TOWN OF NEWMARKET, NH  
**CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE**  
Wednesday September 8, 2021  
4:00 PM Town Hall Auditorium  
  
Called to Order: 4:05 PM

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

1. **Meetings with Departments/School Heads:  
     
   Greg Jordan – Chief of Police**

The Chief was welcomed to his first CIP meeting for the Town!   
CIP requests he has made for Police Department include the following:  
PD-1 Equipment, Total request for 22/23 is $25,466.  
1. Emergency Generator PD – not needed until 2027-2028 – they had recent repairs done  
2. Emergency Generator GH – pushing this off for a few years  
3. Antennas Great Hill – needs to be replaced ASAP – parts are hard to get right now  
4. 2nd Station Dispatch Console – to be replace next year  
5. Fire Base Radio Great Hill – put off until 2028  
6. Digital Base Great Hill – put off until 2028  
7. Dispatch AC Unit 1 – good for now  
8. Dispatch AC Unit 2 – needs to be replaced  
9. Portable/Mobile Radios – they replace a few at a time because of expense  
10. Audio Recording Monitor – okay for now  
11. Video Recording Monitor – they need to replace and will be sure of compatibility with the latest technology  
  
PD-2 Vehicles  
1. Cruiser 4 This will be the last PD vehicle purchased from the CIP. They have a hybrid on order and expect delivery in 2022. The hybrid cars charge on their own battery and do not plug into an outlet. Because of Covid -19, they are behind in getting 1-2 cars. Repair parts for the Ford sitting in the parking lot right now are very difficult to get right. The PD rarely trade vehicles, they pass them on to other Town departments. The officers are usually assigned in pairs to share a single vehicle as much as possible. With this plan, they would recognize problems in the vehicle which might need repair or attention. The total request for FY 22/23 is $53,471.   
  
F-7 Police Department Booking Area Improvements – they are re-thinking what they need in this area. Besides officer security, they would like to add an evidence area. The Chief would like to discuss ideas with the new Facilities Director.

Thank you Greg for your previous work on this proposal!   
  
**Gretchen Kast, Ad-hoc Riverfront Advisory Committee – Member­**She presented a brief overview of the beginnings of this committee. The Town Council established this committee in 2019 to look at ways to add value and quality of life for those who live, work and recreate in the downtown area.

The CIP request from the Ad-hoc Riverfront Advisory Committee is:  
O-1 Heron Point Sanctuary Pedestrian Bridge Design Development $10,000 for FY 22/23.  
Diane Hardy explained to members that Schanda Park has been selected by UNH & NHDES for a living shoreline demonstration project. A meeting was held last week with Civil Engineering Associate Professor Tom Ballestero and others from UNH and NHDES to discuss possible designs for Schanda Park. The goal with this project is to bring this project to 50% completion. The funding request will provide seed money for the feasibility analysis, preliminary engineering, and public outreach for the plan. More information on NHDES Living Shoreline programs may be found at: <https://www.des.nh.gov/water/coastal-waters/living-shorelines>   
The Capstone Project was completed and a report was written (with challenges during the pandemic), but does not specific details on the bridge proposal.

Thank you Gretchen!  
  
**Susan Givens, Superintendent Newmarket School District, and Janna Mellon, Business Administrator**   
The CIP requests for the School District includes:  
SC-3 JR/SR High Courtyard Landscaping – $160,000 project planned for 2022-2023 They have $200,00 left in bond proceeds. The School District will also be given a one-time-only adequacy aid fund of $465,000 which must be used by November. The School Board wants a definitive plan to spend these funds at their next meeting.  
SC-2 Newmarket Elementary Classroom Renovations - $50,000 for FY 22/23 project to be done this year.   
SC-4 JR/SR High Parking Expansion – $175,500 project planned for 2022-2023 There is an uptick in enrollment and increased programing, more staff, and more seniors with cars, There is a clear need for more parking.  
SC-1 Newmarket School Turf Field – This is being requested to keep a place holder for now, but it is intended for the space beyond the parking area across from the high school. There are considerable wetlands back there. The estimated project is $989,445.   
SC-6 Elementary Window Replacement and Electrical Upgrade- $155,000 project planned for 2022-2023 The Chair asked if they had considered ductless air conditioning. Janna said that they just put that into the old “art building annex” building across from the school. They will do more research, but need the help of a facilities director. Modern windows would really be an improvement.   
SC-5 Newmarket Elementary School Playground - $50,000 for FY 22/23. The PTA has already raised $44,000 under difficult conditions with Covid and will pick up fund raising again soon. There is a possibility of working jointly with the Recreation Department. Susan has a great working relationship with Aimee and they have done many great projects together. Janna requested that the CIP send the forms out to the School in the spring so that they can work on the requests, get cost estimates, and work with the School Board. Diane agreed to do so.  
  
Thank you Susan and Janna!  
  
**Kerry Cronin, Library Director, Amy Nicholson, Chair of the Board of Library Trustees, and  
Mary Mahoney, Library Trustee Member**  
Welcome all! They were here to present the same three projects which were requested last year.  
F-19 Newmarket Library Pedestrian Improvements

$9,900 in FY22/23. The plans include a pocket park and other landscaping updates to improve pedestrian safety,  
F-20 Newmarket Library Roof Replacement and Repairs $10,000. They have completed the interior painting and plastering for about $30-40,000 dollars. The roof is still an issue, and, hopefully, will not leak again.   
F-21 Newmarket Library ADA Access Improvements $10,200. The current entrance is technically ADA compliant, but the ramp freezes over every winter making it nearly impossible for entry by the disabled community and those with baby strollers. The have looked at heated mats and heating coils on the roof, but those may be inadequate for providing safe access and egress.

Thank you Kerry, Amy, and Mary!  
  
**Diane Hardy, Town Planner**Diane described the need to put money aside for the comprehensive update of the Master Plan in 2025. The last comprehensive plan was completed in August 2001. Several chapters have been updated over the years. (10/2002, 9/2009, 8/2011, 4/2013, 9/ 2015, 11/2015, 6/2016, and 11/2020). <https://www.newmarketnh.gov/planning-board/pages/newmarket-master-plan>   
P-1 Newmarket Master Plan Update 2025 $10,000 There is currently $70,460 in the CIP. One problem with rewriting chapters piecemeal is that some chapters may not be necessary anymore or should be combined with another as the Town evolves. Also, such an approach often makes for inconsistencies and conflicting data and policies between the chapters.   
  
**2.** **The next meeting of the CIP is Monday, September 13, 2021 at 4:30-6:30 PM**  
**3**. **Adjourn:**

**Action**

**Motion:** **Gary Swanson** moved that the meeting be adjourned.

**Second: Jane Ford**

**Vote:** Approved Unanimously by Acclamation

The meeting was adjourned at 6:10 PM.

Respectfully submitted,

Sue Frick, Recording Secretary