



TOWN OF
NEWMARKET
 NEW HAMPSHIRE

Capital Improvement Plan (CIP) Committee

Town Council Chambers
 November 1, 2022

DRAFT MEETING MINUTES

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

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

Also Present: Todd Allen, Superintendent SAU31

The meeting was called to order at 6:02 PM by Chair **Phil Nazzaro**. [time on DCAT 8:54]

1. Pledge of Allegiance

 The Chair asked to move #2 Approval of Minutes until a later point in the meeting. There was no objection.

3. Presentations from Requester [time on DCAT 9:36-47:33]

a. School District: We welcomed Todd Allen, the Superintendent Schools, to the meeting this evening to present the CIP proposal requests to the CIP Committee for the Town. He thanked the members for their flexibility in scheduling and wanted to mentioned that both the CIP and Budget Committees are truly appreciated for their involvement with the budget process. Although there were six proposals submitted, several were presented as informational since they were presented to the CIP in past years.

Jr/Sr High Courtyard Landscaping – SD-1

Submitted by Janna Mellon/David Reilly Cost: \$350,000

The School has located the sources of funding and intends to finance this through three sources: \$124,334 (Capital Reserve Fund), \$160,000 (bonds), and \$65,666 (impact fees). The School Board just received approval in late September to begin this project. This proposal was part of the original plan of the expansion/renovation for the school. **Phil** wanted to let everyone know that the \$160,000 bond can only be expended on this type of project for the expansion/renovation project. Superintendent Allen wanted to acknowledge

1 the support from the Town for the \$39,000,000 expansion/renovation project and that this is
 2 the last component in the project which needs to be completed.
 3 Superintendent Allen confirmed that the Capitol Fund for School Improvement currently has
 4 a balance of \$530,659.14.

5
 6 No CIP vote of approval is required. The CIP appreciates the proposal update.

7
 8 **Elementary Window Replacement and Electrical Upgrade – SD-2**

9 *Submitted by Janna Mellon/David Reilly Cost: \$253,700*

10 This project has been requested for several years. The electrical work was completed in
 11 2022 at a cost of \$75,200. Granite State Glass provided an estimate of \$550,335 for the
 12 replacement of 67 windows. The window replacement has been delayed since the electrical
 13 work was urgently needed. There is money in the Capital Fund of \$103,700. An application
 14 for SEED Grant funds (School Energy Efficiency Development) was denied and the
 15 \$150,000 still needs to be raised as this is a high priority. They now expect to replace the
 16 windows in a two year cycle beginning next summer. The School Board could look at the
 17 Capital Fund for Maintenance/Repair which currently has a balance of \$639,523.79.

18
 19 No CIP vote of approval is required. The CIP appreciates the proposal update.

20
 21 **Newmarket Elementary Classroom Renovations – SD-3**

22 *Submitted by Janna Mellon/David Reilly Cost: \$50,000*

23 This project has also been requested for several years. They plan to replace the carpet in
 24 the elementary classrooms with a 3-year plan. Floors were replaced in 6 classrooms in
 25 FY21 and in 5 classrooms 2022-2023. The last three classrooms are ready for renovations
 26 and the teachers are so excited. The funds are to be expended from the General Fund.

27
 28 No CIP vote of approval is required. The CIP appreciates the proposal update.

29
 30 **Newmarket Elementary School Playground – SD-4**

31 *Submitted by Janna Mellon/David Reilly Cost: \$600,000 Rank: "D"*

32 ESSER Funding (Elementary and Secondary School Emergency Relief) is part of the
 33 American Recue Plan from 2021. Districts are encouraged to target ESSER funding toward
 34 social and emotional wellbeing, among other priorities, particularly after the long Covid 19
 35 remote learning period. The new playground will bring the equipment up to ADA
 36 compliance and allow for the pre-school play area to be closer to their classrooms and
 37 allow supervision by parents. They also plan to install a court with basketball hoops and a
 38 general playground area for jump rope, four square or hopscotch etc. During the winter
 39 months, this court will create a place for students to enjoy outside activities. There is
 40 \$150,000 in the Capitol Reserve Fund and the PTA has raised funds of approximately
 41 \$40,000. They hope to begin work on this playground next summer.

42
 43 **Jane Ford** asked about what it means to say “the existing playground has met its life cycle
 44 expectancy”. What is the life expectancy of a playground? Superintendent Allen was not
 45 sure what “life expectancy” meant in terms of playground equipment. This playground was
 46 installed in the late 90’s and additions were added in a piecemeal way as funding became
 47 available. The SB will be discussing the addition of funds to the Capitol Fund for the work to
 48 begin as soon as possible.

1
2 **A CIP vote will be taken on this proposal.**

3
4 The Superintendent met with Aimee Gigandet, Recreation Director, and Steve Fournier,
5 Town Manager, to discuss recreation in the Town and brainstorm on the topic of future field
6 needs for both the School and the Town.

7
8 **Newmarket School Turf Field – SD-5**

9 *Submitted by Janna Mellon/David Reilly Cost: \$1,900,000*

10 This proposal has been in the CIP package for several years. Superintendent Allen
11 admitted that this proposal is a true ‘wish’ right now. They propose to put this artificial
12 turf/all-weather field at the back of the old Carpenter Property the School owns. The CIP
13 was excited to see a community field on the horizon and asked about the possible use for
14 other needs like adult leagues (football, baseball, softball, relays, and concerts). The
15 possibilities seem endless. The CIP recommended that a fund needs to be created in the
16 first year and then to add monies to that fund every year. The School hopes to begin the
17 project in FY25-26. More information is essential to proceed with this proposal.

18
19 **No CIP vote of approval is required. The CIP appreciates the proposal update.**

20
21 **Roof and Building System Replacement– SD-6**

22 *Submitted by David Reilly Cost: \$1,000,000 Rank: “U”*

23 Superintendent Allen reported that Dave Riley, Director of Facilities for the School District,
24 wants to plan ahead for the future needs of the buildings. Currently, everything is in
25 exceptionally good shape, but Dave is creating a timeline for replacement. He has been
26 working with Siemens to produce this timeline. **Rich LeSavoy** pointed out that a full,
27 independent Reserve Study must be completed to support the need for the yearly
28 contribution to the fund. SD-6 is a great idea, but right now, \$100,000 is just a guess – what
29 if that is insufficient for planning purposes? **Jane Ford** mentioned that the Reserve Study
30 would need to look at the water, the envelope and the power (particularly the lighting as
31 replacement with LED fixtures/bulbs can really help pay for the cost). When discussing
32 renovation, Superintendent Allen mentioned that the heart of the Jr/Sr HS building is still a
33 1924 structure. Not everything was replaced in the renovation and the New Market
34 Historical Society has reminded him that in 2024 the Town will be celebrating the 100th
35 anniversary of the school! **Phil Nazzaro** said that a subject for the SB to discuss is
36 budgeting for a Reserve Study and **Rich LeSavoy** reiterated that this be performed by an
37 unbiased third party to complete a detailed audit of the school facilities. The Superintendent
38 will take these suggestions back to Dave and Jenna for discussion.

39
40 The CIP thanked the Superintendent for coming and sharing the exciting projects in the
41 School District with us!

42
43 **A CIP vote will be taken on this proposal.**

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46 **Return to the Agenda:**
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48

1
2 **2. Approval of Minutes**

[time on DCAT 47:44]

3 **a) September 8, 2022**

4 **Action**

5 **Motion:** **Rich LeSavoy** moved to approve the Draft Minutes of
6 September 8, 2022 as written.

7 **Second:** **Brian Ward**

8 **Discussion:** None

9 **Vote:** **Approved Unanimously 4-0-0**

10
11 The Chair asked about the requests that the CIP said “no” to in the process. **Bart** and
12 **Brian Ward** spoke to the topics at the recent TC FY24 Budget Workshop on October 29.
13 The TC voted to put the fire vehicle lease request back into the CIP and amend it before it
14 goes to the Budget Committee. **Rich LeSavoy** said that he would make a motion to take
15 the \$50,000 back out of the CIP based on the discussions at the CIP. Another topic
16 discussed at the Budget Workshop was the Moonlight Brook culvert replacement proposal
17 and it was determined that the money should be expended from the MS4 program
18 managed by DPW. The Schanda Park Living Shoreline Project will go forward as a warrant
19 article in March 2023 to create a CIP Fund account.

20
21 **b) September 14, 2022**

22 **Action**

23 **Motion:** **Brian Ward** moved to approve the Draft Minutes of
24 September 14, 2022 as written.

25 **Second:** **Rich LeSavoy**

26 **Discussion:** None

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

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30 **4. Draft Final Recommendations for School District**

[time on DCAT 55:14]

31
32 **Newmarket Elementary School Playground – SD-4**

33 *Submitted by Janna Mellon/David Reilly Cost: \$600,000 Rank: “D”*

34
35 **Action**

36 **Motion:** **Brian Ward** moved that the **Newmarket Elementary School**
37 **Playground – SD-4** be **recommended** for an appropriation of **\$50,000**
38 with a rank of a “D”.

39 **Second:** **Jane Ford**

40 **Discussion:** None

41 **Vote:** **Approved Unanimously 4-0-0**

42
43 **Roof and Building System Replacement– SD-6**

44 *Submitted by David Reilly Cost: \$1,000,000 Rank: “U”*

45 The Chair felt that this project really falls under the existing Capitol Reserve Fund for
46 Facilities Maintenance/Repair which currently has a balance of \$639,523.79. **Rich**
47 **LeSavoy** reiterated that a complete Reserve Study be performed by an unbiased third
48 party to complete a full and detailed audit of the school facilities. **Brian Ward** felt that “other

1 building systems” is very vague and agreed that a Reserve Study be completed first. **Jane**
 2 **Ford** wanted to emphasize the importance that all CIP requests for funding must relate to
 3 the goals in the Master Plan.

4
 5
 6 Point of Order to Extend the Meeting:

7 -----
 8 **Action**

[time on DCAT 1:05:46]

9 **Motion:** **Brian Ward** moved to extend the meeting to 7:15 PM.

10 **Second:** **Jane Ford**

11 **Discussion:** None

12 **Vote:** **Approved Unanimously 4-0-0**
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 16 **Action**

17 **Motion:** **Rich LeSavoy** moved to **NOT** recommend the **Roof and Building System**
 18 **Replacement– SD-6** with a rank of “U” based on not having sufficient
 19 information to determine if the funding is adequate without a complete
 20 Reserve Study.

21 **Second:** **Jane Ford**

22 **Discussion:** The Chair will inform the SB that we do want to be putting money in a CIP
 23 fund and we highly encourage them to fund a Reserve Study.

24 **Vote:** **Approved Unanimously 4-0-0**
 25

26
 27 **5. Other Business**

[time on DCAT 1:07:29]

28 **Scheduling Future Meetings:**

29 **Bart** asked members about scheduling future meetings and it was decided that the next
 30 CIP meeting would be toward the end of January 2023. **Bart** was asked by the members to
 31 provide information on the CIP processes in comparably sized communities in the area.
 32 The Chair thanked everyone on the committee for their hard work and thoughtful
 33 contributions to facilitate the process this year with a special thanks to **Bart**, our great
 34 Director of Planning and Community Planning! **Bart** also wanted to thank everyone and he
 35 looks forward to the continued meetings this year to work on improving the CIP process in
 36 the future!

37
 38
 39 **6. Adjourn**

[time on DCAT 1:09:59]

40 **Action**

41 **Motion:** **Brian Ward** moved to adjourn the meeting at 7:04 PM

42 **Second:** **Jane Ford**

43 **Discussion:** None

44 **Vote:** **Approved Unanimously 4-0-0**
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1
2 Respectfully submitted,

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5 Sue Frick
6 Recording Secretary

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9

10 **DCAT:**
11 https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7_5VjxKP/videos
12