



Town Council Regular Session

June 7, 2023 at 7:00 PM

Town Council Chambers

MINUTES

1. Pledge of Allegiance

Chair Conley convened the Meeting at 7:00 PM and Councilor White led the Pledge of Allegiance.

2. Roll Call

Present: Council Chair Katanna Conley, Council Vice-chair Brian Ward, Councilor Scott Blackstone, Councilor Joe LaMattina, Councilor Colin White, Councilor Sonke Dornblut, Councilor Justin Glazebrook

Staff Present: Finance Director William Tappan, Police Chief Greg Jordan, Environmental Services Director Sean Greig, Town Manager Stephen Fournier and Wendy Chase, Recording Secretary

3. Public Forum

Chair Conley opened the public forum at 7:02 PM.

Chair Conley closed the public forum at 7:02 PM without objection.

4. Public Hearing

a. Ordinance 6 -2022/2023 Procurement Policy

Chair Conley opened the Public Hearing at 7:03 PM.

There was no one from the public in attendance, Chair Conley closed the Public Hearing at 7:03 PM.

Town Manager Fournier explained that the Ordinance updates the current procurement policy.

5. Town Council to Consider Acceptance of Minutes

a. May 17, 2023 Meeting Minutes

Motion: **Councilor White** made a motion to approve the May 17, 2023 Meeting Minutes

Second: **Councilor Dornblut**

Vote: **Unanimously Approved (7-0-0)**

6. Report of the Town Manager

a. June 7, 2023

Town Manager Fournier said that he will be requesting the Council to table Resolution #2022/2023-48 - Cable Franchise 10-year extension to the June 21st meeting for a third reading after a public hearing. There doesn't need to be a formal vote to table it; just a consensus of the Board.

Sewer Main Break: The Environmental Services Department confirmed a sewer leak in the Bay Road Sewer Force Main that runs from the Bay Road Pumping Station under the Lamprey River to a manhole located next to the Newmarket Mills. The Bay Road Station handles all the wastewater for the town on the north side of the bridge. The Town hired a diver that dove and examined the leak. The water quality has been tested and all levels are well below the NH DES levels to put restrictions on fishing or recreation in that area. The Department is working with the engineering firm Wright-Pierce to produce a solution to eliminate the sewer discharge as soon as possible. Town Manager Fournier said that he is following Chapter 2-200 of the Town Ordinance and following the emergency procedures and suspending the bidding process for the installation of the temporary sewer line. There will be more information in the coming weeks. The temporary service will go over through Bryant Rock along the pedestrian bridge through the Newmarket Mills to the sewer main. The engineers found deficiencies in the bridge so we will now have to do studies of the pedestrian bridge. We will no longer be able to recommend motorized vehicles to cross the bridge including plowing. The Town owns the pedestrian bridge. The bridge is still safe for pedestrians to use. The bridge was built in 2002. We don't have an estimate on costs of the bridge or the sewer pipe replacement. The sewer pipes under the river were placed there in 1969. Councilor Blackstone said that plans to connect the bridge to Heron Point should be considered when repairing or replacing the pedestrian bridge.

CivicReady/Mass Notification System: The Town has partnered with CivicReady to implement its mass notification solution. It has now gone live and will allow us to issue urgent notifications, emergency instructions, warnings, and routine communications to subscribed citizens via email, text message, and voicemail alert, to keep citizens safe and informed. In the event of a local emergency, citizens subscribed will benefit from immediate, actionable information and instructions sent via the preferred notification channel. Residents with landlines will still receive E911 broadcasts from us without reregistering. Those cellphones are encouraged to register either on the town website or by texting NEWMARKET to 38276. There will be non-emergency messaging as well, such as general news, police news, recreation events, etc. People can sign up for them on the town website as well.

Facilities Study: The Town Manager and Department Heads met with Placework to go over some of the preliminary recommendations for the Police Station and Town Hall. Everyone agreed that additions to the current facilities are more likely than new construction at this time. This would potentially include a 3,900 square foot addition to the existing Police Station and building an addition on to Town Hall and consolidating public/point of service space to a new entrance in the rear of the building and putting administrative offices on the second floor. The School District would not be impacted.

Citizen Survey: The public citizen survey is ongoing. There were 382 submissions as of June 1st. In 2016 we had over 500 responses. The survey is available at newmarketnh.gov.

Town Manager Fournier said that if there are changes to the town hall building, historical aesthetics will be taken into consideration.

Environmental Services Director Greig confirmed that we are testing the Lamprey River water every day, Monday through Friday.

7. Committee Reports

Councilor LaMattina reported on the Energy & Environment Committee Meeting:

The Committee submitted the Electric Aggregation Plan to the Public Utilities Commission this week; they have 60 days to review it. The next step is to submit the current contracts to the Town Manager for his approval by November. If the Town Manager approves, then it will go to the Town Council for approval in December or January. Newmarket will be in Wave 2 or spring of 2024. Community Power has 76,000 accounts and they recently added Portsmouth and is working on adding Dover.

Councilor Glazebrook reported on the Arts, Culture & Tourism Commission meeting:

The Pocket Park's (next to Jonny Boston) opening ceremony is scheduled on Friday, June 16th at 5:00 PM.

Councilor Ward reported on the Budget Committee meeting:

The Committee met with the School District regarding third quarter financials. They have a shortage of staff, but are working well with what they currently have. They switched their food services management due to staff shortages. The school has applied for three grants, to improve security systems in the schools and improvements to the elementary school playground.

Councilor Dornblut reported on the Capital Improvement Plan (CIP) Meeting:

The Committee's main discussion revolved around changing the process that will allow the CIP to be more of a planning document than it has been in the past.

8. Old Business

9. Resolutions/Ordinances in the 2nd Reading

a. Ordinance 6 -2022/2023 Procurement Policy

Motion: **Councilor Ward** made a motion to approve Ordinance 6 - 2022/2023 Procurement Policy

Second: **Councilor Dornblut**

Discussion: Finance Director Bill Tappan gave a brief overview of the Ordinance. He did a complete rewrite of the procurement policy to make it more comparable with current times. Town

Manager Fournier stated that any proposed purchase of \$10,000 or more currently has to be approved by the Town Council. That figure has been updated to \$45,000; we use that figure because it's the price of a police cruiser and that's the biggest one-time purchase in the operating budget.

Vote: **Unanimously Approved (7-0-0)**

b. Resolution #2022/2023-46 Police Cruiser Purchase

Motion: **Councilor Dornblut** made a motion to approve Resolution #2022/2023-46 Police Cruiser Purchase

Second: **Councilor White**

Discussion: Police Chief Jordan explained that he ordered the hybrid vehicle last year and we were promised they were coming, but gas vehicles were delivered instead. They tried to use different dealers and different brands but to no avail. We are at the tail end of the budget season and cannot wait any longer for a vehicle purchase, so we are going with a gas-operated cruiser. He explained that the pickup truck purchased last October had just finished being equipped last week.

Vote: **Unanimously Approved (7-0-0)**

c. Resolution # 2022/2023-47 Water & Sewer Rate Increase

Motion: **Councilor Dornblut** made a motion to approve Resolution # 2022/2023-47 Water & Sewer Rate Increase

Second: **Councilor Glazebrook**

Discussion: Environmental Services Director Greig explained that he created a sewer rate model. The biggest impact on sewer costs is inflation. We did not have a sewer increase last year due to a grant, and charging for septage disposal. The rate will increase by 10 cents. An average single family home would be \$4.60 per year. 1.67 cents per gallon for sewer. The water will increase by 50 cents per year for the next three years. The average single family home would pay \$348.00 per year.

Councilor Blackstone asked if the Councilors could set up times to tour the wastewater treatment plant. Environmental Services Director Greig said they are able to do that.

Vote: **Unanimously Approved (7-0-0)**

d. Resolution #2022/2023-48 Cable Franchise 10-year Extension Agreement
Town Manager Fournier requested to table Resolution #2022/2023-48 - Cable Franchise Agreement to the June 21st meeting.

Resolution #2022/2023-48 - Cable Franchise Agreement was tabled to the June 21, 2023 meeting as a third reading without objection. There will also be a Public Hearing.

10. Resolutions/Ordinances in the 1st Reading

- a. Resolution #2022/2023-49 - Amendment to the Arts, Culture & Tourism Membership

Chair Conley read Resolution #2022/2023-49 into the record.

11. New Business/Correspondence

- a. Correspondence to the Town Council

There was no correspondence.

Councilor Ward asked if there was correspondence from the Conservation Commission regarding reclassifying the Class VI Old Lee Road to a Class A Trail.

Town Manager Fournier said that would be presented to the Council in a Resolution.

- b. Closing Comments by Town Councilors

Councilor White said that the Newmarket Community Church Food Pantry served a record 106 families last week. They serve both Newmarket and Newfields residents.

Town Manager Fournier confirmed that the purple heart signs have been ordered from the NH State Prison and paving will be done on New Road sometime next week.

Chair Conley encouraged people to go to the town's website on the homepage and sign up for CivicReady or text Newmarket 38726 to sign up. She congratulated the Energy & Environment Committee for submitting the Energy Aggregation plan to the PUC and reminded everyone of the Pocket Park opening ceremony on June 16th at 5:00 PM next to Jonny Boston Restaurant.

- c. Next Meeting

- i. June 21, 2023

12. Adjournment

Chair Conley adjourned the Meeting at 7:48 PM without objection.

Respectfully submitted,

Wendy V. Chase
Recording Secretary