

TOWN OF NEWMARKET, NH

**CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE**

Wednesday, September 9, 2020

4:30 PM Virtual Zoom Meeting

**Call to Order by Chair Russ Simon:** 4:36 PM

Members Present: Russ Simon (**Chair** & Member at Large), Joe Lamattina (**Vice Chair** & Budget Committee Rep), Amy Burns (Town Council Rep), Roger Cady (Budget Committee – Alternate), Jane Ford (Planning Board Rep – Alternate), and Gary Swanson (School Board Rep),

Members Absent: Mike Kenison (School Board Rep-Alternate), Jonathan Kiper (Town Council Rep-Alternate), and Ted Seely (Planning Board Rep.)

Also Present: Diane Hardy (**Coordinator**) and Sue Frick (Recording Secretary)

Presenters: Steve Fournier, Carrie Gadbois, Aimee Gigandet, Rick Malasky, Bill Tappan, and Kyle True.

**Agenda Items**

**1. Approval of Minutes**

The Chair moved the approval of the minutes until later in the meeting.

As each project is presented and discussed, **Diane Hardy**, will bring the page up on screen to help the members.

**2. Department Presentations**

**Facilities**

**Steve Fournier**, Town Manager, gave a brief overview of the budget situation this year with the current recession in the State and, more widely, the country primarily due the pandemic. The State is expecting a 20% cut, if not more. All Department Heads have been informed to expect serious budget cuts this year.

**F-1 Beech Street Ext. Senior Center**

*(To be presented by the Recreation Director.)*

**F-2 Community Center Portable Bleachers**

The CRF should be used this year for the bleachers.

**F-3 Community Center Camera System (Surveillance)**

There has been some vandalism this year. The CRF should be used to update surveillance.

**F-4 Community Center Doorway Key Replacement-** This is part of an effort to replace all town-wide keys to improve security and update to electronic key scanning system.

**F-5 Community Center Athletic Field Improvements**

DPW handles the maintenance of the fields and infields. This is proposed for 2023-2024.

**F-6 Updated Skateboard Park**

The Park is in a state of disrepair and should be replaced by 2024. *(To be presented by the Rec. Director.)*

**F-7 Police Department Security Improvements – WITHDRAWN** *(at request of Police Chief)*

**F-8 Police Department Booking Area Improvements**

**F-9 Town Hall Brick and Stone Repointing/Repairs**

**F-10 Town Hall Electrical Improvements**

This project is considered urgent by the TM. It is considered his #1 priority. **Roger Cady** asked if an upgrade would lower our insurance costs and the TM said he would get back to the CIP.

**F-11 Town Hall Fire Department Detection Replacement**

This project should be completed by 2024.

**F-12 Town Hall Interior Improvements**

Again, it looks like this work might be done in 2024.

**F-13 Town Hall Network Cabling Repairs and Replacement**

**Bill Tappan** spoke to this issue. They budgeted for this current FY to replace a few switches and routers. The system needs refreshing every year and he needs money in the CIP Fund. They have settled on Ubiquiti Networks for the equipment. **Jane Ford** is willing to help with this project if requested.

**F-14 Town Hall Keying System Improvements****F-15 Town Hall Roof Surveillance System****F-16 Town Hall Exterior Storefront Replacement**

The front doors are in need of replacement due to age and security malfunctions.

**F-17 Town Hall Roof Recertification Program**

The roof needs to be recertified by 2023.

**F-18 Fire Department Second Floor Renovations**

*(To be presented by the Fire Chief.)*

**F-19 Public Works – Roof**

*(To be presented by the Director of Public Works.)*

**Other**

**Steve Fournier**, Town Manager, presented this project.

**O-1 Heron Point Sanctuary Bridge**

Engineering students from the Capstone Program at UNH were unable to complete their work this spring because of the pandemic. The project is expected to be reactivated soon.

**Thank you Steve!**

**Library**

**Carrie Gadbois**, Library Director, presented four projects which have been on the library request for several years.

**F-20 Newmarket Library Pedestrian Improvements****F-21 Newmarket Library Interior Plaster and Wall Repairs**

The meeting room has been completed now, but there is more to do. She is seeking new painting and plastering bids.

**F-22 Newmarket Library ADA Access Improvements**

The ADA requires constructing appropriate access to the newer part of the building.

**F-23 Newmarket Library Roof Improvements**

The slate roof is quite expensive to repair/replace. So far, one third of the roof is new. They would like to reserve these funds in the event there is a major need for replacement in the future.

**Thank you Carrie!**

**Public Works**

**Rick Malasky**, Public Works Director, presented the following requests.

**PW-1 Public Works – Equipment**

He noted that he would like to purchase a 6-wheel plow truck with sander this year. It looks like, going forward, vehicles will be purchased by 'lease/purchase' agreements. Unfortunately, 'lease/purchase' requires a special warrant article on the ballot in March 2021.

**PW-2 Road Improvements**

He expects to spend as much as \$500,000 this year on road improvements. He has implemented the recommendations of UNH Tech Transfer Center long-range plan capital improvements for roadways each year as the weather gets warmer.

<https://t2.unh.edu/sites/t2.unh.edu/files/documents/publications/existing.pdf>

**PW-3 Stormwater Management.** There are two projects this year. One is the annual contribution of \$25 K to the Capital Reserve Fund for the MS4 program. More information on the MS4 program may be found at <https://www4.des.state.nh.us/nh-ms4>. The second project is the New Road project, which is projected to cost \$1,000,000. There is a good possibility of a \$500,000 Community Development Block Grant (CDBG) towards the project on New Road. **Diane** has been working with **Rick** on this project as part of the MS4 program mandated by the EPA.

**F-19 Public Works and Fire Safety Building – Roof**

The current Butler Roof System is 50 years old and in very poor condition. It is the only option and very expensive to replace as the building is a Butler Building. With frequent roof leaks, the Town cannot wait more than 18-24 months before replacement.

**Fire/Rescue**

**Rick Malasky**, Fire Chief, presented the next proposals.

**FR-1 Vehicles**

Future vehicles will most likely be ‘lease/purchase’ agreements, but a warrant article must be approved.

**FR-2 Protective Equipment**

This proposal includes routine equipment which must be replaced on an “as needed” basis.

**Thank you Rick!**

**Police and Dispatch**

**Kyle True**, Police Chief, presented the following proposals.

**PD-1 Vehicles**

The PD will no longer ask for money for the Capital Reserve Fund. Future purchases of cruisers will be in the operating budget. He expects to dissolve the current balance in the CIP over the next two years. The Chief has a Special Police Detail Fund (revenue from officers and vehicles used by other towns or companies) to purchase unmarked vehicles which don’t require as much special equipment, therefore, are less expensive.

**PD-2 Dispatch Communications**

Good news! No new purchases of antenna are required on top of Great Hill as they are all in great shape.

**Thank you Kyle!**

-----  
**Bill Tappan** was asked to comment on possible coordination efforts between the Town and the School. He explained that there is some ongoing coordination with security cameras and key entry systems. The members wished to know if it would be possible to find more common interests. **Amy Burns** agreed to speak with the Town Manager and discuss the language of the MOU agreement.

**Thank you Bill!**

-----

### 3. Approval of the Minutes

September 3, 2020

Action

Motion: **Gary Swanson** made a motion to approve the minutes of September 3, 2020 as drafted.

Second: **Amy Burns**

Vote: Unanimously approved

#### Recreation

**Aimee Gigandet**, Recreation Director, presented the following:

##### **R-1 Large Permanent Shade and Rain Shelter**

The Director explained the shade deficit which exists for all summer camp children. This shelter could also provide other revenue streams for special social occasions and for Pickleball.

<https://en.wikipedia.org/wiki/Pickleball> All recreation buildings may be rented to create revenue.

##### **R-2 Splash Pad and Restrooms at Leo Landroche**

They are working on the RFP to go out for bid. She would like to break ground in April.

##### **R-3 Recreation Vehicles and Equipment**

The new 2020 T-50 transit passenger van is on order and should arrive in September. Enterprise funds were used to purchase this van. They still have a 2007 Ford 15 passenger van which is the best bus for the 55+ community and has handicapped accessibility. They also purchased a golf cart with enterprise funds this year.

##### **R-4 Sunrise Sunset Patio**

Currently, it takes four staff members to put up the tents used for shade on the 26 x 13' patio area. They are not very secure and, with wind and rain, they can be damaged and unsafe. The 55+ community would like more shade. The solution is a retractable awning.

**Aimee** was also asked to speak about two other projects.

##### **F-1 Beech Street Ext. Senior Center**

There are no rentals now, but in prior times, it was renting out about two times per month. The floor has a large crack down the middle. It needs the safety improvements done before further plans may be proposed.

##### **F-6 Updated Skateboard Park**

The facility is still popular and used often. The company that built the facility in 2002 is no longer in business. No other new company will take on repairs for the old facility. There is a sign before entering the park that clearly states that the area is not supervised and to "use at your own risk".

**Thank you Aimee!**

**Amy Burns** emailed **Steve Fournier** regarding the CIP conversation with **Bill Tappan** about the MOU with the school. The school has already gone out-to-bid for their telephone system, but **Steve** is definitely interested in working with the school to find common ground. **Gary Swanson** will take this message back to the School Board. **Joe Lamattina** wanted to make sure that the offer included common IT issues and open

communication between the School and the Town. **Jane Ford** again offered her help to assist regarding any procurement issues and the technology piece if requested.

**Diane Hardy** asked everyone if they had received and understood her recent email attached with the spread sheets. There were no questions. She also requested information last year from the School Superintendent about the bond debt service. The CIP would like to continue receiving this information. **Gary Swanson** has emailed Susan Givens about this and the CIP can take this up at the next meeting.

#### 4. Adjourn

##### Action

Motion: **Roger Cady** made a motion to adjourn.

Second: **Gary Swanson**

Vote: Unanimously approved

The meeting was adjourned at 6:50 PM.

The next virtual meeting will be held on Thursday, September 10, 2020 at 4:30 PM.

Respectfully submitted,

Sue Frick, Recording Secretary