TOWN OF NEWMARKET NEW HAMPSHIRE

# Capital Improvement Plan Committee

September 8, 2025 at 5:00 PM
Town Hall, Council Chambers
**DRAFT MEETING MINUTES**

**Members Present:** Jane Ford (Planning Board Rep.), Gary Swanson (School Board Rep.), Bill Arcieri, (Planning Board Alternate Rep.), Cris Blackstone (Budget Committee Rep.) *[5:33 PM]*, Bart McDonough (Director of Planning & Community Development)
**Members Absent**: Justin Glazebrook (Town Council Rep.)

*The order of the agenda was changed and is reflected below in the order taken.*

The meeting was opened at 5:02 PM.

**1. Pledge of Allegiance**

**2. Presentation, Review and Vote on the following CIP Requests:**

a. Department of Environmental Services

**Sean Greig**, Environmental Services Director, introduced that they do not have any new major requests, and that these requests are to maintain their assets.
For the Sewer Division, there are a couple of major CIP projects ongoing. The septage receiving station at the wastewater plant will move all of the septage currently being received at Creighton Street to move it off the waterfront, by constructing a septage receiving station at the wastewater treatment plant. The other major project is a Wastewater System Asset Management Plan, which will take about 9 months to a year to complete, and will create a plan for the department moving forward. There is also the Bay Road lift station force main project, but that is not part of the CIP request because they were able to secure a SRF loan along with other grant funding.
**Sean** added that the master plan will look at all the infrastructure and grade it, and will look at capacity for the next 20 years to see where sewer could be extended as well. It was also clarified that sewer extensions are typically paid for by developers and not by the town. The department also developed new system development fees for extensions so that new homes or other buildings are charged accordingly to buy into the system based on the infrastructure.
**Bart** highlighted that these updates will be coming in the next 10-15 years; **Sean** added that the Creighton Street pump station will likely be one of the first, which they are setting money aside for through CIP along with the other pump stations that need improvements, starting with engineering and preliminary work. **Sean** also added that the capital reserves are funded by sewer fees, and it does not come from the tax base

**Gary** clarified that the only projects moving forward with in the next five years for CIP are the pumping station improvements; **Sean** confirmed.
**Jane** asked for the difference between necessary and compulsory on the designation ranking. **Bart** read the definitions that compulsory is if the project is required by statute, law, regulation, contract or other obligation, and necessary is if the project is needed to maintain existing standards or levels of service. **Sean** explained that it is driven by EPA permits as something that needs to be maintained. It could fall under either designation.

**Sean** continued to review the Water Division side. It was noted that the Water System Master Plan was recently completed, as well as completing a major CIP project for replacing several water mains, including South Main Street, Bay Road, Cushing Road, and New Road. The new water treatment plant and a new well were also just recently constructed, and the Bennett and Sewell wells were just upgraded. It was also noted that the water supply is in great shape and that they do not foresee needing to implement a water ban, as other towns have had to do. From the master plan, it was noted that the town does not have enough storage and that the current storage tank is only a quarter usable, therefore recommending a hydraulic grade line study and to construct another 750,000 gallon water tower and meet the storage needs. It was also recommended to secure easements to protect water sources.
The CIP requests are for replacing and maintaining equipment, and in the next five years the biggest project will be to move ahead with new water tower construction and then work to the current existing water tower. There is an existing water capital reserve fund, and they will look into grant funding as well for the future water tower construction.
**Sean** also noted that they are already in discussions for the land acquisition part of the new water tower project. It is anticipated in the next five years, but if something changes and there is a good funding source available, then that timeline could move up, so they are preparing to be as ready as possible.
**Sean** explained that Macintosh and Tucker are the larger wells, but they cost twice as much than the Sewell and Bennett wells, so therefore they are working to optimize and keep the wells healthy for operation.

b. Department of Public Works

**Lyndsay Butler**, Town Engineer, explained that most of the requests are the same and continuing from previous years, including the sidewalk expansion, roadway improvement, stormwater asset management, and MS4 general permit compliance.
Then, there is a new request for the Ash Swamp bridge culvert replacement, further east near the golf course and Route 108. They have been working with NHF&G on their initiative to address crossings with high mortality risk for wildlife, where federal grant funding would cover the majority of the cost for the culvert replacement. Therefore, they are asking for $20,000 from CIP funding to go towards the committed match of $76,000.
The other new request is the pedestrian bridge replacement by the Macallen Dam, as it is deteriorating at a faster than anticipated rate from when it was initially constructed, likely due to the saltwater environment.
For the roadway management, it is in accordance with the town’s pavement management plan to resurface or reconstruct roads as needed throughout town. The majority of the

roads identified have minimal culvert replacements. Costs are also supplemented with the stormwater management capital reserve fund.
**Lyndsay** noted that they are in a good place comparatively to other towns in terms of culvert failures that have needed repair.
**Gary** asked about the vehicles, and the Silverado replacement noted as 2024; **Bart** noted he would have to double check but that he believes it was a different vehicle that was replaced last year.
**Lyndsay** continued that the sidewalk expansion works off of a study from 2019 that identifies areas where there are sidewalk gaps. Currently remaining roads are Bennett Way, Hersey Lane, Salmon Street, and Piscassic Street. The next segment is likely Bennett Way and Hersey Lane. They would also be interested in doing an updated plan in the future, but the current plan's identified areas are anticipated to be completed by 2028.
**Bill** asked if there is any need for stormwater BMP construction; **Lyndsay** explained that they have been incorporating stormwater control measures in additional projects thanks to the Director of Environmental Services. This includes the stormwater control measures that went in when the storage shed was built for their department.

c. Fire Department

**Bart** explained that these are the same requests as previous years for the lease payment for the engine.

## 3. Election of Chair and Vice Chair

**Jane Ford nominated Gary Swanson was nominated to serve as Chair, seconded by Cris Blackstone. Approved 3-0-0.**

**Gary Swanson nominated to serve as Vice Chair, seconded by Gary Swanson. Approved 3-0-0.**

## 4. Approval of Minutes

a. 9/11/2024 *(Continued to next meeting)*

## 5. Other Business

**Bart** noted that the next meeting is Wednesday, 9/10, at 6 PM, to review requests from School District, Recreation, Police, and Library.

## 6. Adjourn

**Action**

**Motion:** **Cris Blackstone** moved to adjourn the meeting at 5:56 PM.
**Second:** **Jane Ford**
**Discussion:** None
**Vote:** **3-0**

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Respectfully submitted,
Bridgette Grotheer
Land Use Administrator

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