**Capital Improvement Plan (CIP) Committee**

Newmarket Town Hall

Town Council Chambers

Monday, January 12, 2015

5:00 p.m. – 6:30 p.m.

**Present:** Committee members Rose-Anne Kwaks, Jane Ford, Russ Simon, Judith Ryan, and Town Planner, Diane Hardy were present. Phil Nazarro was excused. Christine Blouin, Business Administrator of the Newmarket School District, and Mike Martin, Interim School Superintendent , were also present.

The meeting was called to order at 5:06 p.m.

**1. Approval of Minutes**

The minutes of the January 6, 2015 meeting were postponed until later in the meeting. Upon a motion by Russ Simon and a second by Jane Ford, the January 9 minutes were approved. All in Favor. The minutes

of the September 25, 2014 CIP meeting were postponed until a quorum is available to approve them.

**2. Review of CIP request from Interim Superintendent of Schools, Michael Martin.**

Mr. Martin indicated that he appreciated the CIP Manual that the Committee shared with him which details the Town’s CIP Process. He has updated and revised the CIP forms to reflect the two (2) different types of Capital Improvement Projects.

***Capital Equipment*** – Capital equipment is defined as the purchase of a tangible item that is non-reoccurring, has a useful life of more than three (3) years and an aggregate cost of at least $10,000. On January 9, 2015, he sent to the committee the School District’s recommendations for Capital Equipment purchases. Also they have provided a fixed asset inventory of all equipment and real property. The list includes a total of equipment and property valued at $2.5 million with a 20 year replacement schedule. It was noted that the School District no longer owns the old Firehouse building which was assessed at $250,000. It was sold several years. The list should be updated for future reports. Mr. Martin presented a revised Capital Equipment form for the replacement of equipment and new equipment for both schools. They are requesting $140,000 per year to be funded out of the operating budget for six (6) years.

***Capital Improvement Projects*** *–* A capital project is one which lasts more than 10 years and costs at least $50,000. The Newmarket School District is considering two projects involving expansion and renovations to the Jr/Sr High School and Elementary School. He submitted architectural renderings for both the Jr/Sr High School and the Elementary School provided by Banwell Architects and updated CIP forms amortizing the proposed costs out for six years,

He noted a few corrections to the forms, including moving the $500,000 amount in FY 16 under Expendable Trust (Dual Purpose) fund from the Elementary School to Jr /Sr High School page. Mr. Martin explained that in Fiscal Year 16, $500,000 will be spent from the expendable trust fund for the elevator. The elevator will be sited to ensure access to all six floors of the school. It has to done before school opens in September in order to comply with ADA accessibility laws. Other capital improvements to the Jr/Sr High School involve improvements to security, life safety, mechanical and HVAC systems, lighting, roof, space and site upgrades to enlarge facilities. The request will assure the building will be in good to excellent operating condition. The total cost is estimated at $6,477,201 over the course of six (6) years.

The CIP request includes renovations to the elementary school totaling $1,421,825 over six (6) years. It was clarified for all the CIP requests, they have not been vetted by the public as to their acceptability. The information is based on Randy Bell’s proposal.

Christine Blouin talked about the various trust funds the School District has and how they are used. Russ Simon explained that each year the School District should come to the CIP committee, with a request to raise the funds, to be including in the Trust to meet future anticipated costs for all capital equipment and capital improvement projects.

Rose-Anne Kwaks gave a recap of the previous week’s School Board meeting. The School Board voted down the warrant article for $18,000,000 for a bond issue for expansion and renovations to the Jr/Sr High and Elementary School, based on Randy Bell’s proposal. There will be bond article on the Town warrant for an all-day Kindergarten program in the amount of $314,000.

A motion was made by Russ Simon, second by Jane Ford, to accept the School’s CIP as the information submitted satisfies the requirements for the CIP.

**3. Other Business**

Diane Hardy and Russ Simon are working together on getting answers from Town Administrator Steve Fournier and Matt Angell regarding some of the questions raised by the CIP committee regarding the Library’s trust funds and capital reserve fund.

**4. Next Meeting**

The next meeting will be in April 2015. Members will be contacted when a date is set.

**5. Adjourn**

A motion was made by Russ Simon to adjourn at 5:50 p.m. Jane Ford seconded the motion which passed unanimously.

Respectfully submitted by Rose-Anne Kwaks and Diane Hardy, February 18, 2015