TOWN OF NEWMARKET, NH  
**CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE**  
Wednesday September 1, 2021  
4:00 PM Town Hall Auditorium  
  
Called to Order: 4:04 PM

Members Present: Russ Simon (Chair & Member at Large), Roger Cady (Budget Committee), Katanna Conley (Town Council), Jane Ford (Planning Board – Alternate), Jonathan Kiper (Town Council– Alternate), and Gary Swanson (School Board)  
Members Absent: Eric Botterman (Vice-Chair & Planning Board), and Michael LaBranche (Budget Committee- Alternate)   
Others Present: Diane Hardy (Town Planner) and Sue Frick (Recording Secretary)

1. **Meetings with Town Manager and Department Heads:**Sean Greig, Environmental Services Director-Water and Sewer Divisions.

The Director gave an overview of all current projects which are underway around town. The Bennett and Sewall Wells are scheduled for next year and then they will move on to the Tucker Well. The rate payers fund the enterprise fund from water and sewer use. These projects do not contribute to the tax rate – only the sewer and water users pay. Both Divisions are fully staffed-which is terrific!   
CIP requests he has made for Water & Sewer include:

W-1 New 750,000 Gallon Water Tank $100,000 project to commence in 2022/2023

W-2 Water Trucks – trucks split with Sewer $14,735  
S-1 Sewer Trucks – trucks split with Water $21,818  
S-2 Creighton Street Pump Station (building and pump) $51,504  
S-3 Pump Station Improvements- Salmon Street, Packers Falls, and Cedar Street $200,000

S-4 WWTP 1 Equipment $53,222  
S-5 WWTP 2 Equipment $19,962  
S-6 WWTP 3 Equipment $51.350  
S-7 WWTP 4 Equipment $6,500

S-8 WWTP Clarifier Covers $50,000 project to commence 2023-2024 This project would save $36,000 per year in labor costs to remove the algae.

Thank you Sean!

Steve Fournier, Town Manager:  
The Manager spoke about posting of the positions for the Code Enforcement Officer and the Facilities Director. The latter is to be a shared position with the Schools. He wants to wait to discuss the facility CIP requests until this position is filled. **Jane** **Ford** asked about whether the Manager might look at a professional organization to outsource the care of Town facilities. The Manager agreed to look into that suggestion. The phone system between the Town and the Schools has been updated. The necessary IT work has gone out to contract. He also mentioned that all the windows in the Town Hall need to be replaced. The Chair asked about lease purchase options for vehicles. The Town is able to do this now and has been for a while. The lease just needs an escape clause. The Manager mentioned that the Town Council could change the purpose of the Capital Reserve Account, so that there may be a shrinkage of CIP funds in the next few years. **Jane** **Ford** asked if any legislation is coming down from the State or Federal Governments which might burden the Town. The Manager said he was not aware of anything at the time.  
CIP requests he has made for Facilities are exactly the same as two years ago composed by Greg Marles, the former Facilities Director, include:

*F-1 Beech Street Ext Senior Center/Wellness Center $50,000 (addressed by Aimee Gigandet later)*F-2 Community Center Portable Bleachers $10,670  
F-3 Community Center Surveillance System $12,450  
F-4 Community Center Doorway Key Replacement $14,600  
F-5 Community Center Athletic Field Improvements $38,200

*F-6 Updated Skateboard Park $15,000 (addressed by Aimee Gigandet later)  
F-7 Police Department Booking Area Improvements $19,653 (addressed by Chief Jordan later)*  
F-8 Town Hall Brick and Stone Repointing/Repairs $63,900

F-9 Town Hall Electric Improvements $57,760  
F-10 Town Hall Fire Department Detection Replacement $51,790.00  
F-11 Town Hall Interior Improvements $64,250  
F-12 Town Hall Network Cabling Repairs and Replacement $15,300, total cost of $45,900  
F-13 Town Hall Keying System Improvements $10,500, total cost of $18,775  
F-14 Town Hall Roof Surveillance System $15,900.00

F-15 Town Hall Exterior Storefront Replacement $34,500.00  
F-16 Town Hall Roof Recertification Program $26,000, total cost of $52,000  
F-17 Fire Department Second Floor Renovations $48,700, total cost of $295,000

F-18 Public Works – Roof $345,000

Thank you Steve!

Rick Malasky, Director of Public Works and Fire Chief:  
The Director explained the use of lease purchase options for vehicles.   
CIP requests he has made for Public Works and Fire & Rescue include:

PW-1 Vehicles/Equipment $119,076  
PW-2 Roadway Improvements $250,000

PW-3 Stormwater (mandated by the EPA) $50,000  
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FR-1 Fire Rescue Vehicles $48,000  
FR-2 Protective Equipment SCBA (self-contained breathing apparatus) $20,000

Thank you Rick!

Aimee Gigandet, Recreation Director:  
Congratulations to Aimee on the new splash pad, bathroom installation, and snack shack! It’s been a long time coming and the facility is something which puts Newmarket on the map!! Use of the facility is free right now and she has not decided when she will ask for a user fee.  
CIP requests she has made for Recreation include:

R-1 Large Permanent Shade & Rain Shelter $18,000 the court has been resurfaced and is lined for both basketball and pickle ball. She has not advertised the resurfacing yet. Total cost is $140,000.

R-2 Splash Pad, $5,000.  
F-6 Recreation Skateboard Park $25,000 project to begin 2023-2024  
F-1 Beech Street Center – New Wellness Center $50,000 project to begin 2022-2023 other funds coming from the Enterprise Fund and Impact Fund.   
The Revolving Fund had $545,000 last year. Most of that money was used to build the Splash Pad, bathrooms, and snack shack. In 2021 she purchased two 15 passenger vans for use by the Recreation Department and she plans to retire the 2007 van. Her revolving account is beginning to come back as Covid-19 eases up.

Thank you Aimee!   
  
For the next meeting, the Committee will hear CIP requests from the Schools, the Library, the Police Department, the Planning Department, and the Ad-hoc Riverfront Advisory Committee for consideration.  
  
**2. Other Business:**None

1. **Adjourn:**

**Action**

**Motion:** **Roger Cady** moved that the meeting be adjourned.

**Second: Jane Ford**

**Vote:** Approved Unanimously by Acclamation

The meeting was adjourned at 6:00 PM

Respectfully submitted,

Sue Frick, Recording Secretary