



TOWN OF
NEWMARKET
NEW HAMPSHIRE

Capital Improvement Plan (CIP) Committee

Town Council Chambers
March 28, 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 Brian Ward (Town Council Rep- *Alternate*)

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

The meeting was called to order at 5:45 PM by Chair **Phil Nazzaro**. [time on DCAT 0:38]

1. Pledge of Allegiance

2. Approval of Minutes

[time on DCAT 1:09]

a. November 1, 2022

Action

Motion: Rich LeSavoy moved to approve the Draft Minutes of November 1, 2022 as written.

Second: Brian Ward

Discussion: None

Vote: Approved 3-0-0

3. Review Updated Request Form

[time on DCAT 1:36]

Bart prepared an updated form for the members to review. He investigated what other communities used for their CIP process to create a new form for Newmarket. It is a cleaner form and has more space for project descriptions. He wanted to add space for the applicants to add narrative about how their project(s) relate back to the Master Plan which is an important part of the decision to recommend funding a project to the Town Manager and the Town Council. He asked the members for comments, corrections, and additions and they had a good discussion and many good suggestions. The members would like to start with a comprehensive list of all projects which have been approved and that money has been allocated for in the prior years. **Bart will prepare a master**

1 CIP list of all funded plans with a link to the funding source from which funds are drawn.
 2 This list would be shared with all departments and the community for visibility. **Rich**
 3 would like to find a way to make the hard work done by the CIP more visible. **Brian**
 4 wants to promote more awareness in the community of the CIP and what the committee
 5 responsibilities are each budget cycle. The members also want their recommendations
 6 to be considered and regarded in the same way as the Budget Committee and Town
 7 Council. They would like a chance to present the final recommendations at some point
 8 during the budget process. Portsmouth has a CIP process which allows for citizens to
 9 present requests to the CIP committee for consideration. If the CIP were to do
 10 something like this in Newmarket, the process would begin by a presentation to the CIP,
 11 the CIP would discuss, and, if approved, the CIP would take the request to the Town
 12 Council directly.

13
 14 Topics for the next meeting:

15 * The members would like to invite the Town Manager to the next meeting to have a
 16 conversation about the budget process so that the CIP can be prepared for the next
 17 year cycle and do the best job possible in the budget process.

18 * How can the CIP become more visible to the community and other boards and
 19 committees?

20 * How can the CIP achieve a more direct line of communication to the Town Council?
 21

22 4. Discussion on Amending the CIP Manual and Rules of Procedure

23 Not discussed this meeting.
 24

25 5. Draft a Presentation Schedule for Requesters

26 The presentation schedule for requesters will be discussed after review of the Master
 27 CIP List at the next meeting.
 28

29 6. Other Business

30 The CIP would like to actively recruit community at-large members. **Brian** has agreed to
 31 speak to this issue at the Town Council meeting. The 'Town Newsletter' needs to list the
 32 at-large vacancies on the CIP.
 33

34 **Bart** believes that the Master Plan will be completed in 2024 or early in 2025. He has
 35 received funding from InvestNH for \$120,000. There is also money available in the CIP
 36 funds which has been allocated in previous years.
 37

38 **Rich** has agreed to contact Portsmouth about their community CIP process/hearings.
 39

40 The next meeting will be scheduled for Tuesday, April 25, 2023 at 5:30 PM in the
 41 Council Chambers.
 42
 43
 44

1 **7. Adjourn** [time on DCAT 37:41]
2 **Action**
3 **Motion:** Brian Ward moved to adjourn the meeting at 6:28 PM
4 **Second:** Phil Nazzaro
5 **Discussion:** None
6 **Vote:** Approved Unanimously 3-0-0
7
8

9 Respectfully submitted,
10
11
12 Sue Frick
13 Recording Secretary
14
15
16

17 **DCAT:**
18 https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7_5VjxKP/videos
19