

TOWN OF NEWMARKET, NH
CAPITAL IMPROVEMENT PLAN (CIP) COMMITTEE

September 5, 2018

5:00 PM Town Hall Auditorium

Called to Order by Diane Hardy: 5:05 PM

Agenda Items:

1. **Introductions**

Members Present: Amy Burns (TC Rep), Gretchen Kast (TC Rep-Alternate), Trevor MacDonald (Budget Com Rep) - *excused from the meeting at 5:40 pm*, Russ Simon (Member at Large) and Al Zink (School Board Rep)

Members Absent: Jane Ford (PB Rep) and Judith Ryan (Member at Large)

Others Present: Diane Hardy (Town Planner), Greg Marles (Facilities Director), and Sue Frick (Recording Secretary)

All present introduced themselves and discussed other committees they currently serve or have served on for the Town.

2. **Election of Chairman, Vice Chairman and Coordinator**

Action

Motion: **Diane Hardy** nominated **Russ Simon** to serve as Chairman.

Second: **Al Zink**

There were no further nominations and no discussion.

Vote: Approved 3-0-1

Diane Hardy turned the meeting over to the new Chair. **Russ Simon** reviewed the duties and responsibilities of the Capital Improvement Plan (CIP) Committee (per RSA674:5 through 674:8) and the reporting process to the Town Administrator and the Town Council for finalizing the 2019-2020 budget for the warrant article prepared for the ballot in March 2019 as well as the Newmarket School District.

The Chairman suggested that the election of the Vice Chairman be postponed until the next meeting so that more members could participate. No members objected.

Diane Hardy will serve as the CIP Coordinator and Sue Frick will take minutes.

3. **Rules of Procedure**

A copy of the Rules of Procedure, adopted in September 14, 2017, was sent by email to members. The rules were generally discussed by the Chairman in his overview of the CIP responsibilities earlier in the meeting. Greg Marles, the Facilities Director, will be collaborating with the CIP and his help is greatly appreciated.

4. **Process and Changes from Last Year – Forms, Instruction Manual, Final Product**

Diane Hardy mailed copies of the updated forms (dates, etc.) and instructions to all of the Department Heads. She distributed copies of the FY 2018-2019 report to all members present who may have not seen the final product from last year. A copy of the current Capital Reserve Overview was distributed at the meeting and is attached to the minutes on page 3. The final report from the CIP is due to the Town

Administrator by September 28, 2018. The Town Administrator's deadline to submit the budget to the Town Council is November 1, 2018.

5. Schedule

The tentative CIP schedule for this year was emailed to the members by **Diane Hardy**:

| | |
|---|--------------------------------------|
| Send Forms to Departments | Thursday, 8/16/2018 |
| Submit Forms via U Drive | Thursday, 9/6/2018 |
| CIP Organizational Meeting | Wednesday, 9/5/2018 |
| Forms and Spreadsheets to the Committee | Friday, 9/7/2018 |
| ----- | |
| Afternoon Tour of Facilities for members | Monday, 9/10/2018 |
| (TBA with each Department) | Wednesday, 9/12/2018 |
| Presentations to CIP Committee | Monday, 9/17/2018 (1:00 to 5:00 pm) |
| Additional Meeting with Departments, as needed. | Tuesday, 9/18/2018 (1:00 to 5:00 pm) |
| Deliberations and Final Recommendations | Tuesday, 9/25/2018 (6:00 pm) |
| | Wednesday, 9/26/2018 (6:00 pm) |
| ----- | |
| Submit CIP to the Town Administrator | Friday, 9/28/2018 |

The members discussed potential conflicts with the presentation times for 9/17 and 9/18 (if needed). The CIP agreed to change the presentation times to 2:00 – 6:00 pm. **Diane Hardy** will email everyone the schedule for the tours and meetings as soon as possible.

6. Other Business

Al Zink discussed the school building plan and particularly the items which have been cut to save money, but now are on a list of “add alternatives”. These should be included in future capital planning for the school. The items include, but are not limited to, the following: 1) new bleachers to meet code, 2) air conditioning for the gymnasium, 3) generators and 4) landscaping for the courtyard.

9. Adjourn

Action

Motion: **Amy Burns** moved that the meeting be adjourned.

Second: **Al Zink**

Vote: Approved 3-0-0

The meeting was adjourned at 6:21 PM.

Respectfully submitted,

Sue Frick, Recording Secretary

8/1/2018

**Town of Newmarket
Capital Reserve Overview**

| | <u>Balance</u> <u>7/1/2018</u> | <u>FY 18/19</u> <u>Additions</u> | <u>FY 18/19</u> <u>Resolutions</u> | <u>Remaining</u> <u>Balance</u> |
|---------------------------|-----------------------------------|-------------------------------------|---------------------------------------|------------------------------------|
| Public Works | 296,328 | 100,085 | 0 | 396,413 |
| Fire | 186,018 | 50,067 | 0 | 236,085 |
| Library | 66,721 | 10,417 | 0 | 77,138 |
| Police Vehicles | 191,178 | 26,057 | 0 | 217,235 |
| Dispatch/Police Equipment | 140,241 | 10,041 | 0 | 150,282 |
| Building Improvements | 126,972 | 225,050 | 0 | 352,022 |
| Municipal Trans.Fund | 266,597 | 52,162 | 0 | 318,759 |
| Town Clock | 8,863 | 2 | 0 | 8,865 |
| Recreation Facilities | 148,426 | 15,040 | 0 | 163,466 |
| Community Recreation | 86,048 | 22 | 0 | 86,070 |
| Technology | 37,762 | 10 | (18,858) | 18,914 |
| Dam Capital Reserve | (40,887) | 50,035 | 0 | 9,148 |
| Cemeteries | 6,083 | 2 | 0 | 6,085 |
| Veterans Memorial Trust | 27,922 | 2,007 | 0 | 29,929 |
| Cable TV | 1,763 | 0 | 0 | 1,763 |
| Sidewalk Development | 0 | 0 | 0 | 0 |
| Downtown TIF | 410,621 | 105 | 0 | 410,726 |
| Revaluation | 33,426 | 9 | 0 | 33,435 |
| Downtown Infrastructure | 35 | 0 | 0 | 35 |
| Health Trust | 1,126 | 0 | 0 | 1,126 |
| Storm Wtr Mgt | 113,192 | 50,029 | 0 | 163,221 |
| 300th Anniv.Celebration | 8,049 | 2,002 | 0 | 10,051 |
| Compensated Absence | 10,064 | 3 | 0 | 10,067 |
| Master Plan | 30,143 | 10,008 | 0 | 40,151 |
| Roadway Improvement | 65,652 | 260,017 | 0 | 325,669 |
| Total General Fund | 2,222,343 | 863,168 | (18,858) | 3,066,654 |
| Water Capital Reserve | 953,749 | 364,269 | (15000) | 1,303,018 |
| Water Surplus | 2 | 0 | 0 | 2 |
| Sewer Capital Reserve | 931,655 | 267,391 | (22000) | 1,177,046 |
| Total Capital Reserve | 4,107,750 | 1,494,828 | (55,858) | 5,546,721 |