



TOWN OF
NEWMARKET
NEW HAMPSHIRE

Capital Improvement Plan (CIP) Committee

Town Council Chambers
June 5, 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), and Sönke Dornblut (Town Council Rep).

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

The meeting was called to order at 5:30 PM by Chair **Phil Nazzaro**. [time on DCAT 4:32]

1. Pledge of Allegiance

2. Approval of Minutes

[time on DCAT 7:06]

a. March 28, 2023

Action

Motion: Rich LeSavoy moved to approve the Draft Minutes of March 28, 2023 as written.

Second: Sönke Dornblut

Discussion: None

Vote: Approved 3-0-0

3. Discussion with the Town Manager Regarding the CIP Process

[time on DCAT 7:30 – 42:40]

The members greeted the Town Manager, Steve Fournier, and welcomed him to the meeting this evening. The Chair began by addressing the mission for the CIP Committee to exist...it should be a planning document that supports the Master Plan. Understanding that the Master Plan is about to be updated by 2024, we have a few budget cycles to work on ways to adapt the CIP process to be helpful to the Town Manager and the Town Council in budgeting. Everyone agreed that the CIP has been seen by the various departments/committees/commissions as a wish list. By Charter, the CIP Plan must be submitted to the Town Manager by Sept 15. The members agreed that the CIP is responsible for two primary goals: (1) the authoring and maintaining of 'the Plan' (which must align to the Master Plan) and (2) make recommendations for

1 resourcing scope and sequence and funding source(s) for executing 'the Plan'. **Rich**
 2 stated that we need to create the timing/schedule to present our findings at the Budget
 3 Workshop in late October while still meeting our goal to submit 'the Plan' to the Town
 4 Manager in Sept. **Bart** spoke about the visioning process required for the update to the
 5 Master Plan. A charrette is now been pushed forward to spring.

6
 7 **Bart** will redo the existing format to a spread sheet and distribute it to the Dept Head
 8 asking for their adjustments/comments. He is hoping to do this very soon. The members
 9 will also be looking at other communities like Dover and Portsmouth who have
 10 successful CIP plans.

11
 12 **Phil** synopsized the immediate goals for the members:

13 * Get a consolidated document of the current CIP as approved last year (spanning five
 14 years)

15 * See what adjustments the administrative staff would like to make to the document and
 16 to include any information we have to date about the new facilities assessment.

17 * Share the plan with the Planning Board – get on their agenda for July.

18
 19 **Sönke** asked if the Dover plan is available online and would it be a valuable guide to
 20 preparing/planning. **Bart** agreed that it would and said that we also have a manual for
 21 the Department Heads to follow (which may need some updates). **Bart** said that he
 22 would send the link for Dover and Portsmouth (although Portsmouth has a citizen driven
 23 planning process). **Bart** plans to send expedited process information to Department
 24 Heads next week.

25
 26 **4. Other Business**

[time on DCAT 42:47]

27 **Bart** will bring the current manual for the Department Heads to the next meeting to
 28 discuss. The next meetings will be : June 26 (5:30 PM, July 24 (6:00 PM), and
 29 August 7 (6:00 PM). The Chair asked about getting at-large members to serve.
 30 Elections of new officers will be postponed until the next meeting.

31
 32 **5. Adjourn**

[time on DCAT 1:14:14]

33 **Action**

34 **Motion:** **Sönke Dornblut** moved to adjourn the meeting at 6:32 PM

35 **Second:** **Rich LeSavoy**

36 **Discussion:** None

37 **Vote:** **Approved 3-0-0**

38
 39 Respectfully submitted,

40
 41 Sue Frick

42 Recording Secretary

43 **DCAT:**

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