



**TOWN OF NEWMARKET, NEW HAMPSHIRE  
TOWN COUNCIL AGENDA**

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**REGULAR MEETING MARCH 4, 2015 7PM  
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

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**5:30 NON-PUBLIC RSA 91-A:3II Personnel**

- 1) **Pledge of Allegiance**
- 2) **Dedication of the Annual Town Report**
- 3) **Public Forum** *\*\*Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than 5 minutes.\*\**
- 4) **Public Hearing - NONE**
- 5) **Town Council to Consider Acceptance of Minutes**
  - a) Minutes of February 18, 2015
  - b) Minutes Non-Public February 18, 2015
  - c) Minutes (Revised) October 25, 2014
- 6) **Report of the Town Administrator**
- 7) **Committee Reports**
- 8) **Old Business**
  - a) Ordinances and Resolutions in the 2<sup>nd</sup> Reading
    - i. *Resolution #2014/2015-45 Authorizing the Town Administrator to Solicit Proposals for a Management, Organizational Structure, and Efficiency Study for all Town Departments*
  - b) Ordinances and Resolutions in the 3<sup>rd</sup> Reading
  - c) Items Laid on the Table – NONE (*Items will remain on the table unless a member of the Town Council moves to remove the item.*)
- 9) **New Business/Correspondence**
  - a) Town Council to Consider Nominations, Appointments and Elections
    - i. *NH Coastal Risks & Hazards Commission – Bill Arcieri – Expiration Unknown*
  - b) Ordinance and Resolutions in the 1<sup>st</sup> Reading
    - i. *Resolution #2014/2015-46 Naming Certain Streets in Town – Hayden Place (Off Bald Hill Road)*
  - c) Correspondence to the Town Council
  - d) Closing Comments by Town Councilors

**10) Adjournment**

**DRAFT**

**TOWN OF NEWMARKET, NEW HAMPSHIRE  
TOWN COUNCIL REGULAR MEETING**

**February 18, 2015 7:00 PM**

PRESENT: Council Chairman Gary Levy, Council Vice Chairman Dale Pike, Councilor Dan Wright, Councilor Phil Nazzaro, Councilor Toni Weinstein, Councilor Ed Carmichael

ALSO PRESENT: Town Administrator Steve Fournier EXCUSED: None

**AGENDA**

Chairman Levy welcomed all present and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

**PUBLIC FORUM**

Chairman Levy asked whether anyone from the public wished to speak.

As no one from the public came forward, Chairman Levy closed the Public Forum at 7:02 pm.

**PUBLIC HEARING** – None

**TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

**Acceptance of Minutes of February 4, 2015**

Vice Chair Pike made a motion to accept the minutes of the regular meeting of February 4, 2015, and Councilor Weinstein seconded.

As there were no changes or questions, Town Administrator Fournier polled the council and the minutes of February 4, 2015 were approved 5-0, with 1 abstention.

**REPORT OF THE TOWN ADMINSTRATOR**

Town Administrator Steve Fournier first addressed **2015 Snow** stating that the Town had seen 80 inches since December. He reported that expenditures as of last week had reached 72.02% of the total budget, not including the last weekend storm. He stated that Public Works vehicle maintenance was over budget, and that overtime was high at 96%. He reported that he was still waiting to hear from the New Hampshire DEM as to whether the blizzard of January 27<sup>th</sup> would be declared a FEMA emergency, which would mean a reimbursement of approximately \$30,000 for Newmarket. He reminded everyone that the Federal Government covered 75% of costs, and that what used to be the State covered 12.5%. He added that as the State reimbursement had been cut, the Town would need to make up 25% of those costs. Town Administrator Fournier reported that over the weekend three (3) water main breaks had occurred, with the alarm going off at the Water Tower Saturday evening. Due to the snow coverage, it

could not be determined where the water was going, until a resident reported water on Dame Road and the first leak was discovered. The Department of Public Works discovered a second leak while plowing on Maplecrest, and the crews worked all day Sunday on these two (2) repairs. On Monday notice was received of a third leak on New Road, for which they used the new CodeRED system to contact residents in the area that their water would be shut off. Town Administrator Fournier thanked the people for their patience in going without water. He next reported that the snow dump on Beech Street Ext. near the Senior Center was full and that a second snow farm had been opened at the Carpenter property. He said that if that became unavailable, they would have to look for other areas such as the Wilson Farm or land at the Water Treatment Facility, while continuing to look for a central location to save money on hauling. He said he had been questioned as to why the snow could not be dumped into the river or the bay as in Massachusetts, stated that due to stricter regulations for New Hampshire, the issue was not even being looked into at this time. He then encouraged the public to make sure to clear roofs of snow due to the possibility of collapse. He said that the Department of Public Works building roof had been cleared, and that the Building Inspector was working with the Schools. He then asked if there were any questions.

Chairman Levy asked to make an exception and allow someone from the Public to speak who wished to complement the Town.

Gail Durocher-Wentworth, of Bay Road, said that speaking as a resident and community member she wanted to thank the Town employees and all related employees for clearing the roads, sidewalks, buildings, including Schools, and for fixing the water breaks. She said that she could only imagine how tireless the winter had been, and wanted to share her gratitude, as well as others, for the amazing services provided to the Town and the tremendous amount of work involved. She thanked the Town Administrator for updates and Chairman Levy for allowing her to speak, apologizing for her late arrival.

Town Administrator Fournier reiterated that he could not thank the Department of Public Works enough for their tireless efforts, adding that he had received many thank you calls and comparisons with other communities. Chairman Levy added that everyone should be acknowledged for the demonstrative difference between Newmarket and other towns.

Town Administrator Fournier next addressed the **CodeRED** system, stating that the first call had been implemented last week with an "all call" for a Winter Storm Warning and parking ban. He specified that within 13 minutes 4,394 calls had been made reaching 2,253 of those called. He encouraged people to sign up and register their cellphone numbers and emails, adding that numbers for family members not in the area could also be included. Vice Chair Pike asked how big the distribution was for emails, and Town Administrator Fournier replied that approximately 1,000 residents had registered for that service, with 30% actually checking their emails.

Town Administrator Fournier next addressed the **COAST Bus Service**, stating that due to Stratham and Greenland withdrawing their support, the current Route 7 service would end in June 2015. He said that the announcement would be made sometime in March and that public hearings would be held as required. He stressed that the Town of Newmarket had consistently supported the COAST service, and had increased their support by 10% in the proposed operating budget. He stated that they were

currently working with COAST on possible alternative routes, and had also reached out to Wildcat Transit. He said that if the Town did not get the same service from COAST, he recommended reducing the contribution, adding that Newmarket had the highest ridership with the main destination being Great Bay Community College.

Discussion: Councilor Weinstein asked whether there was any chance of salvaging the COAST service, and Town Administrator Fournier replied that the only way would be to increase their contribution, adding that Exeter and Newmarket alone could not fund the entire route. Councilor Weinstein asked what would happen to the funds already budgeted, and Town Administrator Fournier replied that if another option were found he would ask the Council to give the money to them. Chairman Levy asked how much was budgeted and Town Administrator Fournier replied \$23,000, which would stay in the budget if an alternative route was not found. Councilor Nazzaro asked whether the door-to-door service provided by COAST to individuals who required it would also get suspended. Town Administrator Fournier replied that it would and said that he was working with Exeter to find an alternative plan. Councilor Nazzaro stated that the ridership in Newmarket was higher because it was needed, and that in 4 months those people would be stranded without transportation. Town Administrator Fournier said that he would be meeting with Wildcat Transit in a few weeks to see if there were options there.

Councilor Weinstein raised the issue of the report of three (3) drug overdoses on the Police report and asked whether the officers carried Narcan. Town Administrator Fournier replied that they did not as liability questions had not yet been clarified. Councilor Bentley raised a question from page 30 of the Water and Sewer monthly report regarding the reason for \$93,000 still uncollected from the \$146,000 billed from 1/1/15-1/31/15. Town Administrator Fournier replied that this amount included all liability out so far, not just the amount for one (1) month, including sewers that had not yet been liened. Councilor Carmichael commented that Fire Department Rescue always seemed to be at 75%, and wondered if this was typical for all towns. Town Administrator Fournier replied that fire departments had become rescue departments rather than fire departments, and that it was common everywhere. Councilor Carmichael asked how many people at the fire station were fulltime, and Town Administrator Fournier said that there were two (2) firefighters/EMTs present daily on weekdays, with two (2) volunteers to cover otherwise. He said that a stipend had been added for weekend work. Councilor Carmichael next questioned how Information Technology (IT) set up calls and work schedules. Town Administrator Fournier stated that they were working on a better reporting system for the IT Department, adding that they were at Dispatch the most, then either in Town Hall or at the Wastewater Plant. Chairman Levy raised a question from page 11 regarding police training in Vehicular Pursuit on Primex and the high expense of storing all the data. Town Administrator Fournier said that storage fees were included in some of the costs. Chairman Levy voiced concern that the costs were higher than anticipated and asked how long the storage would be kept up. Town Administrator Fournier replied that Police Chief Cyr would need to come up with policies to be implemented, adding that the Council did not vote on police policies. Chairman Levy next asked the Town Administrator how the winter was being handled, looking at the Department of Public Works expenses on page 21. He said that a lot of the budget had already been used in some areas and asked the Town Administrator if he had a concept for how to manage overages. Town Administrator Fournier took the opportunity to assure the public that plowing would continue, and that safety was the first priority. He said that overtime was being managed with evening schedules, and that he and the Finance Director were looking at the budget as a whole and

could institute budget freezes if necessary. Chairman Levy then asked for an explanation of "caustic soda usage" cited on page 24. Town Administrator Fournier replied that it was a chemical reaction, and Chairman Levy asked if the chemicals were used to balance the pH in the system, to which Town Administrator Fournier replied in the affirmative.

## COMMITTEE REPORTS

Councilor Weinstein gave an update from the Conservation Commission meeting of February 12<sup>th</sup>. She stated that the committee had approved \$1,000 for a Conservation Commission Scholarship for a Newmarket High School senior in environmental studies, and had appropriated \$500 for environmental field trips for the School.

Chairman Levy reported that the Economic Development Committee would be meeting February 26<sup>th</sup>. He recommended that people in the 152 New Road area, or people generally interested in Elderly Housing Property attend the meeting with comments as time would be taken for public input.

Chairman Levy next reported on the School/Town Joint Advisory Committee meeting which had centered on setting up charrettes for public comment, recommending that Town Administrator Fournier and Interim School Superintendent Dr. Mike Martin set up the scheduling. He said that the groups would be composed of 8-10 residents who could sign up for 2 or 3 sessions, and that he wished the comments to be aggregated and included in a report. He added that he was concerned about getting the word out to the public and asked Town Administrator Fournier whether he had a way of using the messaging system, making clear that it was not an emergency, as it was an important issue that had been at the forefront during the last year or two. Town Administrator Fournier replied that there was a non-emergency service utilizing email that could be subscribed to, but that "emergency" could not be used for this purpose. Councilor Weinstein asked Chairman Levy if he could explain the purpose of the focus groups. Chairman Levy said that there would be sign-up sheets for different times, and that Mr. Randy Bell would put together a "fact sheet" addressing many of the concerns and separating them from fact. He felt that the difference was that these groups would be more intimate with less distraction, and that people might feel more comfortable expressing their opinions.

Councilor Wright reported on the Planning Board Committee meeting stating that there would be a continuation until March and that Demographics and Housing would be there with more information. He said that there were concerns regarding Mr. Randy Bell's projections for enrollment, and that they would sit down with him to determine how he came up with his figures. Chairman Levy asked whether they had said where they got their information for Strafford Regional. Councilor Wright replied that the big question was regarding "affordable housing", for which the State has its own definition. He added that he was not sure whether electricity, utilities, and fuel costs had been included as with some State agencies. Vice Chair Pike said that the language of the comments written seemed to reflect the interests of the entire region rather than being specifically for Newmarket. Councilor Wright agreed that this was a good point adding that much of the computation had been used on communities comparable in size to Farmington and Milton, rather than using Stratham or Portsmouth. Vice Chair Pike felt that this did not serve the interests of the Town and was a 180 degree turn from the previous Master Plan, adding that he hoped it would be addressed. Councilor Carmichael asked why Strafford had been chosen and Town

Administrator Fournier explained that the State set up the lines for regional planning, which were not the same as county lines, and that Newmarket was impacted by Durham and UNH. Chairman Levy said that the issue was that it was not reflecting what was really happening in Newmarket and that it was being put in the Town Master Plan. Town Administrator Fournier stated that his understanding was that two (2) different people doing the study had come up with totally different numbers and that they were looking at both to come up with answers. Vice Chair Pike felt that he was raising an issue of perspective where the old Master Plan said that Newmarket was challenged due to low housing costs while trying to maintain urban services, which put an extra burden on the Town. The new Master Plan said that the entire region had a problem with a lack of workforce (affordable) housing in the area, and that the master plan should primarily represent the concerns of Newmarket. Town Administrator Fournier pointed out that Newmarket rentals were also higher than other communities in the region, though not as high as Portsmouth. Councilor Wright said that he believed New Hampshire was 20<sup>th</sup> highest on the list of states for rental income. Town Administrator Fournier said that State law required you had to have a certain percentage of affordable housing allowed in zoning, and that the issue was the difference in the definition of "affordable" in different communities. Councilor Nazzaro said that he was in total agreement with Vice Chair Pike that the Master Plan was written as a "regional" plan, but that Newmarket was its own unique ecosystem which needed the right balance of housing to insure long-term viability for the Town of Newmarket. He felt that it then became a procedural question and asked whether public meetings would be held and whether the public had access to the draft chapter of the plan. Councilor Wright replied that there would be public meetings, and Town Administrator Fournier said that he would check to make sure the chapter was on the website. Chairman Levy voiced concern about Newmarket deciding to increase the percentage of multi-family housing because the Town did not have enough work-force housing based on the Master Plan, as that would not be consistent with accuracy.

## **OLD BUSINESS**

### **ORDINANCES AND RESOLUTIONS IN THE 2<sup>ND</sup> READING**

#### **Resolution #2014/2015-43 Record Retention Policy**

Councilor Nazzaro made a motion to approve *Resolution #2014/2015-43 Record Retention Policy*, and Councilor Carmichael seconded.

Interim Finance Director Matt Angell presented an overview of the reasons for the new Record Retention Policy. He stated that the current policy was a more linear policy wherein records were directed to be taken to the storage center and after a certain number of years they were to be pulled out and destroyed. He said that the current system lacked planning and monitoring of how documents were stored, and that there were no standards for labelling, segregating data, or organizing the boxes in the storage spaces. He felt that the new system would be more efficient for the Town and would reduce storage inventory.

Discussion: Councilor Carmichael specifically asked about the records for the Accounting Department, and Interim Finance Director Angell said that they were required to retain 10 years of invoices which

were stored in two (2) rooms at the Water Plant, and that they were not stored in order by year. Town Administrator Fournier said that New Hampshire records retention policy still required paper copies of all Town reports and copies of personnel records. Chairman Levy questioned whether it was still guided by RSA, and Town Administrator Fournier replied that it was but that they were even stricter. Councilor Weinstein asked whether the new policy would strictly follow RSA guidelines, rather than following a retention schedule as before. Interim Finance Director Angell said that was correct, and that a committee was being set up to evaluate whether some documents needed to be held longer. Councilor Weinstein asked who would be notified if the committee recommended a change, and Interim Finance Director Angell replied that all departments would be notified. He said that the committee would monitor the situation and make adjustments accordingly. Chairman Levy referred to the list of committee members and asked whether it might be appropriate to include someone on the committee with no stake involved. Town Administrator Fournier said that a motion would need to be made to amend the resolution to include a member of the Town. Chairman Levy asked the Council whether there were any preferences as to whether the person should be a Councilor, an elected official, or a member of the general public, and Councilor Weinstein said she preferred a member from the general public. Chairman Levy asked if the Town Council would be appointing the member and Town Administrator Fournier replied that they would. Councilor Bentley suggested scanning onto zip drives rather than storing in boxes and Town Administrator Fournier replied that State law does not allow scans to be original documents.

Vice Chair Pike made a motion to amend the resolution to provide for a committee member from the general public to be appointed by the Town Council. The motion was seconded by Councilor Bentley.

Town Administrator Fournier polled the council and the motion to amend the resolution as stated passed unanimously, 7-0.

Town Administrator Fournier then polled the council regarding the approval of *Resolution #2014/2015-43 Record Retention Policy*. The resolution passed unanimously, 7-0.

**Resolution #2014/2015-44 Town Administrator to Enter into an Agreement for Audit Services for FY2015**

Interim Finance Director Matt Angell presented a brief overview of the situation. He said that though the firm was very good and well-respected in the State, they had over-booked and had been unable to honor their contract to service Newmarket for the upcoming year, and that they had still not provided the audit from last year. Town Administrator Fournier stated that by Charter the audit must be included in the annual report of the Town, but that they did not have one.

Discussion: Councilor Carmichael asked how long the contract had been for and Town Administrator Fournier replied it was for 3 years. Chairman Levy asked whether the firm had some kind of legal obligation, and if the Town had any claim for damages. Interim Finance Director Angell replied that the new firm would charge a \$3,000 flat fee, whereas the prior firm charged by the hour. Chairman Levy asked what the cost had been, and Interim Finance Director Angell said that the regular audit came to \$26,500 plus the \$3,000 for the single audit for a total of \$29,500. Town Administrator Fournier clarified

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that the new firm was not coming in to finish the previous audit, and that they would be auditing the books as of June 30, 2015. He said that another part of their Charter required the Town to go out to bid every 3 years with a completely different auditor every 6 years.

Vice Chair Pike made a motion to approve *Resolution #2014/2015-44 Town Administrator to Enter into an Agreement for Audit Services for FY2015*, and it was seconded by Councilor Weinstein.

Town Administrator Fournier polled the council and the motion passed unanimously, 7-0.

**ORDINANCES AND RESOLUTIONS IN THE 3<sup>ND</sup> READING - None**

**ITEMS LAID ON THE TABLE - None**

**NEW BUSINESS/CORRESPONDENCE**

**TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS - None**

**ORDINANCES AND RESOLUTIONS IN THE 1<sup>ST</sup> READING**

**Resolution #2014/2015-45 Authorizing the Town Administrator to Solicit Proposals for a Management, Organizational Structure, and Efficiency Study for all Town Departments**

Chairman Levy read the text of *Resolution #2014/2015-45 Authorizing the Town Administrator to Solicit Proposals for a Management, Organizational Structure, and Efficiency Study for all Town Departments* in full.

Chairman Levy asked Town Administrator Fournier when he would have the firm lined up, and he replied that the rules could be suspended and the vote taken at this meeting for him to start the process or wait until the second reading on March 4, 2015. Chairman Levy decided that the Council would wait.

**CORRESPONDENCE/CLOSING COMMENTS - None**

**ADJOURNMENT**

Vice Chair Pike made a motion to adjourn the meeting, which was seconded by Councilor Nazzaro. The meeting was adjourned at 8:12 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary.

**DRAFT**

**TOWN OF NEWMARKET, NEW HAMPSHIRE  
TOWN COUNCIL, BUDGET REVIEW SESSION I**

**OCTOBER 25, 2014 8:30 AM**

PRESENT: Council Chairman Gary Levy, Council Vice Chairman Dale Pike, Councilor Dan Wright, Councilor Phil Nazzaro, Councilor Toni Weinstein, Councilor Ed Carmichael

EXCUSED: Councilor John Bentley

ALSO PRESENT: Town Administrator Steve Fournier, Interim Finance Director Matt Angell, Recreation Director Jim Hilton, Police Chief Kevin Cyr, Water & Wastewater Director Sean Greig, Public Works Director Rick Malasky, Library Director Carrie Gadbois, and Library Trustees: Joan DeYoreo, Mary Ellen Mahoney, Rod Crepeau, and Chairman of the Library Trustees Sandy Allen

**AGENDA**

Chairman Levy called the meeting to order at 8:32 am.

**TOWN OF NEWMARKET PROPOSED OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2016  
Presented October 25, 2014, by Town Administrator Steve Fournier**

Brief Overview: Town Administrator Fournier first looked at where the Town was with respect to the economy. He stated that the Consumer Price Index (CPI) had stayed level for FY13-14. He next reported that the National Unemployment Rate was down 1.19% with Rockingham County at 4.8%, the State at 4.3%, and Newmarket at 2.9%. He stated that the estimated tax rate for FY14 was not yet set by the State, but projected to be 25.98%, and that the 10-year tax rate comparison for last year was 24.46%. Vice Chair Pike pointed out a math error in the 10-year tax rate regarding the amount of money raised by an additional dollar of taxation, which Town Administrator said he would address later. Chairman Levy felt that the biggest change had been the devaluation of the Town, and asked what this amounted to in dollars and cents. Town Administrator Fournier replied that it came to \$0.23, which had been set in the March Budget. He stated that the 4.4% drop in the assessed value of the Town had resulted in a corresponding drop in tax bills due to property devaluation. Councilor Wright said that the focus was always on the tax rate, and though it had been graphed, they wanted to see real numbers going back 10 years. Town Administrator Fournier stated that there was a decrease in the current budget of 0.1%, after reviewing last year's budget and making some adjustments. As a result, he was proposing a recommended budget of \$9,598,694, which was an increase of 5.04%. He reported that the biggest increase was in the Enterprise Fund with a 15.4% increase in Water & Sewer, with \$186,229 affecting the tax rate and \$274,030 not impacting taxation but affecting the tax base. He added that all the Capital Reserve Funds, because the Charter Amendment did not pass, were included in the proposed total budget and would each need to be handled as separate Warrant Articles. He stated that the proposed FY16 budget included an increase in the General Fund of 2.6%, with Special Funds up 1.9%, and the Enterprise Fund up 15.4%, although the 3-year comparison had remained flat. He then broke down the budget by fund, with the General Fund comprising 68%, the Enterprise Fund comprising 21%,

and Special Funds (Library, Recreation Revolving, Solid Waste) making up 10%. Town Administrator Fournier next broke down where the Increases were going. These included Worker's Compensation partial payments, a new contract with the Town Attorney, and an increase in Police Equipment, which would be explained by Police Chief Kevin Cyr. Chairman Levy questioned whether the \$5,000 increase in the legal bill for the year included any lawsuits against the Town. Town Administrator Fournier replied that this was not the case, but was a result of an increase in the attorney flat fee from \$75,000 to \$80,000. He listed other increases for vehicle maintenance, a new Senior Center Coordinator, a rise in the cost of oil for the Town, the Macallen Dam CIP, the upgrades to Route 108, and an increase in wastewater operations.

Town Administrator Fournier stated that he expected an increase in revenues used to offset expenses, as a result of increases in motor vehicle registrations, increased requests for subdivision building permits, and an increase in the Highway Grant due to the gas tax increase. Chairman Levy asked how much higher than anticipated the revenues had been, and Town Administrator Fournier replied approximately \$300,000. Chairman Levy questioned why the estimated revenues from last year varied so much from actuals, and Interim Finance Director Matt Angell replied that not all revenues could be anticipated and that they could only ask the Council what to do with taxpayer money. Chairman Levy then voiced concern over the increase in tax rates with relation to the increase in revenues, as the revenue projected was quite high. Vice Chair Pike mentioned that the trend in new auto sales was starting to soften, and Interim Finance Director Angell replied that at some point they would begin to see a drop in Motor Vehicle revenues, with an average car replacement rate of 5 to 7 years. Town Administrator Fournier said the Town had been conservative with building permits and the \$450,000 fund balance was included in the budget, as the policy stated they should budget out of the Fund Balance in advance. Councilor Nazzaro requested a breakdown of numbers showing where the \$300,000 difference was allocated. Town Administrator Fournier next presented an *estimate only* of the Tax Impact to be 6.41% per \$1,000 for the Town, if the current budget was approved as proposed, which amounted to a \$0.10 increase from last year (6.31%). Chairman Levy asked whether the School fund balance for this year could be used like the Town fund balance. Interim Finance Director Angell replied that the School could retain up to 200% of their fund balance, and Town Administrator Fournier added that the School would just not raise the funds and the tax rate would not be affected. Lastly, Town Administrator Fournier explained that the Tax Impact, based on the Town portion of the tax bill for an average home value, would increase to \$1,603 annually.

#### **POLICE DEPARTMENT**

Police Chief Kevin Cyr next presented an overview of the proposed Police Department Budget. He cited increases in (3) line-items over last year's requests. The first was in the Gasoline line-item which increased from \$3,000-\$3,500, as the budget was over expended last year and he stressed the difficulty predicting changes in gas pricing. He stated that gallon-wise they had been able to cut back by assigning certain officers to certain vehicles and doubling up officers when possible. Vice Chair Pike questioned the fluctuation of prices over time, and Chief Cyr replied that it had been stable over the last few years. He stated that gallons used were down and noted the improved mileage of newer vehicles. The second increase was in the Equipment line-item, with an additional \$12,000 requested to purchase body cameras for all the officers. This included a cost of \$700-\$800 per camera, plus \$2,500 for a storage facility for the videos. Chairman Levy asked how long the videos would be kept in storage, and Chief Cyr

replied that he was looking at the International Association of Chiefs of Police policies and comparing with other communities, as they currently had no data. He felt that using the videos would protect the officers, who are continually held to higher standards, and would protect the liability of the Town. He stated that each officer would be assigned one specific camera. Councilor Wright asked if the Town could save money buying units with other communities, by leasing, or by having the officers share the cameras. Chief Cyr felt that competition could possibly lower the price over time, but emphasized the reasons why each officer should have his own camera. Councilor Weinstein asked how the cameras would be used, and Chief Cyr replied that the officers would turn them on at the time of a call and that the cameras had the ability to go back by 30 seconds.

Chairman Levy then questioned the requested increase for Overtime in the proposed budget since the department had spent 4% less than budgeted last year. Chief Cyr explained that less was spent in court appearances last year and staff had been used in different ways enabling the schedule to be cut back. Town Administrator Fournier stated that the final budget included the transfer of funds which was approved in a resolution in March by the Council. Chairman Levy also questioned the increase for uniforms and Chief Cyr further explained that the increase in spending on uniforms was due to replacement of body armor every five (5) years, and that it had not be updated last year. Chairman Levy next brought up the costs for Criminal Investigations, to which Chief Cyr replied that they occasionally needed to send evidence out for testing, not to State labs, and that they had underspent in last year's budget.

Police Chief Cyr stated that the third line item change in the Police budget was \$3,000 for a drug and search dog, for which they had applied to the Working Dog Foundation for a grant. There would be no cost for the dog and veterinary expenses would be covered for one year. The dog would work and live with one of the officers and the training costs were already being absorbed in the budget. The increases requested would be for sustaining the cost of food and veterinary bills. Councilor Nazzaro questioned whether a reduction in costs for Dues/Memberships and Books/Publications was possible. Chief Cyr replied that dues were organizational and that perhaps a reduction could be made in Books and Publications. He felt that the proposed operating budget was pretty much level-funded and there was not much change, and felt he would prefer to cut the dog or the cameras rather than cutting individual line items. Vice Chair Pike questioned the 10% increase in Communications, and Chief Cyr replied that the increase in communication costs was a result of the sharing of individual police records in HUB and linking up with other communities.

Chairman Levy understood that flexibility in the budget was needed, but questioned whether the department could not budget closer to what was actually spent. Town Administrator Fournier pointed out that unlike a business, the bottom line for the Town could not be increased mid-year. Police Chief Cyr stated that every spring the Police Department budget was running over and that the department historically came in under their operating budget, which had remained stable within \$10,000 for the past ten (10) years. Vice Chair Pike felt that the amount being requested to adjust was too small and not worth the effort. Councilor Wright said that he found the budget to be tight and consistent, but he felt that Dues & Memberships could be reduced to \$3,200 which was closer to actuals. Police Chief Cyr replied that he would make that amount work. Chairman Levy asked what would happen if the department were not able to stay within the budget due to an emergency situation causing a huge loss.

Town Administrator Fournier replied that he would find the funds in the budget or go to the DRA. Chairman Levy thanked Police Chief Cyr for his presentation.

### **RECREATION DEPARTMENT**

Recreation Director Jim Hilton presented the highlights of the proposed budget for the Recreation Department, for which there was a 4.98% increase. Town Administrator Fournier stated that 1.6% could be eliminated immediately for cost-of-living increase for salaries, as it had been removed from all the other budgets except this one. Councilor Nazzaro brought up that the general and revolving funds of the budget together saw a \$50,000 increase between the gross proposed budget and actual expenditures of last year, which he questioned. Town Administrator Fournier clarified that the revolving fund was not taxation. Director Hilton stated that the budget the Town Administrator had proposed for last year had been dead-on at \$214,000. Chairman Levy asked for the actuals from last year, and Director Hilton replied that \$30,000 had been transferred to the revolving fund and that there were no actuals for comparison, adding that if Recreation Revolving did not bring in the money it would not be spent. Chairman Levy then questioned the increases in General Supplies and Printing & Publications, which had also gone up from the prior year. Town Administrator Fournier explained that the budget had been over-funded with \$147,642 in salaries. Director Hilton stated that the biggest increase was because of a new position in the general fund, as a result of a vacancy left by the resignation of the Senior Coordinator due to health issues. He added that with the increase of \$16,000, he proposed changing the position to that of Program Director which would allow a broader scope for putting programs together, increase revenues, and allow the Senior Citizen's Center to be open five (5) days per week. He added that the position was to be a part-time position of not more than 29.5 hours/week with an increased salary but no benefits paid out, and that the position announcement was put out to many organizations. He stated that Training & Staff Development and Child Expenses had remained even-funded. Councilor Carmichael questioned the type of training and Director Hilton replied that this involved conference expenses and weekend specialized training. Director Hilton stated that Communications had gone up due to a new phone plan, but that subscriptions would save \$2,000 in layout and design. He reported that the line item for Equipment & Maintenance had gone down slightly, that the Playground Equipment line item had been moved as the purpose was not revolving, and that he had put in for capital improvement to replace a young children's playground. He next stated that the Sunrise/Sunset Program had been cut \$3,000 and moved to the revolving account. The proposed budget for Training included one Tri-State New England conference for specialized training using local facilities at no cost, and one weekend excursion. He added that no overtime was involved as the Nationals come locally to the state. Director Hilton also stated that both input and output in the revolving fund were doing well, and that the increase in funding requested was to make sure funds were available for recreational lighting.

### **WATER & SEWER DEPARTMENT**

Water & Wastewater Director Sean Greig next presented an overview for the proposed Water & Sewer Department. The budgets for Water and Sewer were discussed separately.

**Water:** Water & Wastewater Director Greig stated that a 15% Water budget increase had been planned, in part due to the MacIntosh Well, which included required Contract Services Testing to be performed. He stated that substantial testing would be required by the State due to the new water source, and that over time, as proof provided a lack of issues, the amount of testing could be reduced.

There was also an increase in Bonds and Notes with the anticipation of the completion of a water line to the tank. Another large increase was seen in additional postage and general supplies for a transition to monthly billing, with the rest of the budget staying pretty close to flat. Chairman Levy asked for an explanation as to why gas was up, and Director Greig replied that it was LP Gas for blending and for the pump house for the MacIntosh Well. Chairman Levy also questioned why the amount for Chemicals had doubled, and Director Greig replied that this was also due to requirements for the MacIntosh Well, plus new facility construction. Interim Finance Director Angell pointed out that the chemicals were bought in bulk and the purchases could cross over into the next fiscal year. Chairman Levy then questioned the current year request of \$45,000 for System Maintenance, as \$45,000 had been budgeted last year but \$55,000 spent. He also asked how the \$10,000 difference was accounted for the prior year. Director Greig said that less had been spent in other areas, including \$4,000 less in engineering, and that chemical costs were down, so that \$2,200 to replace a hydrant could be covered. Councilor Carmichael asked for an explanation of the increase for Bonds and Notes, and Director Greig replied that the department paid construction interest on the MacIntosh Well and the new line to the tank, adding that they had budgeted money to cover both interest and principal costs. He said that next year a bond payment would be due on the MacIntosh Well plus the last payment on the water meters. Town Administrator Fournier explained that the department was paying interest on contractual investments, and that it had been planned and would not affect the water rates. Councilor Nazzaro asked why they were planning to move money to a Capital Reserve fund instead of just putting the cost in the budget. Town Administrator Fournier clarified that this capital reserve fund was just for water and was not included in the general budget. Councilor Wright asked for the number of employees in the Water Department and Director Greig replied that there were two (2) water operators, a half-time system technician, both the Water Director and himself at half time, and some staff for billing and collections. He added that a clerk/administrative assistant was shared with the Public Works Department. Councilor Wright asked for an explanation of the policy for Uniforms, and Director Greig stated that uniforms were worn daily, and the cost also included laundry services plus disposables. Chairman Levy asked whether Contract Services could be cut, and questioned budgeting \$25,000 for Engineering, as much of the engineering should have already been completed. Director Greig replied that contract services were needed to cover water testing for the MacIntosh Well, and that historically the department spent around \$22,000 for engineering and he would not recommend going below that amount. He explained that this included required gauging on ground-water levels and surface-water levels with flow-testing for the system, with lead and copper testing on a 3-year cycle. Chairman Levy asked that Engineering be reduced to \$22,500

**Waste Water/Sewer:** Water & Wastewater Director Greig stated that the biggest increase in the Waste Water/Sewer budget was due to looking to fill another fulltime position for a wastewater treatment Plant Operator at the new facility, who would also handle collection system operations and maintenance. Chairman Levy asked whether the position could be part-time and Town Administrator Fournier explained that they had originally planned to hire two (2) separate individuals but decided to combine both in one position. Chairman Levy then questioned whether other companies could be used on a contractual basis which might reduce costs, and Director Greig replied that he could look into the issue. He added that he had twice tried to hire someone to clean the system with \$16,500 budgeted for a part-time person, but he had been unable to fill the position and that salary would be eliminated. Town Administrator Fournier clarified that though the cost of the full-time employee would be \$63,627,

they would be saving \$16,000 on the part-time position, with a budget impact of approximately \$47,000. Councilor Carmichael asked about the system that collected the waste water, and Director Greig replied that there were two (2) pumping stations, 21 miles of gravity sewer, and 2 miles of gravity mains. Town Administrator Fournier reminded the Council that collections had been combined with plant operations as a cost-savings measure. Director Greig next addressed other large increases in Postage for the proposed transition to monthly billing, in Chemicals as more were needed in the wastewater system, and that \$40,000 to \$60,000 would be needed for a permit for the Non-Point Source Plan. He added that funds of \$164,200 were being transferred to Capital Reserves, as the Capital improvement Plan had found deficiencies in collection system pump stations, and that improvements would be spread over three (3) years. With regard to Sludge, Director Greig described the anaerobic digesters used to decrease the total amount, the pressing of the sludge to remove water, and the offsite trucking of the 20% bio-solids remaining. He added that several issues had arisen with the digesters and the press resulting in sludge currently sitting in drying bins and needing to be hauled off. Councilor Carmichael asked if the costs would double as a result. Director Greig replied that he would be close to the \$30,000 due to an issue with the oil used to heat the digesters, and that the system would be taken offline to prepare for an upgrade with some cost savings.

Chairman Levy brought up the increases in Salaries, with Health Care and Retirement costs rising, and Director Greig replied that the \$16,000 saved in salaries would cover the benefit costs. In response to a question by Councilor Nazzaro regarding the drying beds, Director Greig that they would not be needed next year due to the new facility. Councilor Nazzaro then questioned increased Engineering costs and MPDS permits. Interim Finance Director Angell replied that the \$24,600 included expended and encumbered costs, with bids at approximately \$60,000 for next year for the non-point source plan for Newmarket only. Councilor Nazzaro also questioned the doubling of Advertising costs requested. Director Greig replied that as part of the new permit, they were required to provide education on fats, oils, and greases in the sewer line in regard to infiltration and in-flow of water. Vice Chair Pike asked whether email billing had been considered for the transition to monthly billing to save money on postage, and Director Greig replied he would investigate the issue. Councilor Wright asked for a rationale for the change to monthly billing. Town Administrator Fournier stated that it was easier to collect on smaller bills resulting in fewer shutoffs, and Director Grieg added that consumers could more easily monitor their actual water usage and that it would cut down on abatement requests. Councilor Carmichael questioned if principal on the Bond interest would remain flat. Director Greig replied that it would remain flat as they would pay the same amount every year, but that the interest would drop when substantial completion was reached, and if construction could start in July of 2015 and come to 90% completion by July 2016, they would not see the bill until the following year. Town Administrator Fournier added that during 2017-2018 the principal would increase from \$102,000 to \$516,000, and the interest from \$29,000 to \$308,000. Councilor Weinstein questioned the \$100,000 estimated for Projects, and Director Greig replied that it was for education for the Non-Point Source Plan (NPSP). Chairman Levy asked for a ballpark estimate on rate increases. Director Greig answered that it would be approximately \$3,000, with \$0.10 on the rate generating \$15,000 in revenue, divided by two (2) cents. Councilor Nazzaro asked for the average home usage and Director Greig replied 42,000 gallons.

## **PUBLIC WORKS DEPARTMENT**

Public Works Director Rick Malasky presented an overview for the Public Works Department budget citing an increase of 0.2%. He stated that in Administration there had been no major staffing changes and that General Supplies had gone up slightly reflecting what was actually spent. Councilor Carmichael questioned the difference in Overtime, and Director Malasky replied that it was mostly due to after-hours snow removal. Town Administrator Fournier added that schedule changes had been made last year to try to adjust for the overtime. Councilor Carmichael asked why the overtime was so high in 2015. Director Malasky replied that more roadwork was completed with contractors who worked later hours, and it was the first year they had started charging for detail work. Town Administrator Fournier added that the funds were expended from the line item here, but that this was offset by money received from the various associations for each detail event, and that the funds went into revenue and not the Public Works budget. Chairman Levy felt that in future it would be nice to include a line in the budget showing recoupment of funds so that the offsets could be seen, but as this was the first year no records were yet available. Councilor Wright questioned the cost for Uniforms as the requested \$14,000 amounted to 3% of the total budget. Director Malasky replied that the costs included safety equipment and that a protection plan provided for any needed replacements. Councilor Carmichael questioned whether the Salary covered one (1) administrative assistant, and Director Malasky replied that the position was shared 80%/20% with Water & Wastewater Director Sean Greig, as mentioned previously. Director Malasky next addressed Roadways with a 0.65% increase. He felt that department needed to budget every year for a snowy winter, which included costs for salt treatment and paving. Town Administrator Fournier stated that the department could not afford the \$345,000 costs, but that they were average for a community the size of Newmarket and did not include State roads. For perspective, Director Malasky compared the town of Stratham spending \$600,000-\$700,000 for approximately 44 miles of roads, to Newmarket with 55 miles of roads. Chairman Levy pointed out that Stratham had more traffic, but Director Malasky and Town Administrator Fournier replied that those roads were maintained by the State and they were referring only to side roads. Director Malasky added that Durham spent approximately \$800,000, but bonded their payments. Councilor Wright felt they were basically reclaiming the roads, and asked for information on the amount of money needed for roads versus waiting. Town Administrator Fournier stated that he had already conducted such a study. Vice Chair Pike suggested that a plan should be developed reflecting the most efficient and reasonable maintenance, as the Town was not in a position to underfund roads. Town Administrator Fournier mentioned that this was a perfect example for using the fund balance for a one-time expenditure. Vice Chair Pike assumed that many roads could be shimmed without total reclamation. Director Malasky replied that prices on liquid asphalt had leveled off, but that the Town was headed toward total reclamation as they had not been funding the roads. Town Administrator Fournier explained that they tried to keep the fund balance between 5-10%, and he then suggested that some of the \$714,000 fund balance could be used to create a Capital Reserve fund for roads as a savings account. He offered the idea that \$200,000 put into such a fund for roads.

Public Works Director Malasky stated that paving was done by contractors and Councilor Weinstein said that if they waited for reclamation, the costs would increase and the roads deteriorate. Director Malasky explained that full reclamation was 65% more expensive, and that full reclamation included culverts, etc., with part of the work done by the Public Works Department. He added that some money came from the Transportation Fund and that other projects were coming up. He specified that 1 mile of full

reclamation had been done and 1 ½ miles overlaid in the past year. Councilor Nazzaro said that in the past a Capital Improvement Plan (CIP) fund was used and asked why the CIP fund had been stopped. Town Administrator Fournier explained that the funds had been expended every year, and that the CIP Committee had decided that the fund was an "operating expense" and not a CIP plan. He further explained that a Capital Reserve Fund was a savings account, and suggested that as the fund balance was safe, \$200,000 could be transferred to create a Capital Reserve Fund for roads, where it would remain if the funds were not completely used up. Councilor Nazzaro said that the UNH study should be turned into something feasible for Newmarket. Chairman Levy asked that a list of all roads needing total reclamation versus shimming be provided, stressing the need for a strategic road plan. Councilor Nazzaro recommended that the shimming be done first as it was less expensive. Chairman Levy reminded the Council that Town revenues had come in higher than expected and that Town Administrator was using \$450,000 of the fund balance in the budget. Councilor Weinstein stated that the engineers in the UNH study had said other options were available. Chairman Levy asked Town Administrator Fournier to research the numbers for reclamation versus other options and provide the information to the Council for review so that the issue could be discussed intelligently. Town Administrator Fournier stated that since the funds were available this year, another \$100,000 could be spent to offset the current proposed budget as a benefit to the taxpayer, while still keeping the fund balance within the correct range of 5-10%. He added that the extra \$100,000 would reduce rates from \$6.30/1,000 to \$6.27/1,000. Chairman Levy asked for the total Town tax bill, and Town Administrator Fournier replied that it was \$25.98. Chairman Levy voiced his concern that the tax rate could reach \$26.00. Councilor Wright asked Public Works Director Malasky if he had been able to implement any cost savings at all for the department, adding that future costs for Newmarket were frightening and they could not keep buying down the budget. Councilor Wright also requested that each department document the total amount spent versus total amount of savings, and include any planned implementation to reduce costs to the Council. Vice Chair Pike asked what the impact might be if the department had one (1) fewer truck, and possibly adjusted the plowing frequency with less cycle time. Director Malasky replied that he did not have that data but that other towns replaced vehicles with even lower mileage. Councilor Wright suggested that the tools were not readily available for study or evaluation, and that a format was needed.

Councilor Weinstein asked for an explanation of Tree Service and its costs. Director Malasky replied that this covered tree work that the Public Works Department could not do, such as larger trees, and that outside tree companies needed to be hired to handle the difficult work. He added that the budget for this had been increased and that typically the funds were spent yearly. Councilor Weinstein questioned Engineering costs and Director Malasky replied that this was for the new MS4 they were working on, for which funding started last year and was continuing. Town Administrator Fournier explained that the MS4 was stone water runoff which was different from the storm drain Non-Point Source Plan for the Water & Wastewater Department, adding that he tried to combine the two as much as possible. Director Malasky stated that it had been recommended to him that \$25,000-\$30,000 be planned for this item. Chairman Levy asked whether the mowing of the Wilson property was necessary, as the Town was considering other potential uses for that property. Director Malasky replied that the property needed to be maintained as a field to increase the value and make it easier to sell, and that mowing was only done once yearly with the total of one 12-hour day. Director Malasky next addressed Street Lighting which included every street light in Town plus ornamental site lighting. Councilor Nazzaro asked whether

increases in electric rates had been predicted. Interim Finance Director Matt Angell stated that the current contract would be ending in December, and that an increase would max out the budget for every electrical line item. He added that the Town was trying to be included in a combined group with other Seacoast communities. Chairman Levy asked whether it was the general rule to "re-up" with a company, and Interim Finance Director Angell stated that this was called the default rate. He added that they were already looking into the next contract and whether or not to change the provider, who needed a 60-day notification before end-of-contract.

Public Works Director Malasky next addressed Buildings and Grounds stating that there were some increases here, mostly due to electrical costs, heating, and building maintenance. Chairman Levy asked why Part-Time Salaries had gone up so much from actuals, and Director Malasky stated that no staffing changes had been made. Chairman Levy asked whether the budgeted amount could be lowered. Interim Finance Director Angell explained the requested amount for full-time salaries last year had not been approved which had resulted in an increase, but that part-time salaries were lower, and he gave a breakdown of the number of employees. Chairman Levy requested that part-time salaries be reduced and Town Administrator Fournier recommended lowering the budget request of \$88,000 to \$80,000, with an \$8,000 savings. Chairman Levy then questioned the requested budget for the Community Center as actuals for 2014 had only been \$3,204, and asked whether the amount could be lowered to \$4,000. Director Malasky replied that work needed to be done, and that reducing the amount could result in cuts in some services. Town Administrator Fournier recommended that a reduction to \$7,500 be made. Councilor Nazzaro questioned why no money had been spent for the year under Mosquito Control, and Director Malasky replied that they had not yet received the bill for the spraying but that it should be approximately \$20,000 with another \$5,000 for surveillance. He pointed out that funds needed to be available in case of an outbreak, and that a cushion was needed. Councilor Nazzaro asked why a cushion was always built into the budget, and Town Administrator Fournier stated that State law required an annual allocation be stipulated. He added that a Contingency fund would be too cumbersome for the Town and not worth the effort as two (2) approvals would be needed. The Council agreed to reduce Mosquito Control by \$5,000.

Public Works Director Rick Malasky then addressed the Cemetery line item, which had remained stable. He added that a request had been made to the Town Administrator to replace a 10-year-old mower which was turned down, but that the money had been found. Councilor Wright asked if the mower could be used elsewhere and Director Malasky replied that the mower had to remain at the cemetery. The next line item addressed was Vehicles, and Director Malasky stated that last year the budget for vehicle maintenance had been cut from \$40,000 to \$20,000, and that the current request was not an increase but an attempt to re-align the requested amount with what was needed for preventative maintenance and repairs and included a FEMA reimbursement. Chairman Levy asked if any cuts could be made in equipment, and Director Malasky that a drill press and jacks needed to be purchased, with the drill press alone costing \$1,500. Director Malasky next addressed the Solid Waste line item which the Town Administrator had reduced by 0.1% by eliminating equipment. Councilor Wright asked whether the Hazardous Waste bill had been received, and Director Malasky replied that it was approximately \$8,000. Chairman Levy asked why the increased cost for Dues, and Director Malasky replied that the costs included spring cleanup. Councilor Carmichael noted that General Supplies were down, yet a \$5,000 increase was being requested. Director Malasky replied that this line-item generally had \$20,000

but that it had been cut back last year by the Town Council, and that they would receive \$5,000 in revenue from recycle bins and municipal trash bags. Chairman Levy asked if it could be cut closer to actuals, but Town Administrator Fournier said that actuals for FY13 had been \$22,000 and he would not recommend any cuts. Chairman Levy then asked if Subscriptions could be cut and Director Malasky replied that it covered their membership in the NRAA for getting rid of metals, but that perhaps the \$40,000 allocated for spring cleanup could be reduced to \$35,000. Chairman Levy felt that it needed to be made clear what could and could not be left out for pickup, and Director Malasky replied that he had ideas for making changes. Town Administrator Fournier reminded the Council that fines could be assessed on the Town, and that as a member of the Lamprey Co-op, tipping fees were set and could not be cut.

#### **NEWMARKET PUBLIC LIBRARY**

Library Director Cary Gadbois then presented the proposed budget for the Newmarket Public Library, in general requesting a 3.39% increase over last year. She stated that increased costs were mostly for building maintenance and that a line item had been added for State Unemployment which equaled 1/3 of the increase. Town Administrator Fournier explained that the rules governing the library were different from every other department, and though the line items could be questioned by the Council, only the Library Trustees could determine the amounts. Councilor Nazzaro asked how unemployment had been covered up to now, and Town Administrator Fournier replied that the Town had been absorbing the costs which were now in the library budget. Councilor Nazzaro asked for the actual expenditures for FY13. Library Director Gadbois stated that right now they were on target for spending the entire budget requested. Councilor Nazzaro then raised a question regarding the \$37,000 over-expenditure by the library in FY14, and Director Gadbois replied that the former Library Director had retired and the bulk of the over-spent funds was for her retirement. Interim Finance Director Angell added that the Trustees of the Library had authorized two (2) over-expenditures in the prior year to dip into the fund balance and that he was trying to represent what was spent through taxation. He added that the reasons had been for retirement services and replacing the library server, and that anything not spent remains in the fund. Director Gadbois stated that Building Maintenance increased due to needed library maintenance that had been deferred, plus regular maintenance of shoveling walkways, and keeping the handicap access ramp clear. She added that the library was being cleaned more often and this was contracted out. Councilor Nazzaro asked whether some of these services could be shared with the Town, and Town Administrator Fournier replied that the Town provided some assistance but that the library was a separate entity, and that the library was responsible from the walls in and the Town responsible from the walls out. Councilor Weinstein asked why there were such large fluctuations in building maintenance numbers and asked if there were other projects or if the maintenance was just general. Director Gadbois replied that this included the servicing of the library furnace, wiring, and plumbing, adding that maintenance costs added up quickly. She said that part of the increase last year was due to the exterior painting of the library and the installation of Plexiglas over the windows. Councilor Weinstein asked if the CIP plan had been the source of the funds and Interim Finance Director Angell replied that the unreserved fund balance had been used toward building maintenance capital improvements. Councilor Wright asked if a maintenance plan could be set up to keep costs steadier and felt that all Town building should have such a plan. Vice Chair Pike asked whether the roof could be guttered, and Director Gadbois replied that the roof had been guttered, but that heating in the winter

caused water to pour off the roof and freeze which resulted in ice damming and increased the need for shoveling to keep the special access ramp clear.

Councilor Wright asked whether adding an awning over the ramp had been discussed, and Chairman of the Library Trustees Sandy Allen informed the Council that the issue had been looked into but found not to be appropriate. She added that it did not really address the problem and was not aesthetically fitting as the Library was an historical building. Chairman Levy recommended the possibility of adding foam and insulation inside the ceiling of the building in areas where the damming was the worst. Library Trustee Chairman Allen agreed to look into the matter. Councilor Nazzaro asked Interim Finance Director Angell what projects were included in the Library Capital Reserve Fund. Interim Finance Director Angell replied that there were none, and that there was also a fund available to the Library Trustees. Chairman Levy next brought up Salaries questioning actuals versus requested amounts, noting a significant increase in part-time salaries for this year. Director Gadbois stated that the \$113,000 requested included filling all vacant positions. Interim Finance Director Angell stated that they were almost at the final budget, which was approximately fully spent. Chairman Levy mentioned the large increase in Health Insurance, and Director Gadbois replied that she may need to take the benefits this year herself. Town Administrator Fournier said that buyouts by the Town encouraged employees to go with the spousal health insurance. Councilor Weinstein questioned the rise in the budget from \$309,000 to \$373,000 and Director Gadbois replied that the correct amount should be \$337,225. Town Administrator Fournier reminded the Council that the library had the ability to over-expend funds by using unspent fund balance. Councilor Nazzaro said the money was being cut everywhere and yet the roads were not being paved, but that the Library was up \$40,000. Library Director Gadbois replied that this was due to the library having just filled all the positions left vacant the prior year.

#### **CLOSING COMMENTS**

Chairman Levy stated that the Council had saved approximately \$20,000 during the session. Councilor Weinstein added that the review session had been worthwhile.

At that time the trustees of the library who were present at the meeting introduced themselves to the Council. Chairman of the Library Trustees Sandy Allen commented that Library Director Gadbois was doing a wonderful job, circulation had increased quite a bit, and the Library was a happy, busy place.

#### **ADJOURNMENT**

The meeting for the first budget review session was adjourned at 12:50 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary.

STEPHEN R. FOURNIER  
TOWN ADMINISTRATOR

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FOUNDED DECEMBER 15, 1727  
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE  
OFFICE *of the* TOWN ADMINISTRATOR

**REPORT OF THE TOWN ADMINISTRATOR**  
**March 4, 2015**

**Regional Waste Water Treatment Facility:** The city of Portsmouth is looking into having a regional waste water plant at their facility at Pease Tradeport. They would upgrade this facility and consolidate their Pierce Island here. When they determined that there was going to be a significant increase in costs, they decided to look at hosting a regional facility. As of now, the towns of Exeter and Stratham are actively looking into this option.

I asked our engineers, Wright Pierce to write a preliminary analysis to share with the Town Council and have attached this analysis to this report for the Council to review.

Wright Pierce have found a number of issues that Newmarket would have to have answered or correct in order to make the regional plant viable.

First, is timing. Portsmouth does not have all of the costs associated with the regional plant available yet and may not until April or May. The timeline as agreed to in the Administrative Order of Consent issued by the EPA is very tight, with the Town having to break ground in May. In addition, we are already substantially complete (+95%) our design of the facility. We could ask EPA for an extension of these dates to look into the regional plant.

There are still questions on the viability of the regional plant. EPA and DES have not commented whether or not the consolidated plant would be approved. Also, Portsmouth has not determined what the cost to the city would be for the regional plant.

In order for Newmarket to hook up to this system, Wright Pierce assumed that we would have to do the following:

- Install a new pump station at the existing facility
- Install a force main from the plant up 108 to Squamscott Rd. in Stratham to Rt. 33.
- Install a force main from 33 to Pease. It is assumed that this cost would be shared with Exeter.

Using these assumptions, Wright Pierce estimated the cost doing this would be \$16.75 million. Please note that these assumptions do not include Newmarket's share of any upgrades to the actual plant on Pease.

The current project that we are looking at is \$14.1 million to upgrade the facility. We have been awarded \$3.7 million in grant money to accomplish this, so the cost of the project would be \$10.4 million. Wright Pierce does not believe that the grant would go towards the conveyance system.

While regionalization of the plant is a good idea, at this time it does not make economic sense to do so. We can provide additional information or schedule a meeting with Wright Pierce if the Council desires. I would recommend that we do not shift our schedule and continue to go out for proposals shortly.

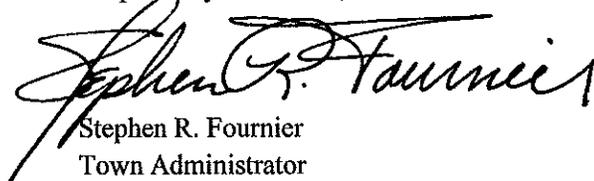
**Election Day:** Just a reminder that Town Election Day is March 10 from 7AM to 7PM here at the Town Hall. We are working on parking and automobile flow issues so we can ensure a safe and quick voting experience.

We do need councilors to be present at all times during the day on Election Day. Please let me know your preferred schedule. In addition, we need a quorum present at the end of the evening.

**Council Inauguration – March 16:** Just a reminder that the new councilors will be sworn in March 16. I will determine a time that works best for everyone. In addition, the first council meeting is scheduled for March 18.

**Thank You:** I wanted to take this opportunity to thank Councilors Bentley, Carmichael and Wright for their service to the town. It was a pleasure to work with the three of you.

Respectfully Submitted,



Stephen R. Fournier  
Town Administrator

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TO: Steve Fournier  
Town Administrator  
Town of Newmarket, NH

DATE: 2/25/2015

FROM: Timothy R. Vadney, PE

PROJECT NO.: 12797B

SUBJECT: Town of Newmarket  
Regional Treatment Opportunities  
Preliminary Cost Effective Analysis

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### INTRODUCTION

Per the Administrative Order on Consent (AOC) the Town of Newmarket entered into with the EPA, The Town is on track to initiate a treatment plant upgrade project in March of 2015 to comply with the AOC and the associated interim EPA permit requirements. As requested, we have done a preliminary review of the apparent emerging opportunity to consider a possible regional treatment plant in Portsmouth. This memorandum presents the findings of this preliminary review.

### BACKGROUND

All the Great Bay communities have to comply with new environmental regulations relative to wastewater treatment plant discharge and non-point source pollution control. The regulations have been established by EPA to protect Great Bay and area rivers. Each community has a responsibility to find the most cost effective strategy to meet these new requirements and this is the reason NHDES mandates that Wastewater Facilities Studies be developed.

Most of the larger Great Bay communities with treatment plants, including Newmarket, have developed Wastewater Facilities Studies to determine the most cost effective solution.

Additionally, in 2005 the NHDES commissioned a study of the regional alternatives. The conclusion of all these studies has been that the most cost effective alternative is for each community to upgrade their existing treatment plant.

The following summarizes the status of a number of communities that could potentially be involved in a regional solution:

#### Exeter

Exeter is in the process of completing their Facility Planning. During the course of that effort, the concept of regionalization with Portsmouth (i.e., connecting Exeter to Portsmouth's Pease treatment plant) was explored. Up to this point, the analysis had only been considering a modest expansion of the Pease plant (from 1.35 mgd to approximately 5-mgd) to accommodate Exeter, Stratham and Greenland but not the significant expansion of the Pease plant (from 1.35-mgd to approximately 8-mgd or 11-mgd) to consolidate their Pierce Island plant at Pease as well. Based on our review of the various studies conducted to date, it would cost Exeter more to connect to an upgraded Pease plant than it would to upgrade the existing wastewater treatment facility on Newfields Road. Exeter is currently considering their options and has made no decision regarding their strategic direction at this point.

#### Newfields

Newfields has not yet been issued a draft or final NPDES permit and has yet to begin any planning efforts, but they will most likely find a regional solution more cost effective than upgrading their plant (i.e., send their wastewater to Newmarket or Exeter).

#### Stratham

Stratham currently has no sewer system but would like to have sewer service for their targeted commercial area and they will certainly find it more cost effective to join forces with one of their neighbors for the treatment of the wastewater they might generate in the future. Stratham has been in discussion with Exeter for some time.

## Portsmouth

Portsmouth has two treatment plants, a large one on Pierce Island and a smaller one on the Pease Tradeport. They have completed comprehensive wastewater planning studies and concluded that preserving and upgrading the two plants was their preferred solution. They are now well down the path of designing an upgrade to their Pierce Island plant. This project appears to have experienced significant cost escalation and for a variety of reasons, the City appears to be having second thoughts about proceeding with their selected Pierce Island solution. As a result, the City is revisiting consolidating their two treatment plants at the Pease site, as well as considering opening up a new consolidated plant at Pease to neighboring communities.

Reportedly Portsmouth will have cost data for a consolidated plant in April or early May of 2015. At that point Portsmouth can determine if it is cost effective for them to consolidate their two plants. At that point Portsmouth will also be able to furnish cost data for neighboring communities to assess the cost effectiveness of regionalizing with Portsmouth. Until this data is available, it is not possible to do a rigorous cost effectiveness analysis.

While there is no question that regionalizing would save Portsmouth money due to the economy of scale, the same is not necessarily true for the neighboring communities due to the significant cost associated with the piping to transport the wastewater to Portsmouth and paying for their community's share of the regional facility.

## Preliminary Analysis

As noted above, the costs for the regional treatment facility (and the cost sharing framework) have not been developed yet. For the purposes of this preliminary review, we have focused on the pumping and conveyance costs to transport Newmarket's wastewater to the Pease Tradeport. To that end, we have assumed the following components would be required:

- A new Wastewater Pump Station at the Town of Newmarket's existing WWTF.
- A forcemain from the Town's existing WWTF site to the intersection of Squamscott Road and Route 33. For the purpose of this analysis, the costs for this forcemain are assumed to be paid entirely by the Town of Newmarket.

- A forcemain from the intersection of Squamscott Road and Route 33 to the City of Portsmouth’s WWTF site on the Pease Tradeport. For the purpose of this analysis it was assumed that the costs for this forcemain would be shared with the Town of Exeter on a pro-rata basis based on percent of peak flow through the forcemain.

Using these assumptions, the following preliminary estimates of project cost can be made for the pumping and conveyance component. **Please note that these costs do not include the cost for Newmarket’s share of the regional plant, as detailed numbers have not yet been generated for the regional plant.**

Table 1, Preliminary Pumping and Conveyance Costs for Regional Treatment

New Pump Station at Newmarket WWTF	\$ 3,000,000
Newmarket Share of Route 33 Forcemain	\$ 6,120,000
Forcemain from Newmarket WWTF to intersection of Squamscott Rd and Route 33	\$ 7,630,000
<b>Total Town of Newmarket Pumping and Conveyance Cost =</b>	<b>\$ 16,750,000</b>

The total project cost estimate for the Newmarket Treatment Facility is \$14,100,000. As mentioned previously, this project is 95% designed and is scheduled to be bid in late February 2015 in order to comply with EPA mandates. Based on a comparison of the estimated construction cost of the new treatment facility in Newmarket and the estimated cost for just the pumping and conveyance portion (excluding the considerable cost for “buying in” to the capital cost for the regional facility), it does not appear that a regional solution will be cost effective for the Town of Newmarket. Other items to consider as well are as follows:

- The Town is currently on track to receive \$3,700,000 in grant money for the treatment plant upgrade; this grant money would likely not be available for a conveyance system. If the grant money is available, it would likely require an update to the Facility Plan and financial applications to USDA. If the Town desires, we could reach out to USDA to explore these issues.

- There is a degree of uncertainty surrounding the viability of a regional facility. Portsmouth has not determined if it will be cost effective to consolidate their two plants and there are numerous regulatory and public approval issues associated with such a project which have yet to be explored.
- Newmarket's AOC timeline is very tight, and missed milestones carry the potential for fines from the EPA.

### Conclusions

Based on the above preliminary analysis, regionalization with Portsmouth is not likely to be cost-effective for Newmarket but judgment should be reserved until Portsmouth completes their study of a regional plant on the Pease Tradeport.

Furthermore, the fact that Newmarket is obligated to have the plant upgrade out to bid in the coming months and Portsmouth won't have financial data till April or May creates a scheduling dilemma for Newmarket.

**TOWN OF NEWMARKET, NEW HAMPSHIRE**

**Resolution 2014/2015-45**

**Authorizing the Town Administrator to Solicit Proposals for a Management, Organizational Structure, and Efficiency Study for All Town Departments**

**WHEREAS:** The Town Council and Town Administrator wish to review all Town Departments, current management structure, staffing, and current/future staff workloads to make sure the Town is operating in a most effective and efficient management and organizational structure and has the staffing to meet the service levels expected by elected officials, Town residents, business owners, and visitors, and

**WHEREAS:** As part of this study the Town Council and Town Administrator wish to review the current Dispatch Services provided by the Town, identify options of other agencies (County, neighboring communities) providing the service, or the possibility of having other communities use our service, and

**WHEREAS:** The Town Council and Town Administrator believe an independent outside consultant will best perform this service in a fair and judicious manner.

**NOW, THEREFORE, BE IT RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:** The Town Council authorizes the Town Administrator to issue a request for proposal to conduct such a study.

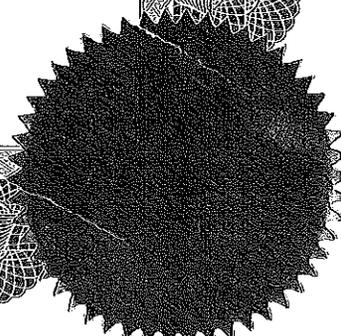
First Reading: February 18, 2015

Second Reading: March 4, 2015

Council Approval: March 4, 2015

Approved: \_\_\_\_\_  
Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: \_\_\_\_\_  
Terri Littlefield, Town Clerk





RECEIVED

FEB 23 2015

APPLICATION FOR APPOINTMENT TO A BOARD,  
COMMISSION, OR COMMITTEE POSITION WITHIN THE  
TOWN OF NEWMARKET

TOWN OF NEW MARKET  
ADMINISTRATOR'S OFFICE

Applicant's Name: Bill Arcieri

Address: 36 Briallia Circle Phone/Cell 603-219-2811

RSA 669:19 Newmarket Registered Voter:  Yes No # of Years as Resident: 26  
RSA 91:2 Are you an American Citizen?  Yes No

Email address: barcieri@msn.com

Full membership (3 year term) position applying for NH Coastal Risks & Hazards  
Commission

State what the new term expiration date is: unknown

Alternate position (3 year term) position applying for \_\_\_\_\_

State what the new term expiration date is: \_\_\_\_\_

I feel the following experience and background qualifies me for this position: \_\_\_\_\_

As a long term resident and a water resource professional,  
I believe I can represent Newmarket's interests  
in assisting the Commission in developing Coastal  
Risk Hazard Assessment tools to address climate change.  
(need more room, please use the back)

Bill Arcieri Date 2/19/2015

*You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Council meeting to address the Town Council prior to the decision making process. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.*

## Kathy Castle

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**From:** Diane Hardy [dhardy@newmarketnh.gov]  
**Sent:** Thursday, February 12, 2015 10:53 AM  
**To:** 'Arcieri, Bill'  
**Cc:** Steve Fournier; Kathy Castle  
**Subject:** RE: climate change risks and hazards commission

Hi Bill,

Yes, I would think it would be worthwhile for Newmarket to have a representative. We have been doing some work on Climate Change and Adaptation as part of the Master Plan Update. Also, we have a \$56 K grant from the Coastal Program to do some additional modeling work and a green infrastructure project (on the ground) within the Moonlight Brook. I think locally we need to raise public awareness about the issue and show that we are doing our part to help mitigate the effects of downstream flooding, although more importantly to have a voice in this process and trying to get our upstream neighbors in the water shed to think about doing things such as reducing the amount of impervious surface and consider the effects of their land use decisions on downstream communities like Newmarket which bear the brunt of flooding impacts.

The Town Council is meeting on February 18, however it is too late to put your name in for that agenda. The next meeting after that is March 4, 2015...The deadline for materials to be submitted is *Wednesday, February 25 at noon*. You may want to get some information from Cliff Sinnott about the committee and the role of it and submit that to Kathy Castle in the Town Administrator's office. Also, you will probably have to fill out the one page volunteer form that is on line and submit that to Kathy. I have included both Kathy and Steve's e-mail. I will be out of the office on February 25 through March 1, so you will need to directly coordinate this with this.

Thank you for your interest in the subject and your willingness to help out the Town on this issue.  
Sincerely,

*Diane Hardy*

Diane Hardy, AICP  
Newmarket Town Planner  
186 Main Street  
Newmarket, NH 03857  
(603) 659-8501 X 1315  
(603) 659- 8508 (Fax)

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**From:** Arcieri, Bill [mailto:WArcieri@VHB.com]  
**Sent:** Thursday, February 12, 2015 9:10 AM  
**To:** Diane Hardy  
**Subject:** climate change risks and hazards commission

Hi Diane,

Following up on our discussion with Cliff Sinnott I see that this Commission has been meeting for a while – do you think it is worthwhile and there is Town Council interest to have some represent Newmarket on this commission?

When is the next TC meeting?

**Bill Arcieri, CPESQ, CPSWQ**  
Senior Water Resource Specialist

VHB | Vanasse Hangen Brustlin, Inc.  
Transportation | Land Development | Environmental Services

2 Bedford Farms Drive, Suite 200  
Bedford, NH 03110-6532

**603-391-3904**

warcieri@vhb.com  
[www.vhb.com](http://www.vhb.com)

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Vanasse Hangen Brustlin, Inc. | [info@vhb.com](mailto:info@vhb.com)

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**TOWN OF NEWMARKET, NEW HAMPSHIRE**

**Resolution 2014/2015-46**

**Naming Certain Streets in Town – Hayden Place**

**WHEREAS;** It is under the purview of the Newmarket Town Council to name streets in the Town, and

**WHEREAS;** Chinburg Builders of Newmarket NH has made recommendation for names of public ways in their new development, off of Bald Hill Road, and

**WHEREAS;** The Town of Newmarket's 9-1-1 Coordinator has signed off on the following name.

**NOW THEREFORE LET IT BE RESOLVED BY THE NEWMARKET TOWN**

**COUNCIL,** The following public way in the Town of Newmarket will have the following name:

- Hayden Place

First Reading: March 4, 2015

Second Reading:

Council Approval:

Approved: \_\_\_\_\_

Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: \_\_\_\_\_

Terri Littlefield, Town Clerk