Approved Minutes

TOWN OF NEWMARKET, NH  
**CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE**  
Monday, August 30, 2021  
4:00 PM Town Hall Auditorium  
  
Called to Order by **Diane Hardy**: 4:15 PM

Agenda Items:

1. **Introductions:**

Members Present: Eric Botterman (Planning Board), Roger Cady (Budget Committee), Katanna Conley (Town Council), Jane Ford (Planning Board – Alternate), Jonathan Kiper (Town Council– Alternate), Russ Simon (Member at Large), and Gary Swanson (School Board)  
Members Absent: Michael LaBranche (Budget Committee- Alternate)

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

All present introduced themselves.

1. **Election of Coordinator, Chair, and Vice Chair for the 2021-2022 CIP Committee:**

**Action**

**Motion:** **Eric Botterman** nominated **Russ Simon** to serve as **Chair**.

**Second: Gary Swanson**

There were no further nominations and no discussion. **Diane** **Hardy** gave  
Russ an appreciative recommendation for his dedicated service to the Town and  
for serving as Member and Chair on the CIP for many years.

**Vote:** Approved Unanimously by Acclamation

The meeting was turned over to the new Chair, **Russ Simon.**

**Action**

**Motion:** **Gary Swanson** nominated **Eric Botterman** as **Vice Chair**.

**Second: Jane Ford**

There were no further nominations and no discussion.  
**Vote:** Approved Unanimously by Acclamation

**Action**

**Motion**: **Diane Hardy** was appointed to serve as **Coordinator** by Russ Simon.

**Appointed by Unanimous Acclamation! Thank you Diane!**

1. **Rules of Procedure:  
   Roger** **Cady** brought up a question about the use of the word “voting” in front of the word “member” in the second paragraph from the bottom of page 1 about the discussion of the quorum. All members agreed that the word “voting” would make sense. A copy of the revised *Rules of Procedure* is attached to the end of the minutes as Addendum 1.

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Last year, the CIP Committee sent a memo with recommendations to the Town Manager, the

Newmarket Town Council, the Budget Committee, and the School Board. The CIP did not hear back from anyone. **Roger** **Cady** mentioned that the memo had not been addressed at the Budget Committee. **Gary** **Swanson** mentioned that the memo had not been addressed at the School Board. The Coordinator was asked to re-submit the memo again and email a copy to all members of the CIP. A copy of this memo is attached to the minutes as Addendum 2.

1. **Process and Changes from Last Year – Forms, Instruction Manual, Final Product:**The process will remain the same as last year. The final report will be due to the Town Manager by September 15, 2021.
2. **Schedule:**The schedule for the CIP meetings this year are as follows:  
   #1 Monday, August 30, 2021 4:00-6:00 PM Town Hall Auditorium  
   #2 Wednesday, September 1, 2021 4:00-6:00 PM Town Hall Auditorium  
   #3 Wednesday, September 8, 2021 4:00-6:00 PM Town Hall Auditorium  
   #4 Monday, September 13, 2021 4:30-6:30 PM Town Hall Auditorium
3. **Other Business**

Roger Cady wanted to get clarification on the ranking system used by the CIP each year. In particular, the category of “C” compulsory” for projects. On August 11, 2021, the Coordinator emailed all members a copy of the *Town of Newmarket CIP Manual*. The criteria for ranking is as follows:

*As part of this process, the CIP committee will be prioritizing the proposed expenditures based on the justifications provided by each Town Department and the School District/ Administration for each project. By classifying a project by its need or urgency, the CIP committee will have information upon which to rank and prioritize projects based on the following definitions:*

*“****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, or is deferrable.*

Given that the CIP Committee acts as ‘advisory only’ to the Town Council and Town Manager, the Chair pointed out that we can only make recommendations and come to the best conclusions possible about the urgency of projects presented to the CIP. He mentioned that last year, the CIP made about $1.3 million in requests and the Town put $250,000 in the budget.  
**Roger** **Cady** also mentioned that the CIP is supposed to rely on the Master Plan and that the last

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update of the Facilities Chapter was done in 2001. The Coordinator pointed out that when Mr. Marles was here as Facilities Coordinator, he completed a comprehensive facilities update plan. The Coordinator will see if the Town Manager has a copy that we can review. The Planning Board is undergoing regular conversations about the update to the Master Plan.

1. **Adjourn:**

**Action**

**Motion:** **Eric Botterman** moved that the meeting be adjourned.

**Second: Gary Swanson**

**Vote:** Approved Unanimously by Acclamation

The meeting was adjourned at 5:20 PM

Respectfully submitted,

Sue Frick, Recording Secretary

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**Addendum 1A  
 *NEWMARKET CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE***

***RULES OF PROCEDURE***

***AUTHORITY:***

The Newmarket Capital Improvement Plan and formation of a Capital Improvement Program Committee were authorized by the Town of Newmarket Town Charter which was last amended on March 10, 2020. The Capital Improvement Program Committee shall have all the powers granted to them under RSA 674:5 through 674:8.

***MEMBERSHIP:***

The CIP Committee shall consist of up to six (6) members and four (4) alternates.

Regular members: 1. One Town Council member

2. One Planning Board member

3. One Budget Committee member

4. One School Board member

5. One at Large member

6. One at Large member

Alternate Members: 1. One Town Council member

2. One Planning Board member

3. One Budget Committee member

4. One School Board member

The Town Council shall appoint one Town Council member and one Alternate; the Budget Committee shall appoint one Budget Committee member and one Alternate, and the Planning Board shall appoint one Planning Board member and one Alternate. The School Board shall appoint one School Board member and one Alternate. The two At Large members shall be appointed by the Town Council for a term not to exceed three (3) years.

Alternate members should attend all meetings to familiarize themselves with the workings of the Committee and stand ready to serve whenever a regular member is unable to attend. Any Alternate member shall have the same voting rights as a regular member, when filling in for a regular member.

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**Addendum 1B**

A quorum of four (4) voting members shall be required in order for the Committee to make motions or to act on any issues that come before the CIP Committee.

All regular members shall have voting rights in all decisions that come before the CIP committee. A majority vote shall be necessary for the Committee to adopt any policy recommendation.

***OFFICERS:***

1. The CIP Committee shall convene upon the call of the Town Manager or the previous year’s CIP Chair or Vice Chair for organizational purposes and electing a Chair and Vice Chair.
2. A Chair shall be elected annually by a majority vote of the Committee. The Chair shall preside over all meetings and shall appoint such committees as directed by the Committee and shall affix his/her signature in the name of the Committee.

1. A Vice Chair shall be elected annually by a majority vote of the Committee. The Vice Chair shall preside in the absence of the Chair and shall have full powers of the Chair on matters that come before the committee during the absence of the Chair.
2. The CIP Committee shall appoint all ex-officio members it feels necessary to perform the duties required subject to the Town Council approval.

***MEETINGS:***

1. Regular meetings may be held on the call of the Chair or at such other times as the Committee may determine.
2. Quorum. A quorum for all meetings shall be four voting members, including Alternates sitting in place of members.

***RECORDS:***

1. The records of the Committee shall be kept by the CIP Coordinator and made available for public inspection at the Newmarket Town Hall.

2. Minutes of all meetings including names of Committee members or persons appearing before the Committee, and a brief description of the subject matter, shall be open to public inspection.

***REPORTS:***

The Capital Improvement Program Committee shall prepare and submit to the Town Manager, Town Council and Budget Committee, a Capital Improvement Plan at least one (1) month prior to the final date for submission of the Town budget and no later than September 15.

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**Addendum 2**

To: Steve Fournier, Town Manager, Newmarket Town Council, Budget Committee, and the School Board   
Date: October 5, 2020  
Re: Recommendations from the Newmarket Capital Improvement Program (CIP) Committee for 2021-2022

Attached please find the Capital Improvement Program (CIP) report for FY 2021-2027. The CIP Committee recognizes that during the upcoming year and possibly longer, both the Town and Schools will face significant and unprecedented challenges stemming from the current Covid-19 pandemic. The CIP committee has taken into account how this has impacted our daily lives fully knowing that both the Town and Schools will need to make the more difficult decisions of what and what not to include in the budget. We have outlined below some additional suggestions to consider as you move forward with this year’s budget process.

1. Town Hall Facility - It is estimated Newmarket will spend close to $ 400,000 over the next three years for improvements to the existing town hall. These include addressing fire, safety and security issues, and improvements for networking, communications and physical maintenance for the aging structure including roof, brick and door repairs. When these issues are addressed, there will still be building needs to meet the town’s administrative functions.

It is the recommendation of the Newmarket CIP Committee that:

a) The Newmarket Town Council initiate a study and develop a strategic plan as how to best utilize the existing Town Hall and look at the potential of other facilities over the next few years to meet the Town’s space and administrative needs.

b) The Newmarket Town Council consider establishing a Capital Reserve Fund for the eventual establishment of a new town hall or making renovations to the existing building or other town buildings for that purpose.

2. Vehicle Leasing/Purchasing – During discussions with the Fire and Rescue Department it came to the attention of the CIP Committee there could be savings with the lease/purchase of Fire and Rescue equipment but the Town and its departments do not actually have the authority to enter into a lease/purchase agreement.

It is the recommendation of the Newmarket CIP Committee that:

The Newmarket Town Council develop a warrant article for the purpose of allowing the Town and its Departments to enter into lease/purchase agreements.

3. Town and School Shared Services – The Newmarket CIP Committee notes that both the Town and the Schools are investing significant time and monies in phone systems, technology, networking, software, safety and security. The Newmarket CIP Committee also notes both the Town and School are pursuing these initiatives separately leading to potentially higher total cost and, more importantly the potential inability, for the two organizations to effectively share information when necessary.

It is the recommendation of the Newmarket CIP Committee that:

The Town and the Schools coordinate efforts, where practical, for capital acquisitions related to networking, communications, safety and security.

4. In light of this stressful revenue period and the current impact of the COVID-19 pandemic, the CIP Committee asks the Town Council to consider issuing a bond to include, but not be limited to, the new water tower, the DPW roof replacement, the New Road stormwater project, and other urgent projects.   
  
Respectfully,   
  
Newmarket Capital Improvement Program (CIP) Committee