

**OFFICE OF THE**

**Town Planner**

**INCORPORATED**

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**CHARTER JANUARY 1, 1991**

**Capital Improvement Plan (CIP) Committee**

Newmarket Town Hall

Downstairs Auditorium

Tuesday, September 29, 2015

3:00 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 3:04 p.m.

**1**. **Approval of Minutes -** Approval of the minutes of the September 15 meeting was postponed until the next meeting, upon a motion by Judith Ryan, and a second by Toni Weinstein. So voted.

**2. Department Head/Agency Presentations**

 **Finance/Technology –** Matt Angell, Interim Finance Director, was present to discuss the CIP requests for Technology. Technology Director Doug Poulin was unable to join the committee. The Department is requesting $50,000 over the course of two (2) years for updating the phone system. There is a need for an update to the software so it can accept the new phones. The current desktop phones are at the end of their life cycle. There will be no re-wiring. The Department’s annual operating cost is $10,000.

**3. Recommendations for Capital Improvement Program (CIP)**

 **Public Works (Continued)**

 **Macallen Dam –** A motion was made by Russ Simon, seconded by Toni Weinstein, for the requested amount of $100,000 for the Macallen Dam for preliminary engineering, final design of a solution, and towards future construction in order to meet the NH DES Letter of Deficiency. All in favor. Priority: Necessary.

**Roadway Improvements** – The UNH Tech Transfer Center is updating the 2012 RSMS (Road Surface Management System). A new capital reserve fund was set up last year and $125,000 was appropriated for it. The Department is requesting another $125,000 this year for roadway improvements and paving. Based on the discussions at the previous meeting, the Committee proposed a sum of $250,000 for the next fiscal year. A motion was made by Russ Simon, seconded by Toni Weinstein, to recommend funding in the amount of $250,000 for the Roadway Improvement Project. All in favor. Priority: Necessary.

**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 Extension, $60,000 is being requested and for New Road $50,000 is being 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 to the Town in April 2016. A motion was made by Dan Smith, seconded by Russ Simon, to fund the capital reserve fund in the amount of $110,000 in the next fiscal year for these projects. All in favor. Priority: Necessary.

**Equipment** – There are no changes in the equipment 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. A motion was made by Toni Weinstein, seconded by Dan Smith, to fund equipment in the amount of $164,165 in the next fiscal year. All in favor. Priority: Necessary.

**Fire and Rescue –** No new vehicles are being requested. These accounts have not been funded as they should have been in the past. So, when it comes time to replace the vehicles there will not be enough money available. 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 personal protective equipment. They are, however, requesting $319,000 for this equipment account. The air packs they currently have cannot be flow tested after 2017. (which means basically the Department won’t be able to put out any fires unless these units are replaced before that date.) The cost for the 24 air packs is $169,500. Also, the existing mobile and portable radios are obsolete. They need to replace 8 mobile radios and 30 portable radios for a total of $146,000. All of these items are crucial to their operation and have to be replaced within the next fiscal year. A motion was made by Toni Weinstein, seconded by Al Zink, to fund the Fire and Rescue Capital Reserve Fund in the amount of $408,650. All in Favor. Priority: Urgent.

**Veterans Memorial Trust** – Phil Nazzaro, Chairman of the Veterans Committee, presented the request for $2,000. He explained the Veterans committee is in charge of the maintenance and upkeep of all the veteran memorials in Town. He provided a list of where they are located, including the downtown bandstand, the GAR memorial on Main Street, the one with the cannon on North Main Street at Bay Road, the urns at the Riverside cemetery and at the cemetery next door to the Police Station and at the memorial across from Town Hall. He explained that currently, there is not a complete memorial in town with a listing of all the veterans from WWW II and beyond, which is an unmet need.

The committee is interested in constructing a new memorial adjacent to the Library. The committee has raised funding in the amount of $37,000 since 2009 through a multitude of fundraising events. Currently, there is $18,945 in the Town’s Capital Reserve Fund. The Veterans Committee does have access to a Trust Fund which is independent of the Town. The account has $23,729 in it which has been financed over the years by donations and various fundraisers. The Veterans Committee is proposing to set aside $8,000 a year from the Trust Funds account for a total of $48,000 towards the new memorial. In addition, they are will be requesting $2,000 a year from the Town for the capital reserve fund. The total cost of the memorial is $100,000. They should have enough money in five (5) years to be able to construct the memorial.

Rose-Anne Kwaks indicated there was a study done on the bandstand for addressing re-pointing, painting and drainage problems by MJS Engineering. The Town’s Building and Grounds Department will be addressing those issues as part of their capital reserve fund. The Veterans will be contacting the Town Administrator to make sure those issues are addressed as soon as possible because of their urgency.

A motion was made by Toni Weinstein to approve $2,000 as requested, seconded by Russ Simon. Al Zink made a motion to amend the motion by recommending funding in the amount of $2,500. Toni Weinstein accepted the amendment, as did Russ Simon. All in Favor. So voted. Priority: Desireable (D2).

**Sewer -** The Department is requesting $160,200 for pumping stations in the next fiscal year. We have six stations. An engineering consultant, Wright-Pierce, has done a study of the 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 plant is, however, the Department’s highest priority. They have done an Inflow and Infiltration study to identify future needs for the sewer system**.** The same amount is being requested for the vehicle, as has been in previous years. They are making a concerted effort to extend the life of the vehicle for as long as possible. They are requesting $14,000 for vehicle replacement. A motion was made by Judy Ryan, seconded by Russ Simon, to approve $174,200 for the Sewer Department Capital Reserve Fund. All in Favor. Priority: Necessary.

**Water** – The Department is requesting $200,000 over three (3) 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 also a need for a backup well. They are looking for $200,000 over the next two (2) years to purchase the Tucker property for the development of 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 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.

A motion was made by Dan Smith, seconded by Judy Ryan, to fund in the amount of $364,000 for water system improvements, as detailed below:

Priority: Necessary

 Bennett and Sewall Well Pump Stations: $150,000

 Water Tower: $50,000

 Relocation of the Water Department on Packers Fall: $50,000

 Tucker Well (purchase the property): $100,000

 Vehicles: $14,000

 **Police -** Police ChiefKevin Cyr is looking to replace a 2010 black and white vehicle with close to 100,000 miles on it for a 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 eight (8) mobile radios which are obsolete and for which parts are not available. He is requesting $29,449 for the dispatch equipment. A motion was made by Al Zink, seconded by Russ Simon, to recommend $48,000 for vehicles and $29,449 for dispatch communications. All in Favor. So voted. Priority: Urgent

 **Library -** At the last meeting, Director 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 boiler at the Library ($23,000), interior painting and plaster walls ($50,000); replacement of the three unit ventilators that provide heat and air conditioning ($41,150); lighting retrofits ($10,000); and pedestrian enhancements (TBD). No funds are being requested this Fiscal Year.

 The CIP committee is interested in getting a clarification on the Library Trust funds, including a copy of their mission statement and a legal opinion, as necessary, regarding the respective responsibilities of the Town and Trustees for the inside verses the outside of the building. Toni Weinstein will make the request at the next Town Council meeting.

 **Recreation –** Jim Hilton 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 sets at Leo Landroche Field. He also wants to replace the outdated wooden pre-school playground structure that was constructed in 1995. The total cost is $24,500 and he is 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.

Judy Ryan and Rose-Anne Kwaks felt that is was critical that the wooden pre-school playground equipment be replaced as soon as possible, prior to next summer. It should be a high priority for safety reasons. A motion was made by Al Zink, seconded by Toni Weinstein, to recommend funding in the amount of $26,166 for the recreation capital reserve fund for pre-school playground structure to be replaced as soon as possible due to the safety concerns, as stated below. Priority: Urgent.\*

\*It was noted replacement of the outmoded playground equipment should be funded it in its entirety as soon as possible. A note should be attached on the recommendation to the Town Administrator and Town Council that the CIP feel strongly about expediting this request given its urgency.

**Finance/Technology -** Matt Angell has 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 of a new system on a lease/purchase basis. A motion was made by Toni Weinstein, seconded by Dan Smith to recommend $25,000 for next fiscal year for the new accounting system. A roll call vote was taken. The motion passes 5 to 1, with Al Zink not in favor. He believes the Town should be exploring other opportunities with the schools to reduce costs and improve efficiencies.

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. Toni Weinstein made a motion to recommend $100,000 for security in the Town Hall as there are valid security issues. The motion was seconded by Russ Simon. There was considerable discussion about this proposal. Al Zink has received a phone call from a concerned citizen who questions whether it is necessary for the Town Hall to have a security system, when the schools are left unprotected. Al Zink wants to see a security system for the schools, which he believes should be of higher priority. He believes the Schools and Town should work collaboratively on this in order to avoid the duplication of costs and improve efficiencies. Judy Ryan felt it should be further evaluated in another year.

A roll call vote was taken. Rose-Anne Kwaks, Judy Ryan, Russ Simon and Al Zink were opposed. Dan Smith and Toni Weinstein were in favor of the motion. The motion did not carry.

A motion was made by Russ Simon, seconded by Dan Smith, to recommend $20,000 for a new telephone system. The motion carries 5 to 1. Al Zink was opposed as he believes that the Town should be exploring other opportunities with the schools to reduce costs and improve efficiencies. Priority: Necessary.

**Planning Board –** Diane Hardy, on behalf of the Planning Board, is requesting $10,000 in order to comply with Section 4.16 of the Town Charter to update the master plan every ten (10) years. The estimated cost of updating the Master Plan is a total of $100,000 to be implemented in FY 2025. A motion was made by Russ Simons, and seconded by Al Zink, to recommend funding in the amount of $10,000. All in Favor, so voted. Priority: Necessary.

Diane Hardy will get an updated spreadsheet out to the committee. She would appreciate a review by the committee members. Please get any changes to her by the end of the week and she will submit the recommendations to the Town Administrator for consideration.

**4. Minutes**

The minutes were postponed until the next meeting.

**5. Other Business**

Al Zink stated he expects to have the CIP for Schools no later than November 1, 2015. He will plan a tour of the school facilities beforehand.

Also, in future years, the CIP committee would like to know how the balance of funds in the Capital Reserve Funds are programmed, so the committee understands how the current year requests fit into the overall financing plan for various capital improvements projects and equipment.

**6. Next Meeting**

 The next meeting is tentatively scheduled for Thursday, October 8, 2015 from 4:00 p.m. to 6:00 p.m. for a tour of school facilities. Al Zink will coordinate the scheduling with the School Superintendent and Business Administrator.

**7. Adjourn**

A motion was made by Toni Weinstein, seconded by Russ Simon, to adjourn at 5:15 p.m. All in Favor. So voted.

 Respectfully submitted

 Diane Hardy and Rose-Anne Kwaks

 October 7, 2015