Approved Minutes

TOWN OF NEWMARKET, NH  
**CAPITAL IMPROVEMENT PLAN (CIP) COMMITTEE**  
September 18, 2018

2:00 PM Town Hall Auditorium

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

**Call to Order at 2:05 PM**

1. ***Pledge of Allegiance***
2. ***Approval of Minutes***There are no minutes to approve at this meeting.
3. ***CIP Presentations by Department Heads***

**Recreation Department – Director Aimee Gigandet** detailed her proposals in major categories to be considered for the CIP this year. She updated the condition of all the equipment and ranked her requests. The categories are:

* **Vehicles/Equipment** ($28,995)
* **Large Permanent Shade and Rain Shelter** ($14,170)
* **Electronic Signage Board** ($6,670)
* **Skateboard Park** ($17,500)
* **Splash Pad and Restrooms at Leo Landroche Field**  ($77,000)

She provided additional pictures to detail her requests and distributed them to the members present. She detailed the condition of the vehicles and facilities for the CIP and addressed all questions from the members. Her total request for FY19/20 is **$144,335.**

**Water – Environmental Services Director Sean Greig** wanted to reiterate that water department funds come from water users only - not the taxpayers. He discussed many projects most of which are to be funded by **bonds and grants**. These include:

* **Bennett and Sewall Well Improvements**
* **MacIntosh and Tucker Treatment**
* **Tucker Well Development**
* **Moody Point Water Main**
* **Water Main Replacement – New Road**
* **Bay Road Water Main Replacement South Main Street Water Main Replacement** Two other water CIP projects were:
* **Vehicle – Water (S14,002)**

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* **Water Equipment Storage Garage ($50,000)**

He addressed all questions from the members. His total request for FY19/20 is **$64,002.**

**Sewer – Environmental Services Director Sean Greig** detailed many CIP projects for FY19/20:

* **Vehicles – Sewer** ($21,085)
* **Creighton Street Pumping Station** ($51,504)
* **Other Pump Station Improvements** ($200,000)
* **WWTF – 1** ($48,222)
* **WWTF – 2** ($19,962)
* **WWTF – 3** ($36,350)
* **WWTF – 4** ($6,500)
* **Sewer Equipment Storage Garage**  ($50,000)

He addressed all questions from the members. His total request for FY19/20 is **$433,623**.

He mentioned that he is working on a 20 year CIP to help in long-range planning. The CIP Committee thanked Sean very much for his time and detailed presentation.

**\*\*\*\*\* Short Break and Discussion \*\*\*\*\***

**Schools – Superintendent Meredith Nadeau and Facilities Director Greg Marles** presented the proposed CIP projects for the schools. They include:

* **Elementary School Additions and Renovations** previously bonded
* **Jr/Sr High School Additional and Renovations**  previously bonded
* **High School Roof Replacement** ($167,000)
* **Accounting Software Upgrade** FY21/22
* **Elementary School Floor Replacement** FY20/21
* **Newmarket School Food Service POS (point of sale)** FY20/21
* **Newmarket School Department Pick-Up Truck** ($5,100)

The superintendent indicated that the Elementary School Add/Renovation should be completed by summer of 2019 and the High/Middle School should be completed by fall of 2019. Greg said that he was going to look at a pick-up truck shortly. The CIP Committee thanked Meredith and Greg very much for their time and detailed presentation.

**Planning – Town Planner/Zoning Administrator Diane Hardy** presented a detailed request for continued funding for the Master Plan preparation in the future. The Master Plan is a ‘living document’ which requires considerable work to keep it on track each year. In the past, the Town has utilized resources from the Strafford Regional Planning Commission and various grant sources to help in the preparation of updates to various chapters. The current Master Plan with amendments may be viewed at: <https://www.newmarketnh.gov/planning-board/pages/newmarket-master-plan> .

The CIP Committee thanked Diane very much for her time and detailed presentation on the importance of the Master Plan. Her request for the FY19/20 CIP is **$10,000**.

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**Russ Simon** feels that it would be very helpful for the CIP to review copies of the **School Trust Fund**, the **Library** **Trust** (as this is very complicated), and get further information about the **Enterprise** **Fund** for the Recreation Department. The **Enterprise** **Fund** is financed from the fees for programs.

**Facilities – Facilities Director Greg Marles** described in detail the ESCO projects which will benefit the Town. (Energy Service Companies (ESCOs) are an experienced and effective delivery mechanism to provide the maximum amount of energy efficiency resources. These companies work as a financing mechanism that will not cost the taxpayers.) The following projects represent about $1.9 million in infrastructure improvements.

|  |  |
| --- | --- |
| **Location** | **Project descriptor** |
| Town Hall | LED lighting with lighting controls |
| Town Hall | VRF (HVAC) system with cooling |
| Town Hall | Gas boiler plants |
| Town Hall | Energy recovery ventilator (Auditorium) |
| Town Hall | Energy management controls |
| Town Hall | 50kW solar PV |
|  |  |
| Sunrise Center | LED lighting with lighting controls |
| Sunrise Center | Insulation and air sealing |
|  |  |
| Library | LED lighting with lighting controls |
| Library | Piping insulation (heat loss issues) |
| Library | Energy management controls |
|  |  |
| PWD/FD | LED lighting with lighting controls |
| PWD/FD | Energy management controls |
| PWD/FD | Gas fired condensing heaters (garage) |
| PWD/FD | Piping insulation (heat loss issues) |
| PWD/FD | New garage roof with insulation |
| PWD/FD | 325kW solar PV |

**Building and Grounds** - **Facilities Director Greg Marles** continued with the projects for many Town facilities which fall under his purview:

* **Public Works Roof Replacement** possibly ESCO
* **Public Works Energy Efficiency Improvements** ESCO
* **Public Works Access Control and Surveillance System** FY20/21
* **Newmarket Recreation Center Parking Lot** FY20-21
* **Newmarket Recreation Center Round House** TBD
* **Stone Museum – Interior** FY24/25
* **Town Hall Generator and Transfer Switch** FY21/22

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* **Town Hall Building Improvements** FY22/23
* **Town Hall HVAC Upgrades** ESCO
* **Town Hall Façade (Decorative Tin Work)** ($38,600)
* **Stone Museum – Exterior** FY24/25
* **Fire Department Bunkhouse and Facilities** TBD

He addressed all questions from the members. His total CIP request for FY19/20 reviewed yesterday and today is **$417,460**.

Times for the deliberative meetings are Tuesday, September 25 from 2:00-5:00 pm and on Wednesday, September 26 from 4:00-6:00 pm (if necessary) to reach decisions.

1. ***Adjourn***

**Action**

**Motion:** **Judith Ryan** moved to adjourn the meeting

**Second: Russ Simon**

**Vote:** Approved 2-0-0

The meeting was adjourned at 5:25 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.