged the Facilities Director to connect with the various State  
preservation groups in his due diligence process. He had already planned to do so. **Vote:** Approved 5-0-0   
   
 **Action**

**Motion:** **Al Zink** moved to recommend **$48,700** for the Fire Dept. Bunkhouse  
**Second: Trevor MacDonald  
Vote:** Denied 1-4-0 (for this year)

**Action**

**Motion:** **Judith Ryan** moved to recommend **$38,600** for the Town Hall Tin Work  
 **Second: Trevor MacDonald  
 Vote:** Approved 5-0-0

Draft Minutes

\*\*\*\*\*\*\*\* **Al Zink** was excused from the meeting at 5:00 pm \*\*\*\*\*\*\*\*  
  
 **Action**

**Motion:** **Russ Simon** moved to recommend **$172,000** for the Public Works Roof **Second: Judith Ryan  
Vote:** Approved 4-0-0

The Chair asked the members to consider the next three CIP requests (1) Library,   
2) Fire & Rescue, and 3) Police) as **packages** and there were no objections.

**Library:**

**Action**

**Motion:** **Trevor MacDonald** moved to recommend **$39,590** for the Pedestrian Enhancement/New Entrance, Interior Wall Repair, and the Roof   
**Second: Amy Burns**

**Discussion: Greg Marles** stated that he would phase these projects in the schedule **Vote:** Approved 4-0-0

**Fire and Rescue:** **Action**

**Motion:** **Amy Burns** moved to recommend **$332,750** for the Vehicles and Protective Equipment  
**Second: Trevor MacDonald  
Vote:** Approved 4-0-0

**Police:**

**Action**

**Motion:** **Amy Burns** moved to recommend **$72,970** for the Vehicles and Dispatch Communications  
**Second: Trevor MacDonald  
Vote:** Approved 4-0-0

The Chair asked the members to consider the Recreation CIP requests **individually** and there were no objections.

Draft Minutes

**Recreation:**

**Action**

**Motion:** **Amy MacDonald** moved to recommend **$17,500** for the Skateboard Park  
**Second: Amy Burns  
Discussion:** Additionalfunding sources will be used to complete this project. **Vote:** Approved 4-0-0

**Action**

**Motion:** **Trevor MacDonald** moved to recommend **$14,170** for the Shade and Rain Shelter at the Recreation Center  
**Second: Amy Burns  
Vote:** Approved 3-1-0 (**Trevor MacDonald** voted no)

**Action**

**Motion:** **Russ Simon** moved to **NOT recommend** **$6,670** for the Electronic Signage Board  
**Second: Judith Ryan  
Vote:** Approved 4-0-0

**Action**

**Motion:** **Amy Burns** moved to recommend **$77,000** for the Splash Pad & Restrooms  
**Second: Trevor MacDonald  
Vote:** Approved 4-0-0

**Action**

**Motion:** **Russ Simon** moved to recommend **$11,333** for the Vehicles  
**Second: Trevor MacDonald  
Discussion:** There should be a discussion with the Schools regarding this shared asset. **Vote:** Approved 4-0-0

**Planning:**

**Action**

**Motion:** **Russ Simon** moved to recommend **$10,000** for the Master Plan  
**Second: Judith Ryan  
Vote:** Approved 4-0-0

**\*\*\*\*\*\*\*\* Trevor MacDonald** was excused from the meeting at 5:30 pm \*\*\*\*\*\*\*\*  
  
The Chair suggested the remaining CIP requests (1) Water, (2) Sewer, and  
(3) Schools be considered as **packages** and there were no objections.

Draft Minutes

**Water:** **Action**

**Motion:** **Judith Ryan** moved to recommend **$64,002** for the Vehicles and Water Equipment Storage Garage  
**Second: Russ Simon  
Vote:** Approved 3-0-0

**Sewer:** **Action**

**Motion:** **Russ Simon** moved to recommend **$433,623** for all items on the CIP request.

**Second: Amy Burns  
Discussion:** This may need adjustment later because of vehicle sharing with Public Works. **Vote:** Approved 3-0-0

The Chair asked the members to consider the School CIP requests **individually**  
and there were no objections.

**Schools:**

The first two items on the CIP spread sheet include the previously bonded costs for the Additions and Renovations for the Jr/Sr. High School and the Elementary School. They both appear in the budget under debt service next year.  
 **Action**

**Motion:** **Amy Burns** moved to recommend **$167,000** for the High School Roof Replacement

**Second: Judith Ryan**

**Vote:** Approved 3-0-0

**Action**

**Motion:** **Amy Burns** moved to recommend **$5,100** for the Pick-up Truck but stipulated that this must become a shared asset with the Recreation Department.

**Second: Judith Ryan**

**Vote:** Approved 3-0-0

1. ***Other Business***There was not further business to discuss***.***

Draft Minutes

1. ***Adjourn***

**Action**

**Motion:** **Amy Burns** moved to adjourn the meeting

**Second: Judith Ryan**

**Vote:** Approved 3-0-0

The meeting was adjourned at 6:00 pm

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.