



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR
TOWN OF NEWMARKET, NEW HAMPSHIRE
TOWN COUNCIL REGULAR MEETING

MARCH 14, 2018 7:00 PM

TOWN COUNCIL CHAMBERS

Approved March 28, 2018

PRESENT: Council Chairman Dale Pike, Council Vice Chairman Toni Weinstein, Councilor Amy Thompson, Councilor Kyle Bowden, Councilor Casey Finch, Councilor Amy Burns

EXCUSED: Councilor Gretchen Kast

ALSO PRESENT: Town Administrator Steve Fournier

AGENDA

Chairman Dale Pike welcomed everyone to the March 14, 2018 Newmarket Town Council Meeting and called the meeting to order at 7:08 pm, followed by the Pledge of Allegiance.

Vice-Chair Weinstein made a motion to seal the minutes of the Non-Public Meeting, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the motion to seal the minutes of the Non-Public Meeting was approved by a vote of 6-0.

PUBLIC FORUM

Chairman Pike opened the Public Forum at 7:09 pm. As no one from the public came forward, Chairman Pike closed the Public Forum at 7:09 pm.

PUBLIC HEARING – None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Regular Meeting of February 21, 2018

Vice-Chair Weinstein made a motion to approve the minutes of the Regular Meeting of February 21, 2018, which was seconded by Councilor Thompson.

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of February 21, 2018 were approved by a vote 6-0.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier stated that the **Town Council Chambers Renovation** was pretty much finished, with just a few technical items with regard to the wiring remaining. The new Council Chambers dais was completed.

Town Administrator Fournier said he wanted to let the Council know they were looking at some new **Meeting Agenda/Meeting Management Software**. He said the IT Director, the Facilities Director, and his Executive Assistant met with a firm called to help improve the flow process of Department Head items submitted into the Council agenda. He explained that the software package would create the agenda from the submitted documents and would be cloud-based. He said it would archive better, allow the public to more easily follow discussions, and would be available on the web. He said it would make it easier for councilors with no more PDF links, and councilors would have talk and voting buttons on their computers. He said on the backend everything would be streamlined and video improvements would allow users to click on a topic and automatically go to the correct point in the meeting without scrolling through.

Discussion: Vice-Chair Weinstein said she had looked at one of the links and the software seemed user-friendly and comprehensive. Town Administrator Fournier said councilors would see a different interface. Chairman Pike said he felt there was an incredible amount of redundancy and unnecessary information in the packets, and that it should be key and relevant points with the ability to check in more depth if needed. Town Administrator Fournier said it would include a staff report with a link to all the backup. He said they would also be able to include non-public items and block them to the public.

Town Administrator Fournier said as far as **Additional Software**, there was a meeting for MUNIS Financial Software with Titan Technology. He said this would be a 9-month rollout and was continuing.

Town Administrator Fournier said everyone was present for **Election Day**, and said he wanted to thank the election teams, the Town Clerk, and all the poll workers for their efforts. He said they had a good turnout despite the weather, and also wanted to thank the Director of Public Works for his tremendous efforts with the last 3 storms. He pointed out that it was not the Town's choice to hold the election during a storm, but that the Attorney General had made it clear elections could not be postponed. Vice-Chair Weinstein said she wanted to thank the Police Department for providing rides to the polls and the Department of Public Works for the cleanup.

Town Administrator Fournier said he would like to take the opportunity to congratulate councilor-elect Dumont and welcome him to the Council. He said he also wanted to take the opportunity to thank Councilor Thompson for her service.

Chairman Pike asked where things stood with the parking meeting with the Newmarket Business Association, and asked that the item be added to the active list after the Town Administrator Report. Town Administrator Fournier said he had met with a Business Associate representative and provided her with their report, which she planned to share with the Business Association and get back to him. Chairman Pike said the Council had talked about May 7th as the Joint Town Council/School Board meeting, and said the School Board would be discussing that at their meeting and it would then be locked in or modified.

Town Administrator Fournier said Wednesday April 11th would be the goal-setting session with Primex & Company. He said it was an off-week when they did not have a meeting. He also reported that the proposal for sharing another individual for the Facilities Director would be withdrawn, and the School would be hiring their own individual.

Chairman Pike stated that he had a list of councilors and their current committees, and felt it might be good to review before the next organizational meeting. Vice-Chair Weinstein asked that the Energy and Environment Advisory Committee be added to the list, and Chairman Pike asked that the list be updated and forwarded to councilors.

COMMITTEE REPORTS

Vice-Chair Weinstein reported on the *Energy and Environment Advisory Committee* meeting of March 6, 2018. She said they had a presentation from Elijah Garrison of Revision Energy to talk about clean energy solutions, including solar projects, for municipalities. She said they also talked about Energize 360, a residential program for multiple communities to solarize and be more energy efficient. She said they talked about a program there called Energy Saves, which is a coalition of energy providers in the State. She stated that Facilities Director Greg Marles would be at their next meeting.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING – None

ORDINANCES AND RESOLUTIONS IN THE 3RD READING – None

ITEMS LAID ON THE TABLE

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

NEW BUSINESS /CORRESPONDENCE

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS

Library Trustee

Candidate: *Joan DeYoreo – Term expires March 2021*

Town Council Regular Meeting
March 14, 2018

Vice-Chair Weinstein made a motion to approve the nomination of *Joan DeYoreo – Term expires March 2021* as a *Library Trustee*, which was seconded by Councilor Bowden.

Town Administrator Fournier polled the Council and the nomination of *Joan DeYoreo* as a *Library Trustee* was approved by a vote of 6-0.

Cemetery Trustee

Candidate: *Richard Alperin – Term expires March 2021*

Vice-Chair Weinstein made a motion to approve the nomination of *Richard Alperin – Term expires March 2021* as a *Cemetery Trustee*, which was seconded by Councilor Thompson.

Town Administrator Fournier polled the Council and the nomination of *Richard Alperin* as a *Cemetery Trustee* was approved by a vote of 6-0.

Veterans Memorial Trust Committee

Candidate: *Nancy Eaton – Term expires 2021*

Vice-Chair Weinstein made a motion to approve the nomination of *Nancy Eaton – Term expires 2021* as a member of the *Veterans Memorial Trust Committee*, which was seconded by Councilor Bowden.

Comment: Councilor Bowden said he very much appreciated the family's service and was impressed by the letter submitted with the application.

Town Administrator Fournier polled the Council and the nomination of *Nancy Eaton* as a member of the *Veterans Memorial Trust Committee* was approved by a vote of 6-0.

Veterans Memorial Trust Committee

Candidate: *David Wade – Term expires 2021*

Vice-Chair Weinstein made a motion to approve the nomination of *David Wade – Term expires 2021* as a member of the *Veterans Memorial Trust Committee*, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the nomination of *David Wade* as a member of the *Veterans Memorial Trust Committee* was approved by a vote of 6-0.

ORDINANCES AND RESOLUTIONS IN THE 1ST READING

Resolution #2017/2108-35 Authorizing the Town Administrator to enter into a Performance Contract Agreement with Energy Efficient Investments for HVAC, Lighting and Building Envelope Improvements to the Community Center. (TA Requests the Suspension of Rules)

Chairman Pike read Resolution #2017/2108-35 Authorizing the Town Administrator to enter into a Performance Contract Agreement with Energy Efficient Investments for HVAC, Lighting and Building Envelope Improvements to the Community Center in full.

Vice-Chair Weinstein made a motion to suspend the rules which was seconded by Councilor Burns.

Discussion: Town Administrator Fournier said there would be a number of requests to suspend the rules this evening. He said they had found through the audit that some systems were in serious need of immediate replacement. He said there was a crack in the heater exchange of a furnace at the Community Center and one furnace was down, with no heat in one area. He said the Council had previously approved hiring Energy Efficient Investments (EEI) to do the audit. Councilor Bowden asked when the Council would receive the report on the status of the Town Facilities, and Town Administrator Fournier said in April.

Vice-Chair Weinstein said she had some concerns about the Performance Contract as it was new and relatively complicated to digest. Town Administrator Fournier said if the Council did not want to vote this evening they could withdraw their motion to suspend the rules. He said he was requesting this because they had failing equipment and he did not have the money in the budget. Chairman Pike felt it was worth having more conversation about the issue.

Councilor Thompson said she did have some questions, but that they could always be forwarded to another councilor for the next meeting. She said Facilities Director Marles would find more things broken, but asked whether they would all be emergencies. She asked why the Facilities Director was not present, and Town Administrator Fournier said he was on vacation this week. Chairman Pike said he was certainly in favor of waiting until the Facilities Director was present, and Town Administrator Fournier recommended they then withdraw the motion.

Chairman Pike said when the Performance Contract was proposed, he understood that it was something that would fund itself out of energy improvements. He said on page 24 of the packet under Comprehensive Option for the Community Center, the lighting looked like a winner with a savings of \$2,100/year. But he said the furnace, at a savings of \$750/year, would never pay for the \$113,000 cost. Town Administrator Fournier said that was why they needed to withdraw \$25,000 from the Buildings & Improvements Capital Reserve Fund. He said the annual net payment of \$14,050 on the Capital Lease would go back to pay for the \$149,794 they would need to borrow to do the project. Chairman Pike said annual savings were listed as \$3,940, and the project was not bid out due to the performance contract. He said the project did not come close to being funded out of energy improvements and he felt it was a Capital cost.

Vice-Chair Weinstein withdrew her motion to suspend the rules and Councilor Burns withdrew her second.

Resolution #2107/2018-36 Authorizing the Town Administrator to enter into an Agreement with Siemens Industry, Inc. to Replace a Failed Gas-Fired Unit Heater in the Police Department. (TA Requests the Suspension of Rules)

Town Administrator Fournier read Resolution #2107/2018-36 Authorizing the Town Administrator to enter into an Agreement with Siemens Industry, Inc. to Replace a Failed Gas-Fired Unit Heater in the Police Department in full.

Vice-Chair Weinstein felt this resolution was simple and straightforward and made a motion to suspend the rules, which was seconded by Councilor Burns. Town Administrator Fournier polled the Council and the motion to suspend the rules was approved by a vote of 6-0.

Town Administrator Fournier explained that there was a cracked heat exchanger and the proposal was from the Town HVAC contractor.

Town Administrator Fournier polled the Council and Resolution #2107/2018-36 *Authorizing the Town Administrator to enter into an Agreement with Siemens Industry, Inc. to Replace a Failed Gas-Fired Unit Heater in the Police Department* was approved by a vote of 6-0.

Resolution #2017/2018-37 Authorizing the Town Administrator to enter into an Agreement with Siemens Industry, Inc. to Replace a Failed Gas-Fired Unit in the Public Works Garage. (TA Requests the Suspension of Rules)

Chairman Pike read Resolution #2017/2018-37 *Authorizing the Town Administrator to enter into an Agreement with Siemens Industry, Inc. to Replace a Failed Gas-Fired Unit in the Public Works Garage* in full.

Vice-Chair Weinstein made a motion to suspend the rules which was seconded by Councilor Thompson. Town Administrator Fournier polled the Council and the motion to suspend the rules was approved by a vote of 6-0.

Vice-Chair Weinstein made a motion to approve Resolution #2017/2018-37 *Authorizing the Town Administrator to enter into an Agreement with Siemens Industry, Inc. to Replace a Failed Gas-Fired Unit in the Public Works Garage*, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and Resolution #2017/2018-37 *Authorizing the Town Administrator to enter into an Agreement with Siemens Industry, Inc. to Replace a Failed Gas-Fired Unit in the Public Works Garage* was approved by a vote of 6-0

Resolution #2017/2018-38 The Purchase of Six (6) Motorola Mobile Radios for the Fire Department.

Town Administrator Fournier read Resolution #2017/2018-38 *The Purchase of Six (6) Motorola Mobile Radios for the Fire Department* in full.

Resolution #2017/2108-39 Purchase a 2018 Ford F350 4X4 Truck with Plow for Public Works Department.

Chairman Pike read Resolution #2017/2108-39 *Purchase a 2018 Ford F350 4X4 Truck with Plow for Public Works Department* in full.

Resolution #2017/2108-40 Authorizing the Town Administrator to Withdraw \$25,000 from the Building and Improvements Capital Reserve Fund for Required Infrastructure Repairs/Upgrades to the Community Center.

Town Administrator Fournier read *Resolution #2017/2108-40 Authorizing the Town Administrator to withdraw \$25,000 from the Building and Improvements Capital Reserve Fund for Required Infrastructure Repairs/Upgrades to the Community Center* in full.

Resolution #2017/2018-41 Authorizing the Town Administrator to enter into an Agreement with Municipal Leasing Consultants of Grand Isle, Vermont for a 10-Year Municipal Lease for Capital Repairs/Upgrades to the Community Center.

Chairman Pike read *Resolution #2017/2018-41 Authorizing the Town Administrator to enter into an Agreement with Municipal Leasing Consultants of Grand Isle, Vermont for a 10-Year Municipal Lease for Capital Repairs/Upgrades to the Community Center* in full.

CORRESPONDENCE – None

CLOSING COMMENTS

Chairman Pike presented a clock as a token of the Town's appreciation to Councilor Amy Thompson for her long service, and thanked her for her the diligent work she had done.

Vice-Chair Weinstein updated the Council on the Mindful Monday event of last week. She said she and Councilor Finch presented at the Stone Church, and a summary was sent to all councilors. She felt the feedback was very positive from the approximately 25 people present who recommended this be done more often. Councilor Finch felt it was a nice way to connect with the community and said there was great interest for it to continue for the future, especially leading up to Town Meeting Day.

Vice-Chair Weinstein said she had also set the date for this year's Roadside Cleanup for Sunday April 29th from 1:00-4:00 pm. She said they would meet at the Elementary School at 12:45 pm, and that bags and gloves would be provided by the Department of Public Works. Councilor Finch said he would present the information to the Conservation Commission at their next meeting.

NEXT MEETING: The next Regular Town Council Meeting will be held on March 28, 2018 in the Town Council Chambers.

ADJOURNMENT

Chairman Pike adjourned the meeting at 8:03 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary