



TOWN OF
NEWMARKET
NEW HAMPSHIRE

Capital Improvement Program Committee

October 16, 2023 at 5:30 PM
Council Chambers, Town Hall
186 Main Street, Newmarket NH

AGENDA

1. **Pledge of Allegiance**
2. **Approval of Minutes:** 9/11/23 & 9/18/23
3. **Review and Vote on 2024 the follow CIP Requests:**
 - a. School District
4. **Other Business**
5. **Adjourn**

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TOWN OF
NEWMARKET
NEW HAMPSHIRE

Capital Improvement Plan (CIP) Committee

Town Council Chambers
September 11, 2023
DRAFT MEETING MINUTES

Members Present: Philip Nazzaro - Chair (School Board Rep), Richard LeSavoy - Vice-Chair (Budget Committee Rep), Bart McDonough (Director of Community Development) *via zoom*, Sönke Dornblut (Town Council Rep) and Jane Ford (Planning Board Rep)

Members Absent: Danielle Honan (Budget Committee Rep- *Alternate*) and Colin D. White, Sr. (Town Council Rep – *Alternate*).

Town Staff Present: Police Chief Gregory Jordan, Director of Environmental Services Sean Greig, Town Engineer Lyndsay Butler, and Recreation Director Aimee Gigandet.

The Chair meeting was called to order at 6:00 PM. [time on DCAT 6:30]

1. Pledge of Allegiance and Moment of Silence for 9/11

2. Approval of Minutes

none

3. Review and Vote on 2024 - CIP Requests

Bart spoke to the members about the priority list for this meeting which includes the eight new requests received this year: 1) Sidewalk Expansion (Public Works), 2) Ash Swamp Road Bridge Rehabilitation (Public Works), 3) Police Department Renovations (Town Manager), 4) Town Hall Renovations (Town Manager), 5) Bay Road Force Main Replacement (Environmental Services), 6) Software/Data Migration & Upgrade (Police), 7) Feasibility Study (Recreation), and 8) Cemetery Maintenance (Cemetery Committee/ Trustees). The CIP has seen other requests previously. Priority Rankings used by the CIP may be found on page 7. The order of presentation was determined by who was present this evening.

1
2 **a. Police Department**

[time on DCAT 10:41-29:46]

3 **Chief Jordan** addressed the CIP to discuss his new requests for Software/Data
4 Migration & Upgrade as-well-as to answer any questions the CIP might have about his
5 continuing requests. The current software and dispatch management company has
6 been bought out and will sunset their system support within the next five years. So the
7 Dept has been shopping around to find another company. They would like to use the
8 new company that subsumed the previous company as it will cost more to go with a
9 different company. He would like to put this on a five year saving plan so they have the
10 funds to purchase the new system. It may take approximately 2 years to get an
11 agreement implemented to begin the data migration.

12
13 **Action**

14 **Motion #1:** **Rich LeSavoy** made a motion to add a new Capital Reserve Fund for the
15 Software/Data Migration & Upgrade. The project is estimated to cost
16 \$223,625. For the first year (FY 24-25), the CIP recommends **\$55,906** be
17 allocated to the fund with a designation of **“U” Urgent**.

18 **Second:** **Sönke Dornblut**

19 **Discussion:** None

20 **Vote:** **Approved 4-0-0**

21
22 **Action**

23 **Motion #2:** **Sönke Dornblut** made a motion to fund the remaining Police dispatch
24 equipment acquisition CIP for replacement items at **\$29,220** with a
25 designation of **“N” Necessary**.

26 **Second:** **Rich LeSavoy**

27 **Discussion:** None

28 **Vote:** **Approved 4-0-0**

29
30 -----
31 **b. Department of Environmental Services – Water and Sewer**

32 [time on DCAT 30:06]

33 **Director of Environmental Services Sean Greig** addressed the members about the
34 new request for **Sewer funding** for the Bay Road Force Main Replacement and to
35 answer questions from the CIP on his other requests. The Bay Road Force Main (put in
36 place in 1969) broke in May this year. It was repaired for \$250,000. Regardless of
37 repair, it is in very poor condition. The Town needs to get a new design (the engineering
38 component only) to enhance his ability to seek grant funding. Cost for just the
39 engineering is \$300,000. This year they plan several other urgent repairs with the funds
40 currently available in the CRF. These include 1) the secondary discharge weirs for the
41 clarifiers, 2) a new storage garage, and 3) the Creighton Street Pump Station (condition
42 is horrific). If the Creighton Street Pump Station goes down, sewage will dump directly
43 into the river. There will be no rate increase to the users.

44
45 **Action**

46 **Motion #1:** **Rich LeSavoy** made a motion to fund the Sewer CRF for the amount of
47 an additional **\$300,000** for the Bay Road Force Main Replacement with

the understanding that these funds are coming from Enterprise Funds.

Second: Sönke Dornblut

Discussion: None

Vote: Approved 4-0-0

Bart asked Sean to give the CIP members a brief overview of his Master Plan which included five facilities which are all equipment. He created an asset plan to allow him to seek outside funding. The total value of all equipment is approximately \$4.2 million and he puts 4% aside annually for replacement/maintenance requirements. He continues to put money aside for vehicles annually. He also has a plan to care for the pump stations. Sean explained to **Jane** about how is preparing for supply chain issues.

[listen on @ DCAT 39:59]

Action

Motion #2: Rich LeSavoy made a motion to fund the Sewer CRF for **\$448,189** with a designation of “**N**” **Necessary**.

Second: Jane Ford

Discussion: None

Vote: Approved 4-0-0

Moving on to **Water CIP** requests, Sean has performed upgrades over the past two years to the Tucker Well, to the Sewell Well, constructed a treatment facility to remove arsenic and manganese from the MacIntosh and Tucker Wells, replaced the water main on South Main Street and Bay Road, extended the water main out to Moody Point, and put a new water main on New Road. Sean walked the CIP through his requests for the Water CRF including trucks, equipment needs, and the water tower (which has inadequate storage capacity for the Town according to the American Water Works Association standards). [listen on @ DCAT 43:51-49:48]

Action

Motion #3: Sönke Dornblut made a motion to fund the Water CRF for **\$227,717** with a designation of “**N**” **Necessary**.

Second: Rich LeSavoy

Discussion: None

Vote: Approved 4-0-0

c. DPW - Engineering [time on DCAT 49:50]

Town Engineer Lyndsay Butler spoke about the new request for a CRF for the Ash Swamp Road Bridge Rehabilitation project over the Piscassic River from the 1960s. Wright-Pierce Engineering Services performed an assessment of the deck and the abutments...both are in need of repairs.

Action

Motion #1: Rich LeSavoy made a motion to fund the Roadway CRF for **\$255,000** with a designation of “**N**” **Necessary**.

Second: Jane Ford

1 **Discussion:** None
 2 **Vote:** **Approved 4-0-0**

3
 4
 5 [\[listen on @ DCAT 1:02:54-1:13:34\]](#)

6 A discussion of the **Sidewalk Expansion CIP** request for \$125,000 requires additional
 7 information from Rick Malasky, Director of Public Works. Lindsay was briefed on this by
 8 Rick and reported the information which she knew. After some discussion, the members
 9 agreed to delay this vote.

10
 11
 12 **Action**

13 **Motion #2:** **Rich LeSavoy** made a motion to fund the Stormwater Asset (SA)
 14 Management Program CRF for **\$55,000** with a designation of “**N**”
 15 **Necessary.**

16 **Second:** **Jane Ford**

17 **Discussion:** The members had a brief discussion with Lyndsay to inquire if she had
 18 sufficient funds for her other projects with this request and she said that
 19 she did.

20 **Vote:** **Approved 4-0-0**

21
 22 **Action**

23 **Motion #3:** **Rich LeSavoy** made a motion to fund the MS4 General Permit
 24 Compliance CRF for **\$50,000** with a designation of “**C**” **Compulsory.**

25 **Second:** **Jane Ford**

26 **Discussion:** None

27 **Vote:** **Approved 4-0-0**

28
 29 [\[listen on @ DCAT 1:29:15-1:40:27\]](#)

30 The members had a discussion of the **DPW Vehicle Replacement Program CIP**
 31 request from Rick Malasky, Director of Public Works. The request forms appeared to be
 32 missing some key information necessary for the CIP to vote. **Bart** will reach out to Rick
 33 regarding both the Sidewalk Expansion and DPW Vehicle request forms.

34
 35 **d. Recreation Department**

[\[time on DCAT 1:42:17- 2:05:56\]](#)

36 **Recreation Director Aimee Gigandet** addressed the members about the new request
 37 for a **Facility Feasibility Study** for \$75,000. Aimee described the work which has been
 38 completed and projects that would be wonderful for the Rec. Dept., but are cost
 39 prohibitive. The last Master Plan was updated for Recreation in 2004 which included
 40 three stages for the Center. Stage 3 (indoor gymnasium) was never completed. There
 41 are grants available for multi-generational facilities and programming. An indoor gym
 42 would be a very good money generator.

43
 44 **Action**

45 **Motion #1:** **Sönke Dornblut** made a motion to fund the Recreation CRF to
 46 complete a **Facility Feasibility Study** for **\$75,000** with a designation of
 47 “**N**” **Necessary.** (The Director plans to use funds from the Enterprise

1 Fund and Impact Fees to cover the entire cost of the study @ \$150,000.)
 2 **Second: Jane Ford**
 3 **Discussion:** None
 4 **Vote: Approved 4-0-0**

Action

7 **Motion #2:** Rich LeSavoy made a motion to fund the Recreation CRF for **\$5,000** for
 8 **Aqua-Land Splash Pad Maintenance** with a designation of “N”
 9 **Necessary.**

10 **Second: Sönke Dornblut**
 11 **Discussion:** None
 12 **Vote: Approved 4-0-0**

15 **e. Cemetery Trustees** [time on DCAT 2:06:00-3:05:44]

16 **Michael Provost, Vice-Chair of the Cemetery Trustees,** and Rich Halpern, Cemetery
 17 Trustee, were present this evening to present the CIP request for maintenance funds for
 18 care for the Town Cemeteries. Mike explained that they do have some perpetual care
 19 funds, but they are restricted to the care of certain plots only. The Town is responsible
 20 for three cemeteries: 2 public and 1 private (the Cheswell Family Graveyard on South
 21 Main Street). The Great Hill Cemetery is 300 yrs old, established in the late 1700’s, and
 22 is closed to further burials except by special exceptions by the Trustees. The Riverside
 23 Cemetery is approximately 200 yrs old. There are approximately 60 private cemeteries
 24 in Newmarket. There are 23 head stones down at Riverside and 2 obelisks unsteady
 25 due to age and weather. They would also really like to create some interpretive signage
 26 highlighting the history of Riverside and a gate is necessary. At Great Hill, the slate
 27 stones are in need of serious repair. The Trustees do not feel a need to seek land as
 28 cremations are on uptick. They have looked into establishing a memorial garden and
 29 they have also revised their gravesite costs. Recently, Mike Pelczar, Chair of the
 30 Trustees, had 25 stones repaired costing \$7,000, and has sent an email to **Bart/CIP**
 31 with a formal request for \$10,000.

Action

34 **Motion #1:** Sönke Dornblut made a motion to fund the Cemetery CRF for cemetery
 35 maintenance for **\$10,000** with a designation of “N” **Necessary.**
 36 **Second: Jane Ford**
 37 **Discussion:** None
 38 **Vote: Approved 4-0-0**

41 **f. Buildings and Facilities** [time on DCAT 2:19:47-2:28:32]

42 Chief Jordan rose to discuss the addition/renovation of the Police Department and **Bart**
 43 discussed the addition/renovation of the Town Hall. These proposals are a request from
 44 the Town Manager. Chief Jordan explained that, when the recent assessment of Town
 45 facilities was completed by Placework-Architecture and Planning Firm, the report
 46 suggested the additions and renovations to the Police Department. The Police

1 Department would need the Sunrise Sunset Center property for expansion. This would
2 require the relocation of the senior center to the Beech Street Facility or some other
3 suitable property. Both projects are expected to be bonded. The plans for the Town Hall
4 include changing the entrance to the rear for better customer access (especially for
5 ADA compliance) and the staff. The Chair would like the topic of bonding be continued
6 in future meetings.

7 -----
8 **g. Department of Planning and Community Development**

9 [time on DCAT 2:26:45]

10 **Bart** walked the CIP members through his CIP request for \$17,000 to go toward the
11 Master Plan Update to be completed in 2024-2025.

12
13 **Action**

14 **Motion #1:** **Sönke Dornblut** made a motion to fund the Master Plan CRF for
15 **\$17,000** with a designation of **“C” Compulsory.**

16 **Second:** **Jane Ford**

17 **Discussion:** None

18 **Vote:** **Approved 4-0-0**

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20 -----
21 **h. Other Requests**

[time on DCAT 2:33:40-3:07:56]

22 **Rich** believes the CIP needs more compelling reasoning from the Library about their
23 requests. The members also felt that they need much more information about the Fire
24 Department and the Department of Public Works. **Rich** and **Jane** had questions about
25 the leasing of vehicles which has been a subject of discussion for several years.
26 **Bart** has agreed to get in contact with all parties and get additional information. Given
27 **Bart’s** hard deadline, the CIP would need to see the information and meet again before
28 Friday, September 15.

29 **Action**

30 **Motion #1:** **Jane Ford** made a motion stating that the CIP is unable to make a
31 determination for funding for the DPW Vehicle and the Sidewalk|
32 Extension.

33
34 There was no second for the motion and the members discussed a path forward. The
35 Chair will write to the Town Manager to seek an extension until the CIP can meet again
36 hopefully on 9/18. **Bart** will prepare the final document with all the current information to
37 meet his deadline.

38
39 **Jane withdrew her motion.** The members continued to discuss the process.

40
41 **Action**

42 **Motion #1:** **Rich LeSavoy** made a motion that, should the CIP not receive an
43 extension from the Town Manager, the official report from the
44 committee shall record that the CIP cannot make recommends on the
45 requests from the Fire Department, the DPW Vehicles & Sidewalk
46 Extension, and the Library.

47 **Second:** **Jane Ford**

1 **Discussion:** None
 2 **Vote:** Approved 4-0-0

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 4 -----
 5 **5. Adjourn**

[time on DCAT 3:07:57]

6
 7 **Action**

8 **Motion:** Sönke Dornblut moved to adjourn the meeting at 9:05 PM

9 **Second:** Jane Ford

10 **Discussion:** None

11 **Vote:** Approved 4-0-0

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 14 Respectfully submitted,

15
 16 Sue Frick
 17 Recording Secretary

18
 19 **DCAT:**

20 https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7_5VjxKP/videos

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 26 **Priority Rankings Used:**

27
 28 **"U" for urgent** if the project is required to remedy an existing threat to public health or
 29 safety, or is required to rectify grossly inadequate, but essential, public facilities or
 30 services.

31
 32 **"C" for compulsory** if the project is required by statute, law, regulation, contract or
 33 other obligation.

34
 35 **"N" for necessary** if the project is needed to maintain existing standards or levels of
 36 service.

37
 38 **"D" for desirable** if the project would be beneficial to the community but is not
 39 considered necessary, urgent, or is deferrable.



TOWN OF
NEWMARKET
NEW HAMPSHIRE

Capital Improvement Plan (CIP) Committee

Town Hall Auditorium
September 18, 2023
DRAFT MEETING MINUTES

Members Present: Philip Nazzaro - Chair (School Board Rep), Bart McDonough (Director of Community Development), Sönke Dornblut (Town Council Rep) and Jane Ford (Planning Board Rep)

Members Absent: Richard LeSavoy - Vice-Chair (Budget Committee Rep), Danielle Honan (Budget Committee Rep- *Alternate*) and Colin D. White, Sr. (Town Council Rep – *Alternate*)

The Chair meeting was called to order at 6:00 PM.

[time on DCAT 0:39]

1. Pledge of Allegiance

2. Approval of Minutes

none

3. Review and Vote on 2024 - CIP Requests

This meeting of the CIP is a continuation of the meeting on September 11, 2023. The Chair listed the four requests which the CIP must still review: Fire Vehicles, DPW Vehicles, DPW Sidewalk Extensions, and the Library. . [Priority Rankings used by the CIP may be found on page 4.](#)

Rick Malasky was present this evening to discuss the first three requests.

[time on DCAT 1:19 – 33:40]

a. Fire Vehicles, DPW Vehicles, & DPW Sidewalk Extensions

The members had a specific question about leased vehicles being moved into the operating budget. Last year, the request was not approved by CIP, but it got moved into the CIP by the TM. Rick was only aware that the paving was being moved into the operational budget, not the paving vehicles. Rick asked **Bart** to send the members the information on the Sidewalk Extensions which will complete several loops in Town. **Sönke** thanked **Bart** and Rick for the plan – it was very helpful. Rick estimated that he would like to request \$125,000 every year for sidewalks (work would be done by Town crew more inexpensively). Some projects would be completed in phases based on

1 funding. Next Rick discussed the DPW vehicles. He is currently doing lease-to-purchase
2 options for the big ticket vehicles so as to spread the payments out. His threshold for of
3 a vehicle is \$100,000 – then he would move to leasing. Prices of his vehicles have been
4 going up and up each year. The Chair had specific questions about the vehicles on the
5 list – 8 are purchases and the remaining are leases. All members agreed that the lease
6 payments must be moved to the operational budget since these are legal obligations.
7 Right now, the Town Council must approve the annual lease payments, but, if they don't
8 for some reason, there would be repercussions – having to turn the vehicles back for
9 instance. **Bart** spoke about the need for two tiers.

10
11 Action

12 **Motion #1:** **Jane Ford** made a motion to fund the **Fire CRF** with **\$51,000** with a
13 designation of **“C” Compulsory**.

14 **Second:** **Sönke Dornblut**

15 **Discussion:** **Bart** will see that this recommendation is accompanied by a note
16 explaining that the CIP believes strongly that the lease payments
17 should be moved to the operational budget as these are legal
18 obligations for the Town.

19 **Vote:** **Approved 3-0-0**

20
21 Action

22 **Motion #2:** **Jane Ford** made a motion to fund the new **CRF for Sidewalk**
23 **Expansion** with **\$125,000** with a designation of **“N” Necessary**.

24 **Second:** **Sönke Dornblut**

25 **Discussion:** None

26 **Vote:** **Approved 3-0-0**

27
28 Action

29 **Motion #3:** **Sönke Dornblut** made a motion to fund the **DPW Vehicle Replacement**
30 **CRF** with **\$81,000** with a designation of **“C” Compulsory**.

31 **Second:** **Jane Ford**

32 **Discussion:** **Bart** will see that this recommendation is accompanied by a note
33 explaining that the CIP believes strongly that the lease payments
34 should be moved to the operational budget as these are legal
35 obligations for the Town.

36 **Vote:** **Approved 3-0-0**

37
38 Action

39 **Motion #4:** **Sönke Dornblut** made a motion to fund the **DPW Vehicle Replacement**
40 **CRF** with **\$90,000** with a designation of **“N” Necessary**.

41 **Second:** **Jane Ford**

42 **Discussion:** None

43 **Vote:** **Approved 3-0-0**

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45

1 **b. Library**

[time on DCAT 33:40 – 41:49]

2 Mary Mahoney, Chair of the Library Trustees, rose and introduced those who are also
 3 attending this evening to answer questions, if necessary: Joan DeYoreo, Treasurer of
 4 the Trustees, and Candace Cousins, Director of the Newmarket Public Library. Mary
 5 watched the last meeting on DCAT and felt that she understood what additional
 6 information the CIP would like: the basic difference between the request for CIP funds
 7 and the nature of the financial structure of the Trust Funds. The Trust Funds are gifts to
 8 the Library for ‘enhancements’ and the CIP funds are tax payer monies. She also
 9 discussed the staffing issues for the last three years which have hindered forward
 10 progress at the library. They also had a leak in the east side of the roof which (with the
 11 recent rains) has turned into four leaks! They would like to use the monies in the CIP
 12 for repairs like the roof. They did spend money last year from the CIP on heating the
 13 handicap ramp so that it would not ice-up in the winter. They also spent money fixing
 14 the handicap door opener push button as well as other roof work. They would very
 15 much like to ask the CIP for \$11,000 to complete a feasibility study to utilize spaces like
 16 the basement, but they also realize that an architectural firm would very likely cost much
 17 more. They have researched feasibility studies at other libraries- Lee spent \$45,000 and
 18 the Tucker Free Library in Henniker spent \$11,000. Within a few years, she feels that
 19 there would be enough money saved to fix the roof and perform a feasibility study. If a
 20 renovation happens, then the Trustees would likely use some of the Trust Funds, but
 21 would not deplete those funds.

22
 23 **Action**

24 **Motion #1:** Sönke Dornblut made a motion to fund the **Library CRF with \$11,000**
 25 for an Architectural Feasibility Study with a designation of “N”
 26 **Necessary.**

27 **Second:** Jane Ford

28 **Discussion:** None

29 **Vote:** Approved 3-0-0

30
 31 -----
 32 **4. Other Business**

[time on DCAT 41:55]

33 The Chair stated that the School CIP requests would come next month. They are working on a
 34 replacement cycle right now. **Bart** would like to get a meeting scheduled for October.

35
 36 **Bart** asked for volunteers from the CIP to serve on the Town Master Plan Sub-Committee. He
 37 envisions a committee with a few people working on each chapter. There will be vision sessions
 38 to the drive the plan.

39
 40 **5. Adjourn**

[time on DCAT 48:04]

41
 42 **Action**

43 **Motion:** Sönke Dornblut moved to adjourn the meeting at 6:45 PM

44 **Second:** Jane Ford

45 **Discussion:** None

46 **Vote:** Approved 3-0-0

47

1 Respectfully submitted,

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4 Sue Frick
5 Recording Secretary

6
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8 **DCAT:**
9 https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7_5VjxKP/videos

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14 **Priority Rankings Used:**

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"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.

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"C" for compulsory if the project is required by statute, law, regulation, contract or other obligation.

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"N" for necessary if the project is needed to maintain existing standards or levels of service.

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"D" for desirable if the project would be beneficial to the community but is not considered necessary, urgent, or is deferrable.

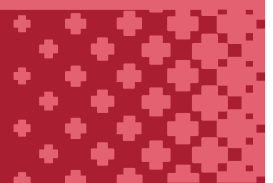


Newmarket School District



Capital Improvement Plan Summary 2024 - 2043

PREPARED BY THE NEWMARKET SCHOOL DISTRICT CAPITAL IMPROVEMENT COMMITTEE
PRESENTED TO THE NEWMARKET SCHOOL BOARD, 9/7/23



Preface

In FY 23, the Newmarket School District engaged On-Site Insight, a Capital Needs Assessment firm to conduct a full Facilities Assessment and Capital Planning Study. Three comprehensive reports were prepared for the district with the intent of providing an assessment of short-term and long-term capital needs for the time period of 2024-2043. Reports were received for:

- **Newmarket Elementary School**
- **Newmarket Junior Senior High School**
- **Newmarket School District- Annex**

In these reports, the following areas at each facility were examined and assessed:

-
- **Site Systems:** Parking lots, walkways, exterior areas and exterior lighting.
 - **Building Mechanical & Electrical Systems:** Sprinkler and Fire Suppression, Ventilation, Heating & Cooling systems, water, plumbing & electrical.
 - **Building Architectural Systems:** Roofs, structural components, exterior brick and building surfaces, doors, windows, etc.
 - **Interior Areas:** Flooring, wall surfaces, permanent gym equipment, food preparation equipment, refrigeration, bleachers, ceilings, etc.
-

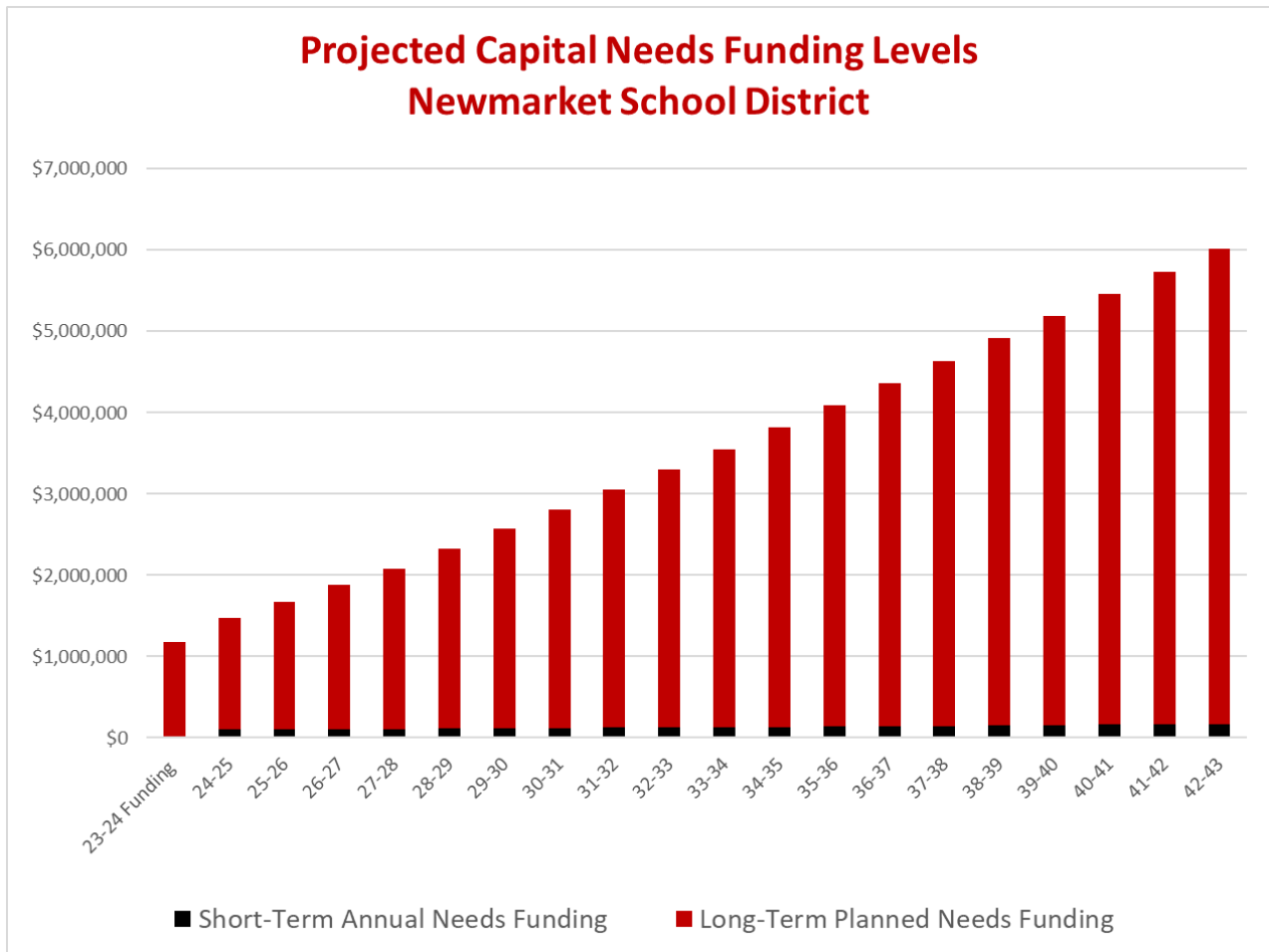
Strategies to Maintain and Improve our Facilities and Grounds

After reviewing the information from the Facilities Assessment Reports, the Capital Improvement Committee reviewed strategies that might be used to plan for ongoing repair and upkeep, replacement cycles for equipment as well as larger capital improvement needs that will arise as our facilities age. The committee discussed options for planned maintenance, future improvements of facilities, and general maintenance and upkeep of facilities with the following goals:

-
- **Short-Term Plan (Appendix A):** Implement a high-quality maintenance and improvement plan for regular, ongoing maintenance of facilities and equipment, extending lifespans as long as possible. Fund this category of improvement from the operating budget by adding \$100K to each annual budget, adjusted for inflation, beginning with 24-25. A listing of priority needs as determined by the Facilities Director, will be presented annually as part of the budget process.
 - **Long-Term Plan (Appendix B):** Based on the Facilities Assessment reports, develop a schedule and funding plan for larger capital projects such as roof repairs and HVAC equipment replacement. The Committee proposes the creation of an annual warrant article each year that would add a set amount to our existing School Improvement Capital Reserve Fund. This amount would be based on the total amount of anticipated funding needed over the next 20 years (\$4.9 million), less existing CRF funds (\$1.172 million). By raising and appropriating \$200K in years 1-4; \$240K in years 5-10; and \$270K in subsequent years, preliminary estimates indicate that we can fully fund our Capital

Improvement Plan as shown later in this report, and have adequate cash flow in all years to fund our planned improvements. It is recommended that this plan be revisited by the Board at least every 5 years to ensure that capital needs and/or funding needs have not changed significantly. See the **Projected Capital Needs Funding Levels Chart** below for a snapshot of potential funding accumulation over the next 20 years if we choose to raise and appropriate funding as indicated in Appendix C. See Appendix D for Trust Fund Balances as of 6/30/23.

- Future Expansion / Strategic Investment:** For future expansion of facilities or grounds, annually evaluate the 10-year funding plan to determine when larger enhancement projects (ie. Athletic field/complex development, solar field development, etc.) might best fit in with existing capital needs. Continue to investigate other funding mechanisms such as grants, federal and state funding opportunities, etc. that might benefit the Newmarket School District and assist with funding these types of projects.
- Avoid Tax Impact “Spikes and Valleys”:** By budgeting for routine and regular maintenance at the same level each year, and by determining a set amount for the annual warrant article to add funds to our CRF, the Capital Improvement Committee seeks to “flatten out” the funding needed for the next 10 years, thus minimizing variability year-to-year in local tax burden.



Appendix A: Detailed Short-Term Plan 24-25:

Estimated Repairs 23-24 Using Proposed Operating Budget		
Maintenance Task	Building	2024-2025
Parking	Annex	\$ 508
Restroom Fixtures	NES	\$ 1,828
Split System Condenser	NES	\$ 2,250
Exterior Walls	Annex	\$ 2,500
Restroom Fixtures	JR/SR	\$ 2,500
Public Access/Security	JR/SR	\$ 3,000
Smoke & Fire Detection	Annex	\$ 5,000
Classroom Casework	NES	\$ 5,000
Gym Equipment	JR/SR	\$ 10,000
Caulking Control Joints	NES	\$ 10,500
Cornice	JR/SR	\$ 13,750
Classroom Floors	NES	\$ 20,088
Window Lintels	NES	\$ 20,700
Other		\$ 2,376
24-25 Estimated Repairs		\$ 100,000

Appendix B: Detailed Long-Term Plan 2024-2043

Maintenance Task	Building	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Roofing	JR/SR	\$ 140,115	\$ 224,017	\$ 162,871	\$ 167,757						\$ 15,804		
Smoke & Fire Detection	JR/SR												
Energy Recovery Units	JR/SR											\$ 44,349	
Parking	JR/SR	\$ 33,495					\$ 38,830					\$ 45,014	
Gym Floors	JR/SR				\$ 33,209					\$ 38,498			
Exterior Walls	JR/SR	\$ 25,000					\$ 28,982					\$ 33,598	
RTUs	JR/SR												
Make Up Air	JR/SR												
Caulking Windows	JR/SR										\$ 45,281		
Café Flooring	JR/SR									\$ 40,511			
Sight Lighting	JR/SR									\$ 33,569			
Library Flooring	JR/SR									\$ 30,095			
Kitchen Range Hood	JR/SR												
Public Access/Security	JR/SR												
Shop Dust Collection	JR/SR								\$ 23,562				
Weight Room Equipment	JR/SR										\$ 19,572		
DHW Storage	JR/SR									\$ 18,051			
Kitchen Ovens	JR/SR												
Roofing	NES				\$ 292,392								
Window Frames	NES	\$ 288,218											
Smoke & Fire Detection	NES												
Boilers	NES												
Café Flooring	NES										\$ 53,509		
Sight Lighting	NES										\$ 20,550		
RTUs	NES	\$ 20,000											
Total		\$ 506,828	\$ 224,017	\$ 162,871	\$ 493,358	\$ -	\$ 67,812	\$ -	\$ 23,562	\$ 160,724	\$ 154,716	\$ 122,961	
	7/1/23 CRF Balance	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Net Funding Level (July 1 Balance, plus annual Warrant Article appropriation, less estimated annual expenditures)		\$ 1,172,364	\$ 665,536	\$ 641,519	\$ 678,648	\$ 385,290	\$ 585,290	\$ 757,478	\$ 997,478	\$ 1,213,916	\$ 1,293,192	\$ 1,378,476	\$ 1,495,515

Appendix B (con't): Detailed Long-Term Plan 2024-2043

2035	2036	2037	2038	2039	2040	2041	2042	2043	Total
			\$ 328,421	\$ 221,076					\$ 1,260,061
		\$ 190,909							\$ 190,909
\$ 45,680	\$ 47,050	\$ 48,462							\$ 185,541
				\$ 52,184					\$ 169,523
		\$ 44,629					\$ 51,738		\$ 168,074
				\$ 38,949					\$ 126,529
		\$ 100,595							\$ 100,595
		\$ 55,070							\$ 55,070
									\$ 45,281
									\$ 40,511
									\$ 33,569
									\$ 30,095
		\$ 29,371							\$ 29,371
		\$ 29,371							\$ 29,371
									\$ 23,562
									\$ 19,572
									\$ 18,051
		\$ 17,108							\$ 17,108
		\$ 913,061	\$ 538,475						\$ 1,743,928
									\$ 288,218
			\$ 128,570						\$ 128,570
								\$ 87,675	\$ 87,675
									\$ 53,509
									\$ 20,550
									\$ 20,000
\$ 45,680	\$ 47,050	\$ 1,428,576	\$ 995,466	\$ 312,209	\$ -	\$ -	\$ 51,738	\$ 87,675	\$ 4,885,243
2035	2036	2037	2038	2039	2040	2041	2042	2043	
\$ 1,719,835	\$ 1,942,785	\$ 784,209	\$ 58,743	\$ 16,534	\$ 286,534	\$ 556,534	\$ 774,796	\$ 957,121	

Appendix C: Proposed Annual Funding Levels for Capital Improvement Plan (Proposed annual appropriation via Warrant Article)

Warrant Article Amount Per Year	
Years 1-4	\$200,000
Years 5-10	\$240,000
Years 11-20	\$270,000

Appendix D: Newmarket School District Trust Fund Balances as of 6/30/23

As of 6/30/23							
Account Name	Beginning Balance	Transfers**	Interest YTD	Ending Balance	Type	Date Established	Purpose
Expansion of School Trust Fund	\$ 149.03	\$ (149.13)	\$ 0.10	\$ -	CRF	3/20/1962	Expansion of School Facilities
School Repair and Maintenance Trust Fund	\$ 589,416.54	\$ 50,000.00	\$ 638.32	\$ 640,054.86	ETF	3/9/2004	Repair and maintenance of school facilities.
Special Education Trust Fund	\$ 300,206.04		\$ 300.34	\$ 300,506.38	CRF	3/9/2004	Educating educationally disabled children.
School Technology Trust Fund	\$ 168,479.93		\$ 168.56	\$ 168,648.49	ETF	3/8/2005	Purchase technology equipment
Utility Capital Reserve	\$ 25,465.44		\$ 25.43	\$ 25,490.87	CRF	3/12/2013	Meet the cost of utility expenses.
School Construction & Renovation	\$ 100.28	\$ (100.38)	\$ 0.10	\$ -	CRF	3/8/2016	Funding new construction and the renovation of school buildings including necessary costs of architectural and engineering/plans and the construction cost for additions and renovations or new facilities for the school district.
School Improvement Capital Reserve Fund	\$ 558,346.58	\$ (188,599.60)	\$ 452.16	\$ 370,199.14	CRF	3/9/2021	For the purpose of improving, expanding, maintaining, renovating, furnishing and equipping school buildings.
	\$ 1,642,163.84	\$ (138,849.11)	\$ 1,585.01	\$ 1,504,899.74			

Note: The Balances shown above do not include Warrant Article #5: \$162,110 voted for transfer from fund balance as of 7/1/23. With the addition of these funds, the total CRF balance level for Capital Improvements is \$1,172,264 as of 23-24.

2024-2030 CIP Improvement Project Request Form

Project Title: JR/SR High exterior wall repairs

Project Cost: \$25,000

Department: Newmarket School District

Contact Name: David Reilly

Current Capital Reserve Fund Balance: \$640,163.59

Date Submitted:

First Year Funding was Requested:2023

Fulfill Master Plan goal(s) [Identify Chapter(s)]:

Anticipated Date of Project Commencement / Completion:

Useful Life {Years}:30

Growth Related:

Service Related:

Externally Mandated:



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	\$25,000					
Bonds						
Grants						
Enterprise Funds						
Other						

Total

Project Description

Repair window lintels, doorsteps, repoint brick, etc.

Description of the Necessity For The Project

If these issues are not addressed further deterioration will happen, resulting in more costly repairs needed.

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

- Implement a high-quality maintenance and improvement plan for regular, ongoing maintenance of facilities and equipment, extending lifespans as long as possible.
- Based on the Facilities Assessment reports, develop a schedule and funding plan for larger capital projects such as roof repairs and HVAC equipment replacement. The Committee proposes the creation of an annual warrant article each year that would add a set amount to our existing School Improvement Capital Reserve Fund.

Project Funding Sources and Benefits

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

Requestor Designation

CIP Committee Designation

	"U" Urgent		"U" Urgent
	"C" Compulsory		"C" Compulsory
N	"N" Necessary		"N" Necessary
	D "Desirable"		D "Desirable"



2024-2030 CIP Improvement Project Request Form (Cont.)

Project Title:
Project Cost:
Department: Newmarket School District
Contact Name:
Current Capital Reserve Balance:

Date Submitted:
First Year Funding was Requested:
Fulfill Master Plan goal(s) [Identify Chapter]:
Anticipated Date of Project Commencement / Completion:
Useful Life: 20

Growth Related:
Service Related:
Externally Mandated:

Project Description or Necessity Narrative (Cont.)

Select All That Apply Project Benefits

<input type="checkbox"/>	Bond / Borrowing	<input type="checkbox"/>	Reduces Liability
<input type="checkbox"/>	Grants	<input type="checkbox"/>	Health or Safety
<input type="checkbox"/>	Taxes	<input type="checkbox"/>	Reduces Long Term Debt
<input type="checkbox"/>	Water Fees	<input type="checkbox"/>	Other
<input type="checkbox"/>	Sewer Fees		
<input type="checkbox"/>	Impact Fees		
<input type="checkbox"/>	Revolving Funds		
<input type="checkbox"/>	Other		

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

2024-2030 CIP Improvement Project Request Form

Project Title: JR/SR High School Roofing Repair

Project Cost: \$140,115

Department: Newmarket School District

Contact Name: David Reilly

Current Capital Reserve Fund Balance: \$640,163.59

Date Submitted: 2023

First Year Funding was Requested: 2024

Fulfill Master Plan goal(s) [Identify Chapter(s)]:

Anticipated Date of Project Commencement / Completion:

Useful Life {Years}:

Growth Related:

Service Related:

Externally Mandated:



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	\$140,155					
Bonds						
Grants						
Enterprise Funds						
Other						

Total

Project Description

Replace roof on section 14 (Front left section of High School) EDPM roof system installed 1997

Description of the Necessity For The Project

This section of roof is beyond its expected life. Failure to repair will result in leaks causing further damage.

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

Project Funding Sources and Benefits

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

- Implement a high-quality maintenance and improvement plan for regular, ongoing maintenance of facilities and equipment, extending lifespans as long as possible.
- Based on the Facilities Assessment reports, develop a schedule and funding plan for larger capital projects such as roof repairs and HVAC equipment replacement. The Committee proposes the creation of an annual warrant article each year that would add a set amount to our existing School Improvement Capital Reserve Fund.

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



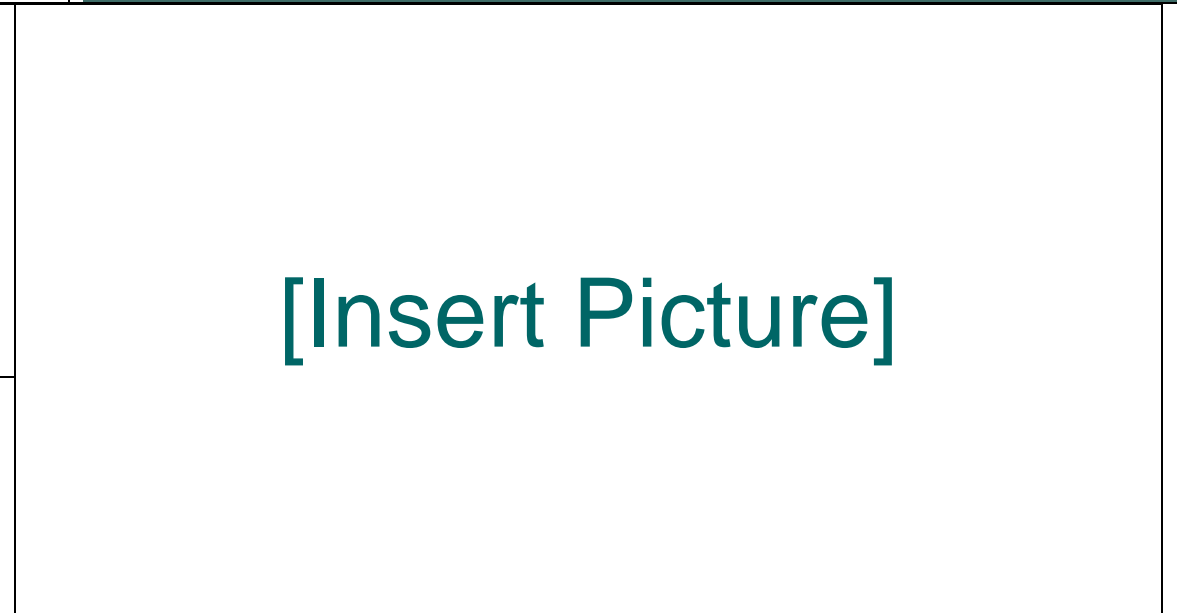
**TOWN OF
NEWMARKET**
NEW HAMPSHIRE

**2024-2030 CIP Improvement Project Request Form
(Cont.)**

Project Title:
Project Cost:
Department:
Contact Name:
Current Capital Reserve Balance:

Date Submitted:
First Year Funding was Requested:
Fulfill Master Plan goal(s) [Identify Chapter]:
Anticipated Date of Project Commencement / Completion:
Useful Life:

Growth Related:
Service Related:
Externally Mandated:

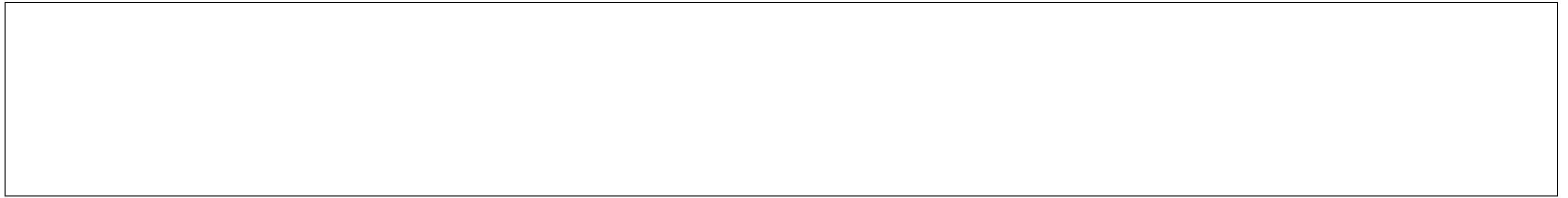


Project Description or Necessity Narrative (Cont.)

[Project Description or Necessity Narrative Content]

Select All That Apply		Project Benefits	
<input type="checkbox"/>	Bond / Borrowing	<input type="checkbox"/>	Reduces Liability
<input type="checkbox"/>	Grants	<input type="checkbox"/>	Health or Safety
<input type="checkbox"/>	Taxes	<input type="checkbox"/>	Reduces Long Term Debt
<input type="checkbox"/>	Water Fees	<input type="checkbox"/>	Other
<input type="checkbox"/>	Sewer Fees		
<input type="checkbox"/>	Impact Fees		
<input type="checkbox"/>	Revolving Funds		
<input type="checkbox"/>	Other		

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





2024-2030 CIP Improvement Project Request Form

Project Title: Replace Trane packaged roof top unit NES.
 Project Cost: 20,000
 Department: Newmarket School District
 Contact Name: David Reilly
 Current Capital Reserve Fund Balance: \$640,163.59

Date Submitted: 2023
 First Year Funding was Requested: 2023
 Fulfill Master Plan goal(s) [Identify Chapter(s)]:
 Anticipated Date of Project Commencement / Completion:
 Useful Life {Years}: 20

Growth Related:
 Service Related:
 Externally Mandated:

[Insert Picture]

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	\$20,000					
Bonds						
Grants						
Enterprise Funds						
Other						

Total

Project Description

Replace packaged Trane RTU installed in 1995.

Description of the Necessity For The Project

This unit is well past its expected useful life.

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

Project Funding Sources and Benefits

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

- Implement a high-quality maintenance and improvement plan for regular, ongoing maintenance of facilities and equipment, extending lifespans as long as possible.
- Based on the Facilities Assessment reports, develop a schedule and funding plan for larger capital projects such as roof repairs and HVAC equipment replacement. The Committee proposes the creation of an annual warrant article each year that would add a set amount to our existing School Improvement Capital Reserve Fund.

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



**TOWN OF
NEWMARKET**
NEW HAMPSHIRE

**2024-2030 CIP Improvement Project Request Form
(Cont.)**

Project Title:

Project Cost:

Department: Newmarket School District

Contact Name: David Reilly

Current Capital Reserve Balance:

Date Submitted:

First Year Funding was Requested:

Fulfill Master Plan goal(s) [Identify Chapter]:

Anticipated Date of Project Commencement / Completion:

Useful Life:

Growth Related:

Service Related:

Externally Mandated:

Project Description or Necessity Narrative (Cont.)

Select All That Apply		Project Benefits	
<input type="checkbox"/>	Bond / Borrowing	<input type="checkbox"/>	Reduces Liability
<input type="checkbox"/>	Grants	<input type="checkbox"/>	Health or Safety
<input type="checkbox"/>	Taxes	<input type="checkbox"/>	Reduces Long Term Debt
<input type="checkbox"/>	Water Fees	<input type="checkbox"/>	Other
<input type="checkbox"/>	Sewer Fees		
<input type="checkbox"/>	Impact Fees		
<input type="checkbox"/>	Revolving Funds		
<input type="checkbox"/>	Other		

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

