

**2024-2030 CIP Improvement Project Request Form**

**Project Title:** Town Hall Addition/Renovation

**Project Cost:** \$9.2M

**Department:** Town Manager

**Contact Name:** Steve Fournier, Town Manager

**Current Capital Reserve Fund Balance:** \$91,690.86

**Date Submitted:** 8/29/2023

**First Year Funding was Requested:** FY24

**Fulfill Master Plan goal(s) [Identify Chapter(s)]:** Chapter 8  
*Community Facilities*

**Anticipated Date of Project Commencement / Completion:** FY 25

**Useful Life {Years}:** 30 years

**Growth Related:** Yes

**Service Related:** Yes

**Externally Mandated:** No



**Total Capital Cost by Fiscal Year (\$)**

Funding Source	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30
General Fund						
Capital Reserves						
Bonds		\$9.2M				
Grants						
Enterprise Funds						
Other						
<b>Total</b>		<b>\$9,200,000</b>				

**Project Description**

Renovate, upgrade and add a 5,800 square foot addition to Town Hall.

**Description of the Necessity For The Project**

Newmarket Town Hall was originally constructed in 1910, as Saint Mary’s Catholic School. During its original use, the building housed approximately 300 children and teachers from the Sisters of the Congregation of the Holy Cross. The Catholic school operated until 1972, when it was sold to the Newmarket public school system. In 1987, a fire destroyed the former Newmarket Town Hall, and the Town administrative functions were moved to their current location within the building. The site forms part of the Western boundary of the “Newmarket Industrial and Commercial Historic District”, as listed on the National Register of Historic Places.

**Project Funding Sources and Benefits**

Select All That Apply

Project Benefits

<input checked="" type="checkbox"/>	Bond / Borrowing	<input checked="" type="checkbox"/>	Reduces Liability	
<input type="checkbox"/>	Grants	<input checked="" type="checkbox"/>	Health or Safety	
<input type="checkbox"/>	Taxes	<input checked="" type="checkbox"/>	Improves Services	
<input type="checkbox"/>	Water Fees	<input type="checkbox"/>	Reduces Long Term Debt	
<input type="checkbox"/>	Sewer Fees	<input type="checkbox"/>	Reduces Operating Costs	
<input type="checkbox"/>	Impact Fees	<b>Price Quotes From Firms</b>		
<input type="checkbox"/>	Reserve Funds	Project	Firm	Quote (\$)
<input type="checkbox"/>	Enterprise Funds			
<input type="checkbox"/>	Other			

## Description of How Project Works Towards Achieving Master Plan's Goals

The request herein is consistent with a goal of Chapter 8 - *Community Facilities* of the Newmarket Master Plan. The chapter identified Town Hall as having inadequate office space for administrative operations and customer parking and measures should be taken to fix these problems. The most recent facilities study conducted by the Town confirmed this inadequacy still exists. In order to make the Town Hall more accessible and improve internal operations for the purposes of providing better customer service to residents and members of the public, the proposed renovations are a necessary investment, as it is more cost-effective than a total reconstruction of the building or the purchasing of land and construction of a new Town Hall facility.

Requestor Designation		CIP Committee Designation	
	"U" Urgent		"U" Urgent
C	"C" Compulsory		"C" Compulsory
	"N" Necessary		"N" Necessary
	D "Desirable"		D "Desirable"

## Project Description or Necessity Narrative (Cont.)

Currently, the building houses Newmarket Town Administrative functions, including the Town Clerk, Assessing, Finance, Planning and Code Enforcement, and the Executive Offices of the Newmarket Town Manager. Additionally, a portion of the upper level is owned by the School Administrative Unit (SAU) 31 as part of a condominium agreement. The building also contains several meeting spaces, including the Town Council Chambers, and a large auditorium on level 1, which is used to hold public meetings.

This project would reorganize existing offices on the first floor and add a 5,800 square foot addition, on the lower level and first floor, plus a basement for new mechanical systems. The addition was not developed primarily to add significant additional space, but rather to enable needed building scale reorganization and improve the overall quality of space. After review and discussion of several relevant precedent projects, including Boston and Dover, NH City Halls, the Team proposed relocating all public-service related programs to the ground floor to create a 'Service Point' for residents. A new addition and public entrance at the rear of the building will enable the Town to use the lower-level parking area more effectively. In turn, space left on the upper floors of the building would be reconfigured for more rational distribution of functions throughout the building.

- The primary sanitary outlet for the building is rotted and leaking into the basement. This should be replaced.
- The main electric service at the basement level lacks appropriate code-required working clearances and there are water-filled pipes running over this equipment.
- The existing building structure appears to be primarily wood framed walls with masonry veneer, which is unusual for a building of this vintage and has code implications discussed within.
- The existing building in its current configuration exceeds NFPA height limitations for its use and construction type. This is permitted to remain as an existing, nonconforming condition.
- Existing electrical service requires code upgrades for working clearance and other issues
- Improve customer and workflow with public access through a parking lot on the lower level, which would house the Town Clerk and public meeting space.

Select All That Apply		Project Benefits	
X	Bond / Borrowing		Reduces Liability
	Grants		Health or Safety
	Taxes		Reduces Long Term Debt
	Water Fees		Other
	Sewer Fees		
	Impact Fees		
	Revolving Funds		
	Other		

## Description of How Project Works Towards Achieving Master Plan's Goals (Cont.)