



Town Council Regular Session

November 15, 2023 at 7:00 PM

Town Council Chambers

MINUTES

1. Pledge of Allegiance

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

2. Roll Call

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

Staff Present: Town Manager Stephen Fournier, Environmental Services Director Sean Greig, Town Engineer Lyndsay Butler, and Wendy Chase, Recording Secretary.

3. Public Forum

Chair Conley opened the Public Forum at 7:02 PM.

There was no one from the public in attendance.

Chair Conley closed the Public Forum at 7:02 PM without public comment.

4. Town Council to Consider Acceptance of Minutes

a. October 28, 2023 Town Council Budget Work Session

Motion: Councilor Ward made a motion to approve the October 28, 2023 Town Council Budget Work Session

Second: Councilor Dornblut

Vote: Motion Passed (5-0-2) Councilor White and Councilor LaMattina abstained because they were excused from the October 28, 2023 Budget Work Session.

b. November 1, 2023 Non-public Meeting Minutes

Motion: Councilor Ward made a motion to approve the November 1, 2023 Non-public Meeting Minutes

Second: Councilor Glazebrook

Vote: Motion Passed (6-0-1) Councilor Dornblut abstained because he was excused from the November 1, 2023 Non-public Meeting.

c. November 1, 2023

Motion: Councilor Dornblut made a motion to approve the November 1, 2023 Meeting Minutes

Second: Councilor White

Vote: **Motion Passed (6-0-1) Councilor LaMattina abstained because he was excused from the November 1, 2023 Meeting.**

5. Report of the Town Manager

a. TM Report November 15, 2023

- Northern New England Planning Conference: The Northern New England Planning Conference was held last week in New Castle. One session was a walking tour of Newmarket depicting all of the town's successes in redeveloping the downtown. About 25 people joined the Town Manager, Town Engineer and Community Development Director on the tour.
- Parking Study: The Town undertook a parking study in 2009 as part of the Main Street project. The Town Manager met with the Director of the Strafford Regional Planning Commission. They have an individual on staff with expertise in parking design. That individual will review the parking study and advise on how to update it.
- Additional Highway State Aid: The town will receive a one-time property tax relief through additional state highway grant money. As soon as we receive notice of the amount, we will make recommendations on the best way to use it.
- Recreation sign: The sign that will be placed on land owned by the Newmarket Housing Authority is being worked on and will be installed as soon as all the logistics are taken care of.
- Clay v Town of Newmarket: The Right to Know Ombudsman dismissed the case with prejudice, which means the Ombudsman Office is done with the case and the settlement agreement stands.

b. Department Reports - October 2023

Councilor LaMattina congratulated Environmental Services Director Greig for receiving the Water Environment Federation Hatfield Award.

Councilor Conley questioned the rise in overtime at the Police Department. Town Manager Fournier will double check, but explained that it is usually due to covering shifts when there are staff vacancies.

Councilor Conley commented that the Recreation Department is looking for volunteers and if anyone from the public is interested they should reach out to Director Aimee Gigandet. She congratulated Sam Heffron for receiving the New England Water Environment Association's Wastewater Operator of the Year Award for New Hampshire and Sean Greig for receiving the Water Environment Federation Hatfield Award.

Town Engineer Lyndsay commented on drainage pipe replacement at the intersection of Packers Falls Road and South Main Street. The NH Department of Transportation (NH DOT) supplied the new pipe and the Public Works Department supplied the labor.

6. Committee Reports

Councilor Ward reported on the November 9th Conservation Commission meeting:

Community Development Director Bart McDonough and Autumn Scott from the Strafford Regional Planning Commission (SRPC) gave a presentation on the Master Plan. The Commission discussed the desire to meet regularly with the SRPC. They will have a representative attend the Conservation Commission meetings each month. The Commission is currently working on an "open space" survey pertaining to existing conservation lands. They discussed holding a trivia night at the River Works Restaurant and Boulder Hill trail repairs. The Nature Conservancy will host Astronomy Night on January 8, 2024.

Councilor Blackstone reported on the November 14th Planning Board meeting:

The applicants of the 55+ housing proposal returned to the Board with a new building design and reduced the units from 32 units down to 30 units. The application is continued to the December Planning Board meeting.

Councilor Glazebrook reported on the November 7th Arts, Culture & Tourism Commission meeting:

The Arts, Culture & Tourism had a kickoff meeting with the Willey Park advisory board. The advisory board will meet separately from the Arts, Culture & Tourism Commission regarding the Willey Park project.

7. Old Business

8. Resolutions/Ordinances in the 2nd Reading

a. Resolution # 2023/2024 - 18 Septage Receiving Station ARPA Grant

Motion: **Councilor Ward** made a motion to approve Resolution # 2023/2024 - 18 Septage Receiving Station ARPA Grant

Second: **Councilor LaMattina**

Discussion: Environmental Services Director Greig explained that the \$500,000 grant the town will receive from the state is left over American Rescue Plan Act (ARPA) funds. He further explained that the last of the ARPA funds must be used by January 2026.

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

b. Resolution # 2023/2024 - 19 Septage Receiving Equipment Purchase

Motion: **Councilor Ward** made a motion to approve Resolution # 2023/2024 - 19 Septage Receiving Equipment Purchase

Second: **Councilor LaMattina**

Discussion: Environmental Services Director Greig explained the septage receiving station will be moved from Creighton Street to the Waste Water Treatment Plant. The funds for the purchase of the equipment will come from the septage receiving capital reserve fund. Director Greig said they are

currently working on the engineering portion of the project and hoping to put it out to bid in May and begin construction in the fall.

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

- c. Resolution #2023/2024-20 NCDC Lease Agreement Dame Rd Parking lot

Motion: **Councilor Ward** made a motion to approve Resolution #2023/2024-20 NCDC Lease Agreement for Dame Road Parking lot

Second: **Councilor LaMattina**

Discussion: Town Manager Fournier explained that he was approached by members of the Newmarket Community Development Corporation (NCDC) offering the town the use of the parking lot at the intersection of Dame Road and Route 108 that they own to sell parking passes to residents for a fee. The agreement allows for a 6-month window where either party may terminate the agreement. The parking lot use will not preclude the lot being used for something else. Using the lot for parking will be a bandaid, not a permanent solution.

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

- d. Resolution #2023/2024-22 WA Sewer Collection System bond

Motion: **Councilor Dornblut** made a motion to approve Resolution #2023/2024-22 WA Sewer Collection System bond

Second: **Councilor White**

Discussion: Environmental Services Director Greig explained that it will cost 1.75 million to do the necessary repairs to the sewer lines. The pipes are old and cracked. The town will receive \$100,000 grant to offset the 1.75 million.

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

- e. Resolution #2023/2024-23 WA Moonlight Brook Stormwater Work

Motion: **Councilor Ward** made a motion to approve Resolution #2023/2024-23 WA Moonlight Brook Stormwater Work

Second: **Councilor Dornblut**

Discussion: Town Engineer Butler explained that the resolution is to request authorization to accept a state revolving fund loan to investigate the town's infrastructure that discharges into Moonlight Brook. This will involve catch basin investigation and identification of sources in hopes of addressing the bacteria load within Moonlight Brook and to make sure the town's infrastructure isn't contributing to it. She further explained that the \$73,500 we are requesting from NH DES will have 100% principal forgiveness.

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

9. Resolutions/Ordinances in the 1st Reading

- a. Resolution #2023/2024-21 WA Water Improvements 300,000 Bond

Chair Conley read Resolution #2023/2024-21 into the record.

- b. Resolution #2023/2024-25 - Fire Department Per Diem Salaries Supplement
Chair Conley read Resolution #2023/2024-25 into the record.

10. New Business/Correspondence

- a. Correspondence to the Town Council
There was no correspondence to the Town Council.
- b. Closing Comments by Town Councilors
Chair Conley reported a street light out on Winslow and Langs Lane. Town Manager Fournier suggested that if anyone knows of a streetlight that is out, please report it. The town doesn't pay for electricity for individual streetlights; we are billed a flat fee.

Chair Conley encouraged people to reach out to Recreation Director Aimee Gigandet if they are interested in volunteering. Town Manager Fournier stated that the Town Clerk needs volunteers at the polls during elections.

Town Manager Fournier said that there will be a Town Council Work Session on December 6th at 6:00 PM to discuss the Facilities Study. He informed the Council that the Primary Election will be held on January 23, 2024 and that a majority of the Council has to be present at all times during the election.

Chair Conley wished everyone a Happy Thanksgiving.

- c. Next Meeting

- i.

December 6, 2023

11. Adjournment

Chair Conley adjourned the meeting at 7:52 PM without objection.

Respectfully submitted,

Wendy V. Chase
Recording Secretary