TOWN OF NEWMARKET NEW HAMPSHIRE

# Capital Improvement Plan Committee

September 10, 2025 at 6:00 PM
Town Hall, Downstairs Auditorium
**DRAFT MEETING MINUTES**

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

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

The meeting was opened at 6:00 PM.

## 1. Pledge of Allegiance

## 2. Approval of Minutes

a. 9/11/2024

**Action**

**Motion**: **Cris Blackstone** motioned to approve the September 11, 2024 minutes.
**Second**: **Jane Ford**
**Discussion**: **None**
**Vote**: **3-0-1**

## 3. Presentation, Review and Vote on the following CIP Requests:

a. Police Department

**Chief Greg Jordan** presented that the requests are mostly the same as in previous years. It was noted that the generators may need replacing in the next couple of years. They also secured a grant to replace the two station dispatch consoles for $353,000, therefore not needing CIP funds for that. There will be purchases for three portable radios, and audio and video recording monitors that need replacement, unless it is able to be absorbed by the grant received which is being explored.
**Jane** asked what the retention timeline is for recordings; **Chief Jordan** explained that it is between 60 to 90 days, but that it depends on the volume. It can be as short as 30 days, though, and ones can be kept for longer as determined as well.

b. Department of Recreation: Aimee Gigandet, Director

**Aimee Gigandet**, Recreation Director, noted that there are repeat items from past years, for the playground, splash pad, and feasibility study, as well as a new additional request for a Community Center and Rec Center Complex master plan.

**Gary** asked for an explanation of the range of total project cost for the master plan; **Aimee** explained that when the Community Center was first built, it was going to have an additional phase for construction of a gymnasium which did not occur due to lack of funding. There is a need for a new gymnasium, but it was quoted at around $5,000,000, which is why they are exploring grant opportunities and would want to explore the results of a master plan for the complex first.
**Justin** asked if the purpose is to set aside funds even though the feasibility study is not completed; **Aimee** confirmed that they are working on projects now as well as putting away more funding now while the bigger picture is still being flushed out too.
Regarding the playground request, **Aimee** clarified that NERG stands for New England Recreational Group, and they are the representatives of playground manufacturers. **Cris** also asked regarding the code mentioned; **Aimee** explained that three swings to a bay is no longer allowed to code, so a swing needed to be, and was, removed from each bay, resulting in less swings. Instead of removing and replacing those, additional social swings were added.

c. Library

**Andy Richmond**, Library Director, introduced himself as the new director and explained that they currently have a feasibility study underway for facility improvements. They are also reviewing grant opportunities to assist with funding.
**Bart** added that there is currently $17,000 in the Library's capital reserve funds, which the majority of which is going to a new roof and therefore needing to rebuild funds for future improvements.
**Cris** commented that the request may fall more under the "urgent" designation; discussion ensued on the definitions of the designations, and for this request specifically. It was also discussed how currently the basement is underutilized, but that the goal is to create another egress so that it can be used to its potential.

d. School District

**Todd Allen**, Superintendent, introduced that they engaged in a long-range, 20-year study of all of the facilities in order to inform the CIP requests. The major projects forthcoming are the roof replacements and HVAC system repairs, as well as adequately preparing for ongoing maintenance and improvements by building in $100,000 into the annual operating budget.
**David Reilly**, Facilities Manager, further explained that over the summer, they replaced all windows on the back of the elementary school, four roofs on the high school, painted the cornice of the high school, and exterior masonry work to protect the school for weather damages. However, not all of the roofs were replaced, so there are therefore still funds needed to complete that work, with 15 roofs in total on just the high school. Included in the request are funds for roof replacement at both the elementary school and the high school, as well as funding for future repairs for the high school parking lot, and for preventative maintenance to the exterior walls at the high school.

e. Department of Planning and Community Development: Bart McDonough, Director

**Bart** explained that the request is to replenish the capital reserve fund for the Master Plan, as the town is currently in the final stages of the most current update adoption.

Typically, it is updated every 10 years, so this will start to save for that and be prepared for the next update as well as if the need arises to add a chapter.
**Bart** also explained that it is designated as “compulsory” as it is mandated by RSA to have a Master Plan with at least a vision chapter and future land use chapter, where the other chapters are discretionary, technically, but still necessary in planning for the town.
**Cris** commented that there should be more marketing on how it is compulsory to help the public better understand that.

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Discussion ensued on the different designations and recommendations.

**Action**

**Motion:** **Jane Ford** made a motion to recommend funding for the **Library Facility Improvements** for allocation of **$20,000** for FY26-27 with a designation of **“N” Necessary**.
**Second:** **Justin Glazebrook**
**Discussion:** none
**Vote:** **3-1**

**Action**

**Motion:** **Cris Blackstone** made a motion to recommend funding for the **JR/SR High School Roof Replacement** for allocation of **$162,871** for FY26-27 with a designation of **“N” Necessary**.
**Second:** **Jane Ford**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Jane Ford** made a motion to recommend funding for the **Town Master Plan Update** for allocation of **$10,000** for FY26-27 with a designation of **“C” Compulsory**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Jane Ford** made a motion to recommend funding for **The Community / Rec Center Complex Master Plan** for allocation of **$25,000** for FY26-27 with a designation of **“N” Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Justin Glazebrook** made a motion to recommend funding for the **Comprehensive Recreation Feasibility Study** for allocation of **$75,000** for

FY26-27 with a designation of **"N" Necessary**.

**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Jane Ford** made a motion to recommend funding for **Large Playground & Leo Landroche** for allocation of **$15,000** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Aqua Land – Splash Pad Replacement Schedule** for allocation of **$15,000** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Police Dispatch and Equipment** for allocation of **$29,420** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Fire Vehicle and Equipment** for allocation of **$51,000** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Roadway Management Planning & Implementation** for allocation of **$250,000** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Justin Glazebrook**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Town-Wide Sidewalk Expansion** for allocation of **$149,785** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Jane Ford**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Stormwater Asset Management** for allocation of **$45,000** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **NH MS4 General Permit Compliance** for allocation of **$65,000** for FY26-27 with a designation of **"C" Compulsory**.
**Second:** **Justin Glazebrook**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Ash Swamp Culvert Replacement** for allocation of **$20,000** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Justin Glazebrook**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Pedestrian Bridge Rehabilitation** for allocation of **$175,000** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Public Works Vehicle/Equipment Replacement Schedule** for allocation of **$187,265** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Justin Glazebrook**

**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Water Treatment Plant MacIntosh/Tucker** for allocation of **$81,269** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Justin Glazebrook**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Macintosh & Tucker Wells Equipment Replacement Program** for allocation of **$19,143** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Jane Ford**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Sewall and Bennett Well Equipment Replacement Program** for allocation of **$24,198** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Water Department Truck Replacement Program** for allocation of **$15,151** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **New Water Tower** for allocation of **$100,000** for FY26-27 with a designation of **"U" Urgent**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Pump Station Improvements** for allocation of **$ 250,000** for FY26-27 with a designation of

**“N” Necessary**.
**Second:** **Justin Glazebrook**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Control Building Equipment Replacement Program** for allocation of **$19,962** for FY26-27 with a designation of **“N” Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Dewatering Building Equipment Replacement Program** for allocation of **$20,243** for FY26-27 with a designation of **“N” Necessary**.
**Second:** **Jane Ford**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Maintenance Building Equipment Replacement Program** for allocation of **$43,979** for FY26-27 with a designation of **“N” Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Wastewater Facility Site Various Equipment Replacement Program** for allocation of **$36,350** for FY26-27 with a designation of **“N” Necessary**.
**Second:** **Justin Glazebrook**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion:** **Gary Swanson** made a motion to recommend funding for **Sewer Department Truck Replacement Program** for allocation of **$21,818** for FY26-27 with a designation of **“N” Necessary**.
**Second:** **Cris Blackstone**
**Discussion:** none
**Vote:** **4-0**

**Action**

**Motion**: **Gary Swanson** made a motion to recommend funding for **Creighton St. Pumping Station Equipment Replacement Program** for allocation of **$51,615** for FY26-27 with a designation of **"N" Necessary**.
**Second:** **Justin Glazebrook**
**Discussion:** none
**Vote**: **4-0**

**4. Other Business**

a. Schedule next meeting.

There was consensus that there would not need to be another meeting unless something comes up.

**Bart** asked if members had any recommendations, with the goal of having a collaborative ongoing process to bring the CIP projects into the Master Plan.

**5. Adjourn** *(Video recording cut short, did not capture adjournment)*

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Respectfully submitted,
Bridgette Grotheer
Land Use Administrator

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