

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

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

November 2, 2016 7:00 PM

TOWN COUNCIL CHAMBERS

Approved November 16, 2016

PRESENT: Council Chairman Gary Levy, Councilor Dale Pike, Councilor Amy Thompson, Councilor Toni Weinstein, Councilor Kyle Bowden, Councilor Amy Burns

EXCUSED: Council Vice Chairman Phil Nazzaro

ALSO PRESENT: Town Administrator Steve Fournier, Town Moderator Chris Hawkins, Town-Clerk/Tax Collector Terri Littlefield, Interim Finance Director Matt Angell, Library Director Carrie Gadbois

AGENDA

Chairman Gary Levy welcomed everyone to the November 2, 2016 Newmarket Town Council Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

Chairman Levy stated that Vice-Chair Nazzaro was excused.

PUBLIC FORUM

Chairman Levy opened the Public Forum at 7:02 pm.

Town Moderator Chris Hawkins said he was there to review election procedures. He said they expected a heavy turnout of around 5,000 people and that they already had a significant number of absentee ballots. He said there would be 5 check-in tables rather than the usual 3 and they had a lot of same-day registrations. He stated that Ms. McGilvery's Civics students would be there to help out he would appreciate patience with the lines. He said there would be a designated greeter to help direct people and voter affidavit tables manned by the councilors. He said the polling place at the High School would be in the gym and the foyer and people would not be allowed in rest of the School building. He reminded people that by State Law no campaigning was allowed at the polling place.

41
42 Town Moderator Hawkins requested the councilors try to reserve parking for voters and said that Town
43 Clerk/Tax Collector Terri Littlefield would make sure there were enough handicapped spaces. He stated
44 that all absentee ballots would be counted just like regular ballots starting at 9:00 pm. He said the whole
45 process was open for public observation but no interference or disruptions were allowed. He said he
46 planned to have people sign in and out this time due to the crowds expected. He said that picture IDs
47 were not strictly required by law and that people could sign an affidavit and have their picture taken.

48
49 The Town Council Meeting was recessed at 7:14 pm due technical difficulties with the sound. The issue
50 was resolved and the meeting resumed at 7:26 pm.

51
52 Town Moderator Hawkins gave a recap of his statements and said they expected a busy day. He stated
53 that peak times were 7:00-8:00 am and 4:00-7:00 pm and long lines could be expected at these times, but
54 there would be a lot of volunteers to help keep the process moving along as quickly as possible. He asked
55 people to be patient and to address any questions or concerns to an election official.

56
57 Chairman Levy closed the Public Forum at 7:32 pm.

58
59 **PUBLIC HEARING** - None

60
61 **TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

62
63 **Acceptance of the Minutes of the Regular Meeting of October 19, 2016**

64
65 Councilor Pike made a motion to approve the minutes of the Regular Meeting of October 19, 2016 which
66 was seconded by Councilor Thompson.

67
68 Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of October 19,
69 2016 were approved by a vote of 6-0.

70
71 **REPORT OF THE TOWN ADMINSTRATOR**

72
73 Town Administrator Steve Fournier presented an update on the **Downtown Project** stating that 2-way
74 traffic had been restored on October 26h at 4:30 pm. He said that he along with the NHDOT, the
75 Engineering firm, the Public Works Director, and the Town Planner had walked the project to do a quick
76 inspection and that there were issues that needed to be corrected. He said they were putting a list
77 together and would have the contractor address them as soon as possible. He said the next step would
78 be grinding and paving the crosswalks to make them flat and install signage beacons. He said that a bump-
79 out would also be installed on North Main Street on the eastern side and filled in with landscaping.

80
81 Town Administrator Fournier stated that **Election Day** would be Tuesday, November 8th with polls open
82 7:00 am to 7:00 pm at the Newmarket Junior-Senior High School. He said he needed to make sure they
83 had a quorum of councilors at the close to certify the vote.

84

85 Town Administrator Fournier next addressed **Goal Setting** saying that he had spoken with Primex and they
86 were available to facilitate a goal-setting session for the Town Council, which he had tentatively scheduled
87 for November 30, 2016. Councilor Pike stated that the MRI recommendation had been for the Council to
88 set more long-term (5 year) goals. He said the Town Administrator Goals were half completed and would
89 be pretty much short-term goals for the rest of the year. He suggested they meet in Non-Public before
90 the next meeting to set those goals and meet with Primex in November or January to set longer-term
91 goals. He said he wanted to discuss the 5-year goals while the current Council was still in place.

92

93 Chairman Levy asked if they would have the MRI Report by the November 30th meeting. Town
94 Administrator Fournier said they would not but that the changes being made by MRI were minor. He said
95 they would meet in Non-Public before the next meeting to set the Town Administrator goals and set the
96 longer-term goals with Primex. He reminded the Council that he would not be at the November 16th
97 meeting, and Councilor Burns stated that she would also be out of town.

98

99 Discussion: Councilor Weinstein asked a question about the Downtown Project, specifically if there would
100 be any painting in the crosswalks after the grinding was completed. Town Administrator Fournier said
101 they would definitely be re-painting the stripes in the crosswalks.

102

103 **COMMITTEE REPORTS**

104

105 Councilor Thompson said that the *Budget Committee* had met on October 24th but that she was unable to
106 view the meeting as there was no sound. Town Administrator Fournier said it was a brief session and they
107 had reviewed where they were for the end of FY2017 and for the current fiscal year of 2018, and gone
108 over the Budget Committee schedule. He said the Town Budget presentation was scheduled for
109 November 28th, and that only key Department Heads would be present. He said the Budget Committee
110 intended to hold the Town Public Hearing on December 12th and wrap things up at that time.

111

112 **OLD BUSINESS**

113

114 **ORDINANCES AND RESOLUTIONS IN THE 2ND READING**

115

116 **Resolution #2016-2017-09 Resolution Relating to Generator Maintenance**

117

118 Councilor Thompson made a motion to approve *Resolution #2016-2017-09 Resolution Relating to*
119 *Generator Maintenance*, which was seconded by Councilor Burns.

120

121 Interim Finance Director Matt Angell stated that the Town had 14 generators, some as old as 1969. He
122 said they had been getting some emergency repairs on some of them and they needed to go out bid for
123 a Generator Maintenance company of record. He said they had 5 respondents and that the lowest bidder
124 was TriState Generator, who currently provided generator service to the Town and they were pleased
125 with their services.

126

127 Discussion: Councilor Thompson asked if this would be in addition to what they were already servicing
128 for the Town. Interim Finance Director Angell said they currently serviced generators for the Water &

129 Sewer system but not for the Department of Public Works, and said they were seeking professional
130 maintenance on the generators.

131

132 Town Administrator Fournier polled the Council and *Resolution #2016-2017-09 Resolution Relating to*
133 *Generator Maintenance* was approved by a vote of 6-0.

134

135 **Resolution #2016-2017-10 Resolution Relating to HVAC Services**

136

137 Councilor Thompson made a motion to approve *Resolution #2016-2017-10 Resolution Relating to HVAC*
138 *Services*, which was seconded by Councilor Burns.

139

140 Interim Finance Director Angell stated that they typically went out every 2 years for HVAC maintenance
141 services. He said he had again received 5 bids, but they had asked for only a 1-year contract this year to
142 see if they could get it in line with the School contract which would be expiring in one year. He stated that
143 Thermo-Dynamics was the low-cost bidder and had been the Town's primary service provider for the last
144 6 years.

145

146 Discussion: Councilor Thompson commented on the huge price discrepancy between the 5 bids. Interim
147 Finance Director Angell explained that Thermo-Dynamics was basically doing it for cost, and said all the
148 bidders had gone through their systems and looked at every piece of equipment. Councilor Pike asked if
149 there would be a savings, and Interim Finance Director Angell said it would be a little higher than what
150 they paid last year. Town Administrator Fournier said that if everything went as planned, they would go
151 out for one bid next year for the Town and the School combined.

152

153 Town Administrator Fournier polled the Council and *Resolution #2016-2017-10 Resolution Relating to*
154 *HVAC Services* was approved by a vote of 6-0.

155

156 **Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget**

157

158 Councilor Thompson made a motion to approve *Resolution #2016-2017-11 Approval of the Fiscal Year*
159 *2018 Budget*, which was seconded by Councilor Burns.

160

161 Town Administrator Fournier requested that the Council first amend the resolution to the following
162 figures: *General Fund \$1,128,151, Special Funds \$1,060,520, and Enterprise Funds \$3,323,206, for a total*
163 *budget of \$11,508,877*. Councilor Weinstein made a motion to amend *Resolution #2016-2017-11 Approval*
164 *of the Fiscal Year 2018 Budget* to reflect the figures that were reduced, which was seconded by Councilor
165 Burns.

166

167 Town Administrator Fournier polled the Council and the amendment to *Resolution #2016-2017-11*
168 *Approval of the Fiscal Year 2018 Budget* was approved by a vote of 6-0.

169

170 Town Administrator Fournier again polled the Council and *Resolution #2016-2017-11 Approval of the*
171 *Fiscal Year 2018 Budget* was approved as amended by a vote of 6-0.

172

173 **ORDINANCES AND RESOLUTIONS IN THE 3RD READING**

174

175 **Resolution #2016/2017-06 Relating to Reroofing Three Sections of the Library Building**

176

177 Councilor Bowden made a motion to approve *Resolution #2016/2017-06 Relating to Reroofing Three*
178 *Sections of the Library Building*, which was seconded by Councilor Burns.

179

180 Library Director Carrie Gadbois stated that she had taken the suggestions proposed by the Chairman's
181 roofing contractor at the last meeting and sent them to the Engineer. She said the Engineer felt they were
182 excellent suggestions and should be included in the proposals, especially the 6-foot copper edging at the
183 eaves. She said she had asked both companies to resubmit their bids and Silver Brothers had declined,
184 but Twin Metals had come in at \$63,900 with all the additional items.

185

186 Discussion: Chairman Levy asked what the change in price had been and Town Administrator Fournier
187 said Silver Brothers was originally \$63,650. Councilor Pike felt the heat tape would help prevent having to
188 manually remove the ice from the roof. Councilor Thompson pointed out that they were installing an ice
189 and water shield over new plywood and said she did not think the extra 6 feet of copper was necessary.
190 Library Director Gadbois clarified that the leak was underneath where the copper would be installed and
191 was part of the problem area of the roof. Councilor Pike felt they needed to make the decision tonight
192 and said he was comfortable moving forward. Councilor Bowden questioned a statement in the packet
193 from Twin Metals that the copper would be "6 feet in length" rather than height or width. Town
194 Administrator Fournier said he would make sure that change was made before he signed the contract.

195

196 Town Administrator Fournier said that procedurally he needed to move forward with this proposal and
197 he needed a motion to amend the resolution and strike out "Silver Brothers" and replace it with: Twin
198 Metals for an amount not to exceed \$63,900. Councilor Thompson made a motion to amend *Resolution*
199 *#2016/2017-06* and replace Silver Brothers with *Twin Metals for an amount not to exceed \$63,900*, which
200 was seconded by Councilor Weinstein.

201

202 Town Administrator Fournier polled the Council and the motion to amend *Resolution #2016/2017-06* was
203 approved by a vote of 5-1.

204

205 Town Administrator Fournier again polled the Council and *Resolution #2016/2017-06 Relating to*
206 *Reroofing Three Sections of the Library Building* was approved as amended by a vote of 5-1.

207

208 **ITEMS LAID ON THE TABLE** – *Resolution #2015/2016-52 Authorizing the Designation of a Portion of Route*
209 *152 as an Economic Recovery Zone.* (This Resolution is tabled from the June 15, 2016 Council Meeting
210 pending Planning Board action.)

211

212 **NEW BUSINESS/CORRESPONDENCE**

213

214 **TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS** – None

215

216 **ORDINANCES AND RESOLUTIONS IN THE 1ST READING** – None

217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239

CORRESPONDENCE – None

COMMENTS

Councilor Bowden said he had been at the Recreation Center and noted that there was a lot of stripping and rot on the windows. Town Administrator Fournier said this should have been brought to his attention first, and said he and the Public Works Director had been discussing the matter and were asking for proposals.

Councilor Pike asked when the Public Meeting would be held to present the MRI Report and asked if Dispatch would be included. Town Administrator Fournier said he would inform the Council as soon as the report was finished, and that Dispatch was part of the report.

NEXT MEETING: The next regular meeting of the Town Council is scheduled for November 16, 2016.

ADJOURNMENT

Councilor Weinstein made a motion to adjourn the meeting, which was seconded by Councilor Bowden. The meeting was adjourned at 8:02 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary