

**OFFICE OF THE**

**Town Planner**

**INCORPORATED**

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**Capital Improvement Plan (CIP) Committee**

Newmarket Town Hall

Downstairs Auditorium

Tuesday, September 15, 2015

1:00 to 5:00 p.m.

Members present: Russ Simon, Rose-Anne Kwaks, Judith Ryan, Al Zink, Toni Weinstein, and Dan Smith. Diane Hardy, Town Planner, was also present. The meeting was called to order at 1:04 p.m.

**1**. **Approval of Minutes:** Approval of the minutes of the August 6, 2015 meeting was postponed until after the presentations.

**2. Department Head/Agency Presentations**

 **Public Works –** Director Rick Malasky was present to discuss his CIP requests.

 **Buildings and Grounds –** The first request concerns the Town Hall for $250,000 for boiler replacement, windows, and renovations to the restrooms in the basement. Bathroom facilities are outmoded and the Department is having problems getting parts to make repairs. There are issues with sewer gases coming up. There is a balance of $282,652 in the CIP capital reserve fund for Buildings and Grounds. They are looking for $50,000 a year for six years to be able to start making some of these repairs soon. The first priority is the boiler, the bathrooms, and then the windows. A full assessment of building needs should be done by a professional. ***A motion was made by Rose-Anne Kwaks, seconded by Al Zink to recommend $50,000 for the building improvement fund for these Town Hall renovations. All in favor.***

Town AdministratorSteve Fournier talked about capital improvement needs in the Town Hall including modifications to the basement kitchen, providing fire proof storagefor archival documents, a back-up generator**,** and an additional egress from the Town Council chambers.

 **Fire Station/DPW Facility-**There is a need to replace a portion of the roof (14,000 square feet) which is leaking. In 2004, it was re-coated, but now that section of roof needs to be replaced. There may be some water damage and new insulation will be needed. The estimate is $166,650. There is no money available in the building improvement fund for this project which should be considered an “urgent” need***. A motion was made by Toni Weinstein to change the priority to “urgent” and to recommend $10,000 in the next fiscal year for this project. Judy Ryan seconded. All in Favor.***

A second project involves the completion of bunk and locker rooms on the second floor of the fire safety building. With these renovations, the Fire Department would be able to get more volunteer coverage from neighboring communities. This would reduce the need to hire full-time staff. This is a major cost-saving measure in the long run for the Town. ***A***

 ***motion was made by Russ Simon, seconded by Dan Smith, to recommend $50,000 in the next fiscal year for the bunk and locker room renovation for the buildings and grounds capital reserve fund. All in Favor.***

 **Macallen Dam –** This is to provide funds to continue preliminary engineering work related to meeting the NH DES Letter of Deficiency. We currently have a Request for Proposals out to hire an engineering firm to provide a stability analysis and give us construction cost estimates. We are looking at armoring the dam and raising the abutment walls in order to meet 100 year flood flows of 10,360 cfs. There is $50,000 available in the CIP capital reserve fund for the Macallen Dam that was appropriated last year which should be enough for the first round of engineering studies towards repairing the dam.

 **Roadway Improvements** – The UNH Tech Transfer Center is updating the 2012 RSMS report (Road Surface Management Program). This is a new capital reserve fund that was set up last year. There is $125,000 in account currently. The Department is requesting another $125,000 per year for roadway improvements and paving. UNH recommended $365,000 for improvements in 2012.

 **Stormwater Management –** These are the same stormwater projects that were presented last year for Beech Street Extension and New Road. The funds initially will be used to complete an engineering evaluation of the aging and failing stormwater system in these neighborhoods. For Beech Street $60,000 is being requested and for New Road $50,000 is requested. Last year, $50,000 was appropriated for this capital reserve fund. These projects will give the town credit towards achieving its goals under the EPA MS4 program which the Town will be mandated to participate in when the new NPDES permit is issued in April 2016.

 **Equipment** – There are no changes in the list from last year. No new vehicles have been added. The Department is looking to update the bucket truck, the mack roll-off and the pick-up truck with a plow in the next fiscal year. This year’s request is $164,165.

**Fire Department –** No new vehicles are being requested. These accounts have not been funded as they should have been. So, when it comes time to replace the vehicles there will not be enough money. This year they are requesting $89,250 for vehicles. They will not be replacing any vehicles this year. Nothing new is scheduled for this fiscal year for equipment. They are, however, requesting $319,000 for personal protective equipment. The air packs will not be flow tested after 2017. (Basically the Department won’t be able to put out fires unless these units are replaced before that date.) The cost for the 24 air packs is $169,500. Also, the mobile and portable radios are obsolete. They need to replace 8 mobile radios and 30 portable radios which total $146,000. All of these items are crucial to their operation and have to be replaced in the next fiscal year.

Environmental Services Director Sean Grieg presented the CIP for the Water and Sewer Enterprise funds.

 **Sewer-** They are requesting $160,200 for pumping stations in the next fiscal year. We have six stations. An engineer, Wright-Pierce, has done a study of pumping stations. The Department is trying to take care of the high priority stations first to correct code and life safety issues. Right now, the wastewater treatment system, however, is the Department’s highest priority. They have done an I and I study to identify what future needs there are for the sewer system**.** The same amount is being set aside for the vehicle, as in previous years. They are trying to extend the life of the vehicle for as long as possible. They are requesting $14,000 for vehicles.

**Water** – The Department is requesting $200,000 over four (4) years for a new 750,000 gallon water tank which was listed as the number 2 priority in the AECOM report. It is also requesting $300, 000 over two (2) years for upgrades to the Bennett and Sewall well pumping stations. There is currently $300,000 in the capital reserve fund for this purpose. There is a need for a backup well. They are looking for $200,000 over the next two (2) years to purchase the Tucker property for a 275 gallon per minute well to meet the Town’s 20 year water demands. There is a need to relocate and update the water system monitoring equipment from the Old Packer’s Falls Water Treatment Plant Site to the newly constructed Wastewater Treatment Plant. The Departmentis looking for $50,000 for that purpose in the next fiscal year. It is a priority because it needs to coincide with the completion of the new wastewater treatment plant. They are once again requesting $14,000 for vehicle replacement. ..Nothing is being replaced this year.

 **Police -** Police ChiefKevin Cyr is looking to replace a 2010 black and white vehicle with close to 100,000 miles on it for new police SUV vehicle in Fiscal Year 2016/2017. He is paying $5,500 a year in maintenance costs on the older vehicle. He is requesting $48,000 to cover the total purchase cost. There is a $124,618 in the capital reserve vehicle account currently. He is also interested in replacing 8 (eight) mobile radios which are obsolete and parts are not available. He is requesting $29,449 for his equipment request.

 **Library -** Carrie Gadbois of the Library gave an overview of her Capital Improvement Plan for the six (6) years. She isn’t making any specific requests for this year. She has a balance of $129,620 in the Library capital reserve fund. She wishes to replace the 1980’s boiler at the Library ($23,000), interior painting and plaster walls ($50,000) replacement of the 3 unit ventilators that provide heat and air conditioning ($41,150), lighting retrofits ($10,000) and Pedestrian Enhancements (TBD).

 **Recreation –** Jim Hilton presented the CIP requests. Jim is requesting $7,500 to replace the 14 passenger bus that was purchased in 2007. The total cost of the bus is $68,750 and will be replaced in FY 17/18. He is also requesting $3,333 per year for three (3) years totaling $10,000 to replace two sets of 27 year old bleachers. Also, his request includes $32,000 over the course of six (6) years with $5,333 a year for replacement of four (41) year old swing set structures at Leo Landroche Field. He also wants to replace the outdated wood pre-school playground structure that was constructed in 1995. The total cost is $24,500. He is also requesting $4,083 in Fiscal Year 2015/2016. The final request is for a Splash Pad Facility in the Leo Landroche sports complex at a project cost of $72,000. The request is for $6,000 for six (6) years. The total balance in the CIP recreation account is $168,264.

 **Planning Board –** Diane Hardyis requesting 10,000 in order to comply with Section 4.16 of the Town Charter to update the master plan. The estimated cost of updating the Master Plan is a total of $100,000 to be completed in FY2015.

**Finance**

Matt Angell presented a proposal for a town hall security system to allow lock down capability. He has been coordinating this with the Police Chief. It is estimated at $100,000 to commence in Fiscal Year 18/19.

Matt Angell has also submitted a request to upgrade the Town’s current accounting system. The current vendor, Munismart, will be phased out in three (3) years. He has two proposals and wants to select a vendor shortly. He estimates the cost to upgrade the system to be $280,000 and is requesting $25,000 this fiscal year towards the cost.

**3. Minutes**

A motion was made by Toni Weinstein, seconded by Dan Smith to approve the minutes from the August 6, 2015 meeting.

**4. Next Meeting:**

 The next meeting will be Tuesday, September 29, 2015 from 3:00 p.m. to 5:00 p.m.

**5. Adjourn:**

A motion was made at 4.25 p.m. to adjourn by Toni Weinstein, seconded by Russ Simon. All in Favor.

 Respectfully submitted

 Diane Hardy and Rose-Anne Kwaks

 September 25, 2015