

TOWN OF NEWMARKET, NH
CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE
 Monday, September 14, 2020
 4:30 PM Virtual Zoom Meeting

Call to Order by Chair Russ Simon: 4:30 PM

Members Present: Russ Simon (**Chair** & Member at Large), Joe Lamattina (**Vice Chair** & Budget Committee Rep), Amy Burns (Town Council Rep), Jane Ford (Planning Board Rep – Alternate), Ted Seely (Planning Board Rep), Gary Swanson (School Board Rep), and Roger Cady, (Budget Committee- Alternate) was present as a non-voting member.

Members Absent: Mike Kenison (School Board Rep-Alternate) and Jonathan Kiper (Town Council Rep – Alternate)

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

Agenda

1. Approval of Minutes

No minutes to approve at this time.

2. Discussion of Recommendation Process

The CIP members had several questions about the process of funding and ranking of projects. All questions were discussed and resolved to the satisfaction of all. It was felt that a cover letter expressing some recommendations be included with the report to the Town Manager and the Town Council and the specifics of the letter will be discussed further later in the meeting. The Committee reviewed the priority rankings for the CIP matrix.

 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.

3. CIP Committee’s Recommendations

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

Public Works - Four Requests Individually

PW-1 Public Works – Vehicles/Equipment

Action

Motion: **Joe Lamattina** made a motion to **recommend funding of PW-1 at \$195,360.**

Second: **Amy Burns**

Discussion: No discussion

Vote: Unanimously Approved

Action

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

PW-2 Road Improvements

Action

Motion: **Joe Lamattina** made a motion to **recommend funding of PW-2 at \$250,000 and with a priority ranking of "N"**.
 Second: **Gary Swanson**
 Discussion: No discussion
 Vote: Unanimously Approved

PW-3 Stormwater Management

Action

Motion: **Russ Simon** made a motion to **recommend funding of PW-3 at \$25,000 and with a priority ranking of "U/C"**.
 Second: **Amy Burns**
 Discussion: No discussion
 Vote: Unanimously Approved

PW-4 Stormwater Improvements New Road

Action

Motion: **Amy Burns** made a motion to **recommend funding of PW-4 at \$285,900 and with a priority ranking of "N"**.
 Second: **Ted Seely**
 Discussion: No discussion
 Vote: Unanimously Approved

Facilities - Eighteen Requests Individually

F-1 Beech Street Ext. Senior Center

Action

Motion: **Joe Lamattina** made a motion to **recommend \$8,120 for F-1 and a priority ranking of "D"**.
 Second: **Gary Swanson**
 Discussion: Members were concerned that they did not have enough information about this project.
 Vote: Unanimously Approved

F-2 Community Center Portable Bleachers

Action

Motion: **Joe Lamattina** made a motion to recommend \$0 for F-2 and a priority ranking of "NA".
 Second: **Gary Swanson**
 Discussion: After some discussion, **Joe Lamattina** amended his motion to recommend \$0 for F-2 and a priority ranking of "C".
 Second: **Ted Seely**
 Vote: Unanimously Approved

F-3 Community Center Camera System (Security)

Action

Motion: **Joe Lamattina** made a motion to **recommend funding of F-3 for \$12,450 with a priority ranking of "N"**.
 Second: **Jane Ford**
 Discussion: No Discussion
 Vote: Unanimously Approved

F-4 Community Center Doorway Key Replacement

Action

Motion: **Joe Lamattina** made a motion to **recommend funding of F-4 for \$14,600 with a ranking of "N"**.
 Second: **Gary Swanson**
 Discussion: No discussion
 Vote: Unanimously Approved

F-5 Community Center Athletic Field Improvement

Action

Motion: **Gary Swanson** made a motion to **recommend funding of F-5 for \$0 with a ranking of "D"**.
 Second: **Joe Lamattina**
 Discussion: No discussion
 Vote: Unanimously Approved

F-6 Updated Skateboard Park

Action

Motion: **Russ Simon** made a motion to **recommend funding of F-6 for \$18,333 with a ranking of "U"**.
 Second: **Ted Seely**
 Discussion: No discussion
 Vote: Unanimously Approved

F-7 Police Department Security Improvements was withdrawn from consideration.

F-8 Police Department Booking Area Improvements

Action

Motion: **Gary Swanson** made a motion to **recommend funding of F-8 for \$19,653 with a ranking of "U"**.
 Second: **Jane Ford**
 Discussion: No discussion
 Vote: Unanimously Approved

F-9 Town Hall Brick and Stone Repointing/Repairs

Action

Motion: **Joe Lamattina** made a motion to **recommend funding of F-9 for \$63,900 with a ranking of "U"**.
 Second: **Gary Swanson**
 Discussion: No discussion
 Vote: Unanimously Approved

F-10 Town Hall Electrical Improvements

Action

Motion: **Russ Simon** made a motion to **recommend funding of F-10 for \$57,760 with a ranking of "U"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

F-11 Town Hall Fire Department Detection Replacement

Action

Motion: **Gary Swanson** made a motion to **recommend funding of F-11 for \$0 with a ranking of "N"**.

Second: **Amy Burns**

Discussion: No discussion

Vote: Unanimously Approved

F-12 Town Hall Interior Improvements

Action

Motion: **Amy Burns** made a motion to **recommend funding of F-12 for \$0 with a ranking of "D"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

F-13 Town Hall Network Cabling Repairs and Replacement

Action

Motion: **Joe Lamattina** made a motion to **recommend funding of F-13 for \$15,300 with a ranking of "D"**.

Second: **Ted Seely**

Discussion: No discussion

Vote: Unanimously Approved

F-14 Town Hall Keying System Improvements

Action

Motion: **Amy Burns** made a motion to **recommend funding of F-14 for \$10,500 with a ranking of "D"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

F-15 Town Hall Roof Surveillance System

Action

Motion: **Gary Swanson** made a motion to **recommend funding of F-15 for \$10,000 with a ranking of "D"**.

Second: **Jane Ford**

Discussion: This is a reduction in the amount requested.

Vote: Unanimously Approved

F-16 Town Hall Exterior Storefront Replacement

Action

Motion: **Amy Burns** made a motion to **recommend funding of F-16 for \$0 with a ranking of "D"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

F-17 Town Hall Roof Recertification Program

Action

Motion: **Joe Lamattina** made a motion to **recommend funding of F-17 for \$26,000 with a ranking of "N"**.

Second: **Amy Burns**

Discussion: No discussion

Vote: Unanimously Approved

F-18 Fire Department Second Floor Renovations

Action

Motion: **Russ Simon** made a motion to **recommend funding of F-18 for \$48,700 with a ranking of "D"**.

Second: **Ted Seely**

Discussion: No discussion

Vote: Approved 5-1-0

F-19 Public Works - Roof

Action

Motion: **Gary Swanson** made a motion to **recommend funding of F-19 for \$345,000 with a ranking of "U"**.

Second: **Amy Burns**

Discussion: No discussion

Vote: Unanimously Approved

Library - Four Requests as a Group

Action

Motion: **Russ Simon** made a motion to **recommend the following requests as a group totaling \$40,000: F-20 and F-21 with a ranking of "D" and F-22 and F-23 with a ranking of "N"**.

F-20 Newmarket Library Pedestrian Improvement for \$9,900. Rank "D"

F-21 Newmarket Library Interior Plaster and Wall Repairs for \$9,900. Rank "D"

F-22 Newmarket Library ADA Access Improvement for \$10,200. Rank of "N"

F-23 Newmarket Library Roof Improvements for \$10,000. Rank of "N"

Second: **Amy Burns**

Discussion: No discussion

Vote: Unanimously Approved

Fire/Rescue - Two Requests as a Group

Action

Motion: **Gary Swanson** made a motion to **recommend funding for FR-1 and FR-2 totaling \$138,950 and with rankings of "N"**.

FR-1 Vehicles for \$90,250 with a priority ranking of "N".

FR-2 Protective Equipment for \$48,700 with a priority ranking of "N".

Second: **Amy Burns**

Discussion: No discussion

Vote: Unanimously Approved

Planning – One Request

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: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

Police – One Request

PD-1 Vehicles was withdrawn from consideration.

PD-2 Dispatch Communications

Action

Motion: **Amy Burns** made a motion to **recommend funding of PD-2 for \$26,066 with a priority ranking of "N"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

Other – One Request

O-1 Heron Point Sanctuary Pedestrian Bridge

Action

Motion **Joe Lamattina** made a motion to **recommend funding of O-1 for \$0 with a priority ranking of "D"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

Recreation – Four Requests Individually

R-1 Large Permanent Shade and Rain Shelter

Action

Motion **Joe Lamattina** made a motion to **recommend funding of R-1 for \$0 with a priority ranking of "D"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

R-2 Splash Pad and Restrooms at Leo Landroche

Action

Motion: **Ted Seely** made a motion to **recommend funding of R-2 at \$36,772 and with a priority ranking of "N"**.
 Second: **Gary Swanson**
 Discussion: No discussion
 Vote: Unanimously Approved

R-3 Recreation Equipment

Action

Motion: **Joe Lamatinna** made a motion to **recommend funding of R-3 at \$11,333 and with a priority ranking of "N"**.
 Second: **Amy Burns**
 Discussion: No discussion
 Vote: Unanimously Approved

R-4 Sunrise Sunset Patio

Action

Motion: **Joe Lamatinna** made a motion to **recommend funding of R-4 at \$13,000 and with a priority ranking of "D"**.
 Second: **Russ Simon**
 Discussion: No discussion
 Vote: Approved 5-1-0

Water and Sewer – Ten Requests as a Group

Action

Motion: **Russ Simon** made a motion to **recommend the following requests for Water & Sewer at the 2021-22 requested funding level and with a priority ranking of "N" for all.**

W-1 New 750,000 Gallon Water Tower \$100,000

W-2 Vehicles – Water \$14,585

S-1 Vehicles – Sewer \$21,668

S-2 Creighton Street Pumping Station \$51,504

S-3 Other Pump Station Improvements \$200,000

S-4 WWTF -1 \$53,222

S-5 WWTP -2 \$19,962

S-6 WWTP -3 \$51,350

S-7 WWTP -4 \$6,500

S- 8 WWTP Improvements – Clarifier Covers \$35,000

Second: **Gary Swanson**
 Discussion: No discussion
 Vote: Unanimously Approved

Schools - Six Requests Individually**S-1 School - Vehicles**

Action

Motion: **Joe Lamatinna** made a motion to **recommend funding of S-1 at \$8,862 and with a priority ranking of "N"**.

Second: **Russ Swanson**

Discussion: No discussion

Vote: Approved 5-1-0

S-2 Newmarket School Turf Field

Action

Motion: **Amy Burns** made a motion to **recommend funding of S-2 at \$0 and with a priority ranking of "D"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

S-3 Elementary School Classroom Renovations

Action

Motion: **Gary Swanson** made a motion to **recommend funding of S-3 at \$50,000 and with a priority ranking of "N"**.

Second: **Amy Burns**

Discussion: No discussion

Vote: Unanimously Approved

S-4 Jr/Sr High School Courtyard Landscaping

Action

Motion: **Joe Lamatinna** made a motion to **recommend funding of S-4 at \$0 and with a priority ranking of "D"**.

Second: **Gary Swanson**

Discussion: No discussion

Vote: Unanimously Approved

S-5 Newmarket Jr/Sr High School Parking

Action

Motion: **Joe Lamatinna** made a motion to **recommend funding of S-5 at \$175,500 and with a priority ranking of "N"**.

Second: **Ted Seely**

Discussion: No discussion

Vote: Unanimously Approved

S-6 Newmarket Elementary School Playground

Action

Motion: **Gary Swanson** made a motion to **recommend funding of S-6 at \$0 and with a priority ranking of "D"**.

Second: **Amy Burns**

Discussion: No discussion

Vote: Unanimously Approved

The above actions completed the Recommendations and Priority Rankings for the FY21-22 CIP.

4. Plans for a Cover Letter to Accompany the Report to the Town Manager and the Town Council with Recommendations from the CIP Committee:

After considerable discussion, many members of the CIP felt that they should prepare a cover letter in order to make recommendations/suggestions to the TM and TC which would accompany the report this year. A letter will be drafted with the specific assistance of **Joe Lamattina, Russ Simon, and Diane Hardy**. All members, however, will be given the opportunity to make suggestions before the letter goes forward.

Action

Motion: **Gary Swanson** made a motion that the cover letter express all the recommendations, suggestions, and discussions of the members.
 Second: **Amy Burns**
 Discussion: No discussion
 Vote: Unanimously Approved

The formal presentation of the report to the Town Council will happen at a date TBA in October (Tentatively, October 24.) Usually both the CIP and Budget Committee members are present along with the Department Heads.

The Chair and members wish to thank **Diane Hardy** for her amazing and dedicated work as Coordinator again this year. Thank you so much Diane!

Adjourn:

Action

Motion: **Jane Ford** made a motion to adjourn.
 Second: **Amy Burns**
 Vote: Unanimously Approved

The meeting was adjourned at 7:30 PM.

The next virtual meeting will be scheduled at a time to be determined.

Respectfully submitted,

Sue Frick, Recording Secretary **Thank you Sue!**