

TOWN OF NEWMARKET, NH  
**CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE**  
 September 25, 2019  
 3:30 PM Town Hall Auditorium

Members Present: Russ Simon, Chair (Member at Large), Amy Burns, Vice Chair (TC Rep), Joe Lamattina (Budget Committee Rep – Alternate), and Al Zink (School Board Rep)

Members Absent: Eric Botterman (PB Rep- Alternate), Jane Ford (PB Rep), Jonathan Kiper (TC Rep-Alternate), and Christian Matthews (Budget Com Rep)

Others Present: Diane Hardy (Town Planner) and Sue Frick (Recording Secretary)

**Called to Order:** 3:50 PM

**Agenda:**

**2. CIP Presentations by Department Heads (continued):**

**Rick Malasky:** 3:45-4:07

Fire/Rescue:

Vehicle Requests: Rick mentioned that these requests have been pretty much the same for the last 5-6 years. FR-1 E1 Freightliner Pumper will be replaced with a lease/purchase agreement. This was discussed by members and found to be the best option.

Public Works:

Vehicles/Equipment:

PW-1 Fund Balance is \$88,913. They will most likely not be able to buy anything this year. Money was used to buy the Pelican Sweeper in 2019. He may have to sit out a few years in order to financially catch up. He has researched many local towns who are using lease/purchase options to get new equipment because of the big ticket cost.

PW-2 Roadway Improvements. We are nearly current on the Town roads thanks to past funding. If the CIP continues to fund at the \$250,000 level, PW will be right up-to-date. PW did take some funds from the vehicle registration fund last year. This is a source not tapped often, it really helped.

PW-3 Sidewalk Expansion: Underwood is still working on the plan, cost, etc. Many residents have been asking for safer sidewalks in the following areas: Bay Road to Cushing Road, Grant Road up Durrell Drive and up to Briallia Circle, Bennett Way, and Hersey Lane. **Al Zink** questioned whether we could use some of the Municipal Transportation Fund. **Diane Hardy** reported that as of July 1 there was \$67,943 in that fund. These sidewalks will significantly improve pedestrian safety in dangerous areas. PW crews will do the work.

PW-4 Stormwater Management. Newmarket is an MS4 community (Municipal Separate Storm Sewer System). <https://www.epa.gov/npdes-permits/regulated-ms4-new-hampshire-communities> Improvements to the town's water quality is required by NHDES and EPA and, therefore, is marked "U".

**Greg Marles:** 4:07-4:15

Facilities:

F-22 Macallen Dam. The engineering, design and cost has been completed and bonded. The project went out for bid, but there were no bids- mostly because the timing was too tight or bidders had too much work scheduled. It can take 12-16 weeks to get the spillway gates manufactured. The bid is going out again shortly in the hopes that the bids will be returned in December. The Town Council will consider the bid in January, and the contract will be awarded in February. Hopefully, the dam work will begin in the spring.

SC-8 Elementary School Playground. The plan includes rebuilding, expanding and growing the current

playground. There is a very preliminary design and cost estimate for equipment, fencing, woodchips, site work, sand, concrete, etc. Miracle Playground has bid \$115,000 for the equipment. Miracle works with volunteers to complete the playground. \$ 85,000 is estimated for the site work prep. **Al Zink** will check with the school about money that may have been raised by children. He will also look at other school funds which might be available.

F-9, 10, & 11: Library Pedestrian Improvements; Interior Plaster and Wall Repairs; and ADA Access Improvements. The members discussed what possible funds the library has in their own Trust Funds to make improvements. The ADA changes requirements nearly every year. Right now the ADA Access Improvements is marked "D/N".

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 A brief recess was taken at 4:20 pm.  
 The meeting resumed at 4:25 pm.  
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### **3. Approval of Old Minutes:**

September 25 and 26, 2018:

#### **Action**

**Motion**    **Amy Burns** made a motion to approve the minutes of September 25 and 26, 2018.  
**Second:**    **Joe Lamattina**  
**Vote:**        Approved 2-0-2 (Al Zink & Joe Lamattina abstained)

### **4. Approval of Minutes:**

September 3, 2019

#### **Action**

**Motion**    **Amy Burns** made a motion to approve the minutes of September 3, 2019.  
**Second:**    **Russ Simon**  
**Vote:**        Approved Unanimously

### **5. CIP Committee's Recommendations:**

**Diane Hardy** prepared information detail sheets and an overview of the recommendations for the committee including the past history of budget funding. Without this time-consuming prep work each year, the CIP would be lost. Thank you Diane!

### **Public Works:**

#### **PW-1 Public Works Vehicles/Equipment CRF**

#### **Action**

**Motion**    **Amy Burns** made a motion to **recommend funding of PW-1 at \$285,000.**  
**Second:**    **Al Zink**  
**Discussion:** No discussion  
**Vote:**        Approved 4-0-0

#### **Action**

**Motion**    **Amy Burns** made a motion to recommend the **priority ranking of "N".**  
**Second:**    **Al Zink**  
**Discussion:** No discussion  
**Vote:**        Approved 4-0-0

**PW-4 Stormwater Management****Action**

**Motion:** Russ Simon made a motion to recommend funding of PW-4 at \$25,000 and with a priority ranking of "U/C".

**Second:** Al Zink

**Discussion:** No discussion

**Vote:** Approved 4-0-0

**PW-3 Sidewalk Development****Action**

**Motion:** Al Zink made a motion to recommend funding of PW-3 at \$25,000.

**Second:** Amy Burns

**Discussion:** No discussion

**Vote:** Approved 4-0-0

**Action**

**Motion:** Al Zink made a motion to recommend the priority ranking of "N".

**Second:** Amy Burns

**Discussion:** No discussion

**Vote:** Approved 4-0-0

**PW-2 Roadway Improvements****Action**

**Motion:** Al Zink made a motion to recommend funding of PW-2 at \$250,000.

**Second:** Amy Burns

**Discussion:** No discussion

**Vote:** Approved 4-0-0

**Action**

**Motion:** Al Zink made a motion to recommend the priority ranking of "N".

**Second:** Amy Burns

**Discussion:** No discussion

**Vote:** Approved 4-0-0

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The Chair asked members to look at the complete Facilities list to identify questions and concerns. F-6, the Skateboard Park, was also listed under Recreation requests. It was decided that it should be listed under Facilities and the change was made to the Recreation requests. He also requested that we address some items separately and others could be done together in a vote. The members agreed.

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**Facilities- Three Requests Individually:****F-1 Beech Street Ext. Senior Center****Action**

**Motion:** Amy Burns moved to NOT recommend \$8,120 for the Beech Street Center.

**Second:** Russ Simon

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

**Vote:** Approved 4-0-0

**F-6 Updated Skateboard Park****Action**

**Motion:** Amy Burns made a motion to recommend funding of F-6 at \$18,333 with a priority ranking of "U".

**Second:** Russ Simon

**Discussion:** No discussion

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

**F-21 Fire Department Second Floor Renovation****Action**

**Motion:** Joe Lamatinna made a motion to recommend the priority ranking of "D".

**Second:** Al Zink

**Discussion:** No discussion

**Vote:** Approved 4-0-0

**Action**

**Motion:** Joe Lamatinna moved to **NOT** recommend F-21 \$48,700.

**Second:** Al Zink

**Discussion:** It is a desirable project, but the CIP next year may consider funding.

**Vote:** Approved 3-1-0

**Facilities- Fifteen Requests as a Group:****Action**

**Motion:** Russ Simon made a motion to recommend the following requests and priority rankings as a group:

**F-2** Community Center Portable Bleachers for \$10,670 priority ranking of "C"

**F-3** Community Center Camera System for \$12,450 priority ranking of "D"

**F-4** Community Center Doorway Key Replacement for \$14,600 priority ranking of "U"

**F-5** Community Center Athletic Field Improvements for \$0.00 priority rank of "D"

**F-7** Police Department Security Improvements for \$0.00 priority rank of "N"

**F-8** Police Department Booking Area Improvements for \$58,960 priority ranking of "U"

**F-12** Town Hall Brick and Stone Repointing Repairs for \$63,900 priority ranking of "U"

**F-13** Town Hall Electrical Improvements for \$57,760 priority ranking of "U"

**F-14** Town Hall Fire Department Detection Replacement for \$0.00 priority ranking of "N"

**F-15** Town Hall Interior Improvements for \$0.00 priority ranking of "D"

**F-16** Town Hall Network Cabling Repairs/Replacements for \$15,300 priority ranking of "N"

**F-17** Town Hall Keying System Improvements for \$10,500 priority ranking of "N"

**F-18** Town Hall Roof Surveillance System for \$15,900 priority ranking of "N"

**F-19** Town Hall Exterior Storefront Replacements for \$0.00 priority ranking of "D"

**F-20** Town Hall Roof Recertification Program for \$0.00 priority ranking of "N"

**Second:** Al Zink

**Discussion:** No discussion

**Vote:** Approved 4-0-0

**F-22 Macallen Dam:**

**Action**

**Motion** Al Zink made a motion to recommend funding of F-22 at \$133,092.  
**Second:** Joe Lamattina  
**Discussion:** No discussion  
**Vote:** Approved 4-0-0

**Action**

**Motion** Amy Burns made a motion to recommend the priority ranking of "C".  
**Second:** Russ Simon  
**Discussion:** No discussion  
**Vote:** Approved 4-0-0

**Library- Three Requests as a Group:**

**Action**

**Motion:** Al Zink made a motion to recommend the following requests as a group totaling \$30,000:

- F-9 Newmarket Library Pedestrian Improvement for \$9,900.
- F-10 Newmarket Library Interior Plaster and Wall Repairs for \$9,900.
- F-11 Newmarket Library ADA Access Improvement for \$10,200.

**Second:** Russ Simon  
**Discussion:** No discussion  
**Vote:** Approved 4-0-0

**Action**

**Motion** Amy Burns made a motion to recommend the priority ranking of "D" for F-9 and F-10. She also recommended a priority ranking of "D/N" for F-11. All rankings as requested.  
**Second:** Russ Simon  
**Discussion:** No discussion  
**Vote:** Approved 4-0-0

**Fire/Rescue - Requests as a Group:**

**Action**

**Motion:** Amy Burns made a motion to recommend funding and the priority ranking for the following:

- FR-1 Vehicles for \$90,250 with a priority ranking of "N"
- FR-2 Protective Equipment for \$41,528 with a priority ranking of "N"

**Second:** Russ Simons  
**Discussion:** No discussion  
**Vote:** Approved 4-0-0

**Planning:****P-1 Newmarket Master Plan****Action**

**Motion:** Russ Simon made a motion to recommend funding of P-1 at \$10,000 and with a priority ranking of "C".

**Second:** Amy Burns

**Discussion:** No discussion

**Vote:** Approved 4-0-0

**Police - Requests as a Group:****Action**

**Motion:** Amy Burns made a motion to recommend the following requests totaling \$26,573 with priority rankings of "N":

PD-1 Vehicles for \$7.00

PD-2 Dispatch Communications for \$26,566

**Second:** Joe Lamattina

**Discussion:** No discussion

**Vote:** Approved 4-0-0

**Administration:****O-1 Heron Point Sanctuary Pedestrian Design Development****Action**

**Motion:** Al Zink made a motion to reduce the FY 20-21 CIP Request to \$0 with a priority of "D".

**Second:** Joe Lamattina

**Discussion:** The CIP await the results of the feasibility study.

**Vote:** Approved 4-0-0

**Recreation - Requests as a Group:****Action**

**Motion:** Amy Burns made a motion to recommend funding and priority levels for the following:

R-1 Large Permanent Shade and Rain Shelter for \$14,167 with a priority ranking of "N"

R-2 Permanent Signage Structure for Recreation for \$7,760 with a priority ranking of "D"

R-4 Splash Pad and Restrooms at Leo Landroche for \$75,644 with a priority ranking of "N"

R-5 Recreation Pick-Up and Utility Truck for \$6,999 with a priority ranking of "N"

*[Excluding R-3 the Skateboard Park was included in the facilities request on page 4 of the minutes.]*

**Second:** Russ Simon

**Discussion:** Amy Burns discussed the need for shade to continue the revenue earnings and protect the health of the users. There is no shade at summer camp. After discussion, Amy Burns withdrew her motion.

**Action**

**Motion:** Joe Lamattina made a motion to recommend funding and priority ranking for the CIP requests with the exception of R- 3, the Skateboard Park, and R-1, the Shade and Rain Shelter.

**Second:** Al Zink

**Discussion:** Discussion continued.

**Amendment to the Motion:** Al Zink asked to amend the motion to only eliminate R-3. The motion now includes the following:

**R-1** Large Permanent Shade and Rain Shelter for \$14,167 with a priority ranking of "N"

**R-2** Permanent Signage Structure for Recreation for \$7,760 with a priority ranking of "D"

**R-4** Splash Pad and Restrooms at Leo Landroche for \$75,644 with a priority ranking of "N"

**R-5** Recreation Pick-Up and Utility Truck for \$6,999 with a priority ranking of "N"

*[Excluding R-3 the Skateboard Park was included in the facilities request on page 4 of the minutes.]*

**Second:** Amy Burns

**Discussion:** No discussion.

**Vote:** Approved 3-1-0

(Note: The R-3 Skateboard Park was omitted, as it was already listed under the Facilities Department CIP which was recommended by the CIP committee)

**Adjourn:**

**Action**

**Motion:** Russ Simon made a motion to adjourn.

**Second:** Amy Burns

**Vote:** Approved 4-0-0

The meeting was adjourned at 5:50 pm.

The next meeting will be held on Thursday, September 26, 2019 at 4:00 pm.

Respectfully submitted,

Sue Frick, Recording Secretary

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**Priority Rankings:**

**"U"** for urgent if the project is required to remedy an existing threat to public health or safety, or is required to rectify grossly inadequate, but essential, public facilities or services.

**"C"** for compulsory if the project is required by statute, law, regulation, contract, or other obligation.

**"N"** for necessary if the project is needed to maintain existing standards or levels of service.

**"D"** for desirable if the project would be beneficial to the community but is not considered necessary, compulsory, or urgent.