



**Town of Newmarket, New Hampshire
Town Council Workshop
April 17, 2013
Town Council Chambers**

AGENDA:

- 1. Pledge of Allegiance**
- 2. Honorable Senator, Martha Fuller Clark**
- 3. Public Forum:**
- 4. Public Hearing:**
- 5. Town Council to Consider Acceptance of Minutes**
 - a. April 3, 2013 BM
 - b. Non-Public April 3, 2013
- 6. Review of Department Reports:** *(This is an opportunity for Councilors to ask questions on any given Department Report)*
- 7. Town Council to Consider Reports from Council Rep Committees**

a. Councilor Ed Carmichael:	Advisory Heritage
b. Councilor Larry Pickering:	Budget Committee
c. Councilor Philip Nazzaro:	CIP Committee
d. Councilor Dale Pike:	Conservation Commission
e. Councilor Gary Levy:	Economic Development
f. Councilor John Bentley:	Highway Safety Committee
g. Councilor Daniel Wright:	Planning Board
- 8. Discussions/Presentations**
 - a. Town Council Goals
- 9. New Business**
 - a. Closing Comments by Town Councilors
- 10. Adjournment**

This agenda is subject to change without notice. This location is handicapped accessible. This meeting is scheduled to be televised live on Channel 13.



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DRAFT

**TOWN OF NEWMARKET, NEW HAMPSHIRE
TOWN COUNCIL BUSINESS MEETING
APRIL 3, 2013 7:00 P.M.
COUNCIL CHAMBERS**

PRESENT:

Council Chairman Gary Levy, Council Vice Chairman John Bentley, Councilor Dan Wright, Councilor Phil Nazzaro, Councilor Larry Pickering, Councilor Dale Pike (on speaker phone), Councilor Ed Carmichael

Town Administrator Steve Fournier

Council Chairman Levy opened the meeting at 7:07 p.m., followed by the Pledge of Allegiance.

PRESENTATION OF PLAQUE

Council Chairman Levy presented a plaque to past Council Chairman Nazzaro in recognition of his service to the town and Council. He thanked him for the positive direction the Council had taken.

PUBLIC FORUM

Council members confirmed that they had received the 2 letters sent by Bert Allen of Smith Garrison Road. He first referred to a Chip Tax from 1989, stating that Newmarket had stopped imposing this tax and thereby was not receiving possible revenue of about \$100,000 per year and carbon tax credits. He felt that this revenue could be applied to the wastewater treatment plant and secondary run-off costs associated with nitrogen flow, and asked where the Council stood on this possibility. The second letter referred to a proposal from the previous year that Newmarket collect a crash tax on accidents. He said that the town could legally do this and insurance companies would pay the town on the property side of a policy. He felt this could bring in about \$50,000 per year. Council Chairman Levy said he had discussed the 2 proposals briefly with the Town Administrator. Town Administrator Fournier said the Chip Tax was now called the Timber Yield Tax, and Newmarket does collect that. So far the town had collected about \$2,000 during the year. He said the state determines the amount to be billed based on a variety of factors, and he felt there was a difference between the 1989 law and the present. Council Chairman Levy said that they would get definite answers in writing to Mr. Allen in a timely manner. Mr. Allen suggested that Thompson School at UNH could assist with looking into the Chip/Timber Tax possibilities.

As there was no further public comment, Council Chairman Levy closed the Public Forum at 7:15 p.m.

PUBLIC HEARING

1. Ordinance #2012/2013-03 Purchasing Policy

Council Chairman Levy opened the Public Hearing at 7:16 p.m.

Rose-Anne Kwaks of Wadleigh Falls Road said that the proposed purchasing policy stated that there were limits of \$10,000 and \$20,000 for purchases that could be made without Council approval. She felt the figures were too high and should be set at \$5,000. Bert Allen of Smith Garrison Road agreed with a limit of \$5,000 with the stipulation that no consecutive purchases of that amount be allowed to prevent payments intended to circumvent the ordinance.

Council Chairman Levy said the Council would be discussing the Ordinance later in the meeting. As there was no further public comment, he closed the Public hearing at 7:20 p.m.

2. Resolution #2012/2013-48 Approving the Community Revitalization Tax Relief Incentive (RSA 79E) for the Redevelopment of the Lang Blacksmith Shop

Council Chairman Levy asked if anyone had public comment at 7:21 p.m. Rose-Anne Kwaks of Wadleigh Falls said the wind turbine, for \$38,000, had been removed from the estimate, and that other figures had been revised. She asked if

the Council would be going over any of the numbers in detail. Council Chairman Levy said the Council would be discussing the Resolution, but he did not know what subjects would come up. Ms. Kwaks said that in reading 79E there is supposed to be a covenant in place and recorded, and she did not believe this had happened. She said the Council would not be able to approve 79E without the recorded covenant during this meeting. She said she was glad that the wind turbine had been removed from the estimates and hoped there would not be one added in the future. She wanted to insure that the property maintained its historic character, adding that she felt solar panels could obstruct the view. She suggested that the Council take a site walk of the area and look at old photographs of the building.

Ms. Kwaks asked what the time frame was for 79E. Town Administrator Fournier said the Resolution, following town policy, was for 3 years. She hoped the Council did due diligence before approval. Bert Allen of Smith Garrison Road spoke about the addition to the building, which would be next the Shandlay Park. He said that with the horizontal setback and the turn required from the parking lot, it would be impossible to get a tuna boat with out-rigging into the landing. Ms. Kwaks asked if the garden in front of the building was owned by the town or if the town held an easement on the space. Town Planner Diane Hardy said the town had an easement on the property, and she had the document in her office.

As there was no further public comment, Council Chairman Levy closed the Public Hearing at 7:25 p.m.

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

1. March 18, 2013 Organizational Meeting

Council Vice Chairman Bentley moved to accept the minutes of the March 18, 2013 Organizational Meeting as written. Councilor Carmichael seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

2. March 20, 2013 Workshop

Councilor Nazzaro moved to accept the minutes of the March 20, 2013 Workshop minutes as recorded. Council Vice Chairman Bentley seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

REPORT OF THE TOWN ADMINISTRATOR

Town Administrator Fournier gave an update on progress with the wastewater treatment facility, stressing that this was a marathon not a sprint. They are working with Underwood Engineering on funding sources and preliminary design. The Council had approved Underwood for this phase of the project in 2010. The decision on a firm for final design and construction will come before the Council. He and Water/Sewer Superintendent Sean Greig had a positive meeting with representatives from the Rural Development Agency on March 26th. Representatives toured the present facility and were informed of what upgrades the town had to build. He expected to hear from the agency in a few weeks about the details of funding which would help defray the \$14.1M cost of the facility. Also, Mr. Greig is working on a SRF application which would provide a lower interest rate as well as some loan forgiveness.

Town Administrator Fournier said they would be advertising for a new Finance Director in the near future with the hope of having a person in place by the beginning of the next fiscal year. He was reviewing the job description with the current Interim Finance Director. He said they would advertise for a full-time person, but would encourage part-time applicants with the appropriate skill sets and experience. However, in consulting with colleagues in the area, he was told the market was slim for a part-time person.

Healthcare rates which were estimated at a guaranteed maximum high of 6% had come in at that rate. The additional \$32,000 had been budgeted for. Dental insurance rates, which were increasing by 1.7%, had also been budgeted. Neither of these increases will affect the FY2014 operating budget. However, it is not expected that there will be any excess funds to contribute to the Healthcare Stability Fund in FY2014. He is looking into combining property liability and workman's compensation on the same schedule as many insurance companies offer discounts if they hold more than one type of coverage.

Town Administrator Fournier had asked the Interim Finance Director to provide budget forecasts for the end of FY2013. Town Administrator Fournier said he prefers to give conservative estimates at this time. He reported that revenues for motor vehicle

registrations were up \$50,000 over last year at this time and building permits are coming in higher than predicted. However, revenues from current use penalties and recreation are lower than anticipated. He will be working with the Recreation Director on the issue, and probably some less cost-effective programs will be eliminated. He estimated at about \$125,000 of the overall town budget would be unspent at year's end. Overages in legal, storm management and Channel 13 would be offset by other departments, such as auditors, welfare, assessing and code enforcement. Vehicle maintenance may also be under-spent, but all vehicles have to be inspected in March so there may be some unexpected expenditures. He expected that if nothing else major happened that the tax rate would be flat for the next billing.

Discussion: Councilor Pickering encouraged the Town Administrator to first try to hire a part-time Finance Director, and asked how long it would take to post the position and receive replies. Town Administrator Fournier said that part of the process takes about a month, but he expected from posting to the point of hire would take about three months, as he wanted time to do a thorough background, credit and criminal check. Councilor Pickering asked if the Interim Finance Director would be willing to stay until his replacement was hired and Town Administrator Fournier said he believed he would but he would check. Councilor Pickering said that the Interim Finance Director worked part time and Town Administrator Fournier said he worked 3 days for about 24 hours a week. Currently there are 2 full-time and 1 part-time people in the department in addition to the Director. Councilor Pickering said that it was rare for the town to have the opportunity to save money in personnel and he favored trying to find a part-time Finance Director.

Councilor Carmichael said the Council had entered into a contract about 2 ½ years ago for the engineering and design phase of the wastewater treatment plant and he wondered when that phase would end. Town Administrator Fournier said that phase would end when they were ready to go to final design and construction. Water/Sewer Superintendent Sean Greig said they would be ready to go to the second phase in a couple of months. Councilor Carmichael asked if they would be sending out RFPs, and Town Administrator Fournier said they could or they could send RFQs or come up with a different proposal. Councilor Carmichael asked what the advantages would be for each. Town Administrator Fournier said that RFPs could be sent to any engineering firm, or the Council could decide to continue with the present firm as it had the history of the project and could be more efficient in meeting timelines. The third option would be to send proposals to those who originally submitted bids for the first phase. The decision will be made by the Council. Council Chairman Levy said he felt this should be on a future agenda to discuss all aspects before making a decision.

Councilor Nazzaro wanted the public to know that Town Administrator's report had stated that soon Councilors will have Newmarket.gov email addresses to use for all town business. He felt this was a good idea and would make complying with the Right-to-Know law much easier. He asked for clarification about contributions to the Healthcare Stability Fund, and Town Administrator Fournier verified that contributions would only be made if the cost of healthcare rose less than 6%. Councilor Nazzaro said he would prefer the Town Administrator to first look for a part-time Finance Director or continue with a sub-contractor as the town would not be required to pay benefits. He said he realized that the Town Administrator hires for the position and the Council can only give its opinion. Town Administrator Fournier said that under the Charter he had to bring his recommendation to the Council, and that he had no problem advertizing for a part-time person, but he first wanted to look at the pool of applicants.

Councilor Wright asked about the policy on messages between Councilors on the Newmarket.gov addresses. Town Administrator Fournier said there would be a written policy and his recommendation would be for Councilors to use town email addresses for all official email. The Councilors could use personal email for all other correspondence, but this would make it much easier to comply with a right-to-know request. Anything sent to him or from him concerning Newmarket business would be on his official email address. Council Vice Chairman Bentley said that changing the position of town mechanic to part-time had been proven to be a good decision, and that Matt Angell had done well working part-time as the Interim Finance Director. He agreed that they should first look for a part-time person and try to save the taxpayers some money. Councilor Nazzaro complimented the Town Administrator, department heads and staff on their efforts to control expenses without reducing services as shown in the budget forecast with the potential of \$125,000 unspent by the end of the year. Town Administrator Fournier said he would be looking at purchases, such as heating oil that could be done this year to save money in the next fiscal year. Councilor Pickering asked when the new email addresses would be in use on the town-supplied laptops, and Town Administrator Fournier said he would be meeting with the IT Director soon.

Council Chairman Levy said he tended to agree with other Councilors that the Finance Director could be a part-time position as he felt this had worked relatively well for over a year. He asked if the Council would be meeting applicants before a decision was made. Town Administrator Fournier said he would have to clarify past history, and the Charter seemed to say that the position was the

Town Administrator's recommendation, but the Council's appointment. He said he would bring the person in, and probably ask a Council member to sit on the interviewing committee along with finance people from other communities and staff from Town Hall who would most likely interact with the Finance Director. Council Chairman Levy said the focus of his question was to have the Council get acquainted with the applicant, not to influence the decision. He said the year-end forecasts showed that revenues for the Recreation Department were coming in somewhat under budget, and in the past the department had staffed accordingly. He said they had discussed in the past changing the department's budget to a revolving account for more accurate budgeting.

Councilor Pickering asked if any nearby communities were working with a part-time Finance Director and might be able to share the position with Newmarket. Town Administrator Fournier said he only knew of one example in which the position was shared, but that position was already tied up. Councilor Pike asked how long the Interim Finance Director would be able to stay in Newmarket, and Town Administrator Fournier said he would find out.

OLD BUSINESS

1. Ordinances and Resolutions in the 2nd Reading (*Items Council may act upon this evening*)
 - a. Ordinance #2012/2013-03 Purchasing Policy

Councilor Nazzaro moved to approve Ordinance #2012/2013-03 Purchasing Policy. Council Vice Chairman Bentley seconded.

Discussion: Council Vice Chairman Bentley, referring to the amount of \$20,000 in Section 6.1, asked what other towns allowed as he felt that amount was set too high for expenditures not requiring Council approval. He said this was not a reflection on the present administration, but in reaction to past expenditures that they had discovered. Town Administrator Fournier said the current policy was so unwieldy that people were not following it. Currently there are no limitations other than those set for Capital Reserve withdrawals, and that \$20,000 was common for a community the size of Newmarket. He suggested the limit could be set at \$15,000 as \$5,000 would be too low and would impact the time necessary to pay bills in a timely fashion. He added that there were few purchases above \$15,000. He said the policy prohibits serial payments for one purchase that would add to an amount above that needing Council approval.

Councilor Nazzaro asked what percentage of purchases fall within the \$5,000 to \$10,000 range, saying that he could understand that if 90% of them fell within that range, requiring Council approval could slow the town's business to a halt. He also asked the percentage of purchases that fell within the \$10,000 to \$15,000 range, because if only a small percentage was such as 5%, he felt they would not slow the business process but would be responsible stewards of the town's money. Town Administrator Fournier said that he thought about 90% of the town's purchases were under \$5,000 and about 75% were under \$10,000. About 25% of expenditures were above \$10,000, but most of those came from Capital Reserve Funds and required Council approval. Councilor Nazzaro said it seemed that Council approval for items over \$10,000 would not unduly slow the town's business process. Town Administrator Fournier said there would be a difference between purchasing a tractor, for example, which would come before the Council but that paying incoming bills for contracted, approved services, such as legal, would not need individual Council approval for amounts of \$10,000 or more.

Councilor Carmichael said he would feel comfortable with a \$10,000 limit and asked if the Council ever received copies of expenditures over \$5,000. Town Administrator Fournier said that this had not been done as it was within their purview. Council Vice Chairman Bentley said he did not know how much a lower threshold would slow business as Section 6.1 requires competitive bids for most purchases whenever practical. Town Administrator Fournier said they had not been voting on purchases, but on withdrawing funds from Capital Reserves as Department Heads are not allowed to approve those withdrawals. He gave an example of the time frame involved in seeking Council approval for purchases. If there was a need to spend \$5,000, there would be a first reading, a public hearing and a second reading, meaning it would take over nearly 2 months for any project to begin or any item to be purchased. He felt this would be more appropriate for a \$10,000 item. Council Vice Chairman Bentley said they would be going out to bid and would have other quotes. Town

Administrator Fournier said that if the Public Works Director needed a tractor and expected the cost to be \$9,000 but the bids came in at \$11,000, this would have to come before the Council and the purchase would have to be delayed for about 2 months. Council Vice Chairman Bentley said the Council could vote to suspend the rules, but Town Administrator Fournier said they did not want to create a rule only to suspend it except in an emergency. He said if the limit was set at \$5,000, the volume of Resolutions coming before the Council would bog down every meeting.

Councilor Nazzaro said he felt \$10,000 was a good compromise. He asked why in Section 3.1, specifications were required for individual items of \$10,000 in a purchase and were required for total purchases of \$20,000. He asked the basis for the differentiation. Town Administrator Fournier answered that this was designed to prohibit circumventing the system. Councilor Nazzaro asked that if \$10,000 was the ceiling for one item, why it wouldn't be the limit for items that added to the same amount. Town Administrator Fournier said this would make prevent circumventing the process and require bidding and this was common practice. Councilor Nazzaro said he felt the amounts should be the same, whether for one item or many items in a purchase adding to that amount. Town Administrator Fournier said that if the Council amended the amount in the policy to \$10,000, that amount would be consistent throughout the policy.

Council Chairman Levy said usually he would be hyper-sensitive to an amount of \$20,000. He said finding that a contract for electricity had been signed for over \$100,000 without the Council being aware upset him, and he did not know if the rates were really competitive. He said he was not that concerned with \$20,000 if the Council was notified, but could understand that it seems like a lot of money. He said that now the Council was only notified if money came from CIP or a grant. He said he was concerned with delays and added that there was a list of purchases available in the town office.

Council Chairman Levy asked for definitions of the terms used in Section 6. 1. 1 of the Purchasing Policy. The Best Knowledge Department for purchases up to \$250 refers to the best knowledge of the Department Head. Informal Department for purchases between \$250 and \$1,000 means that the Department Head would look at options before deciding on a purchase. Informal Town Administrator/Finance Director for purchases between \$1,001 and \$2,500 would mean that the Department Head could secure bids, if possible, and the Town Administrator or Finance Director would sign off on the approved bid. The Finance Director would only sign if the Town Administrator was not available. In the category for amounts between \$2,501 and \$20,000 for a formal approval by the Town Administrator or Purchasing Agent, the latter can refer to the Finance Director. In this case, there would be a review of submitted proposals which would be documented before sign-off. Council Chairman Levy said that he would agree with the policy as written unless someone wanted to amend it. If there was an amendment to lower the amount of \$20,000 he said he could agree with that also, and thought they could try it. He reminded the Council that there had been no gatekeeper for purchases, and commended Town Administrator Fournier for bringing the need for an updated policy to their attention.

Council Vice Chairman Bentley said he would like to amend the amount for Council approval in the Purchasing Policy to \$10,000. Councilor Carmichael agreed. Council Chairman Levy asked for a clarification: if the intent was to keep all the language of the policy the same and amend Section 6.1.1 to amounts from \$2,501 to \$10,000. Town Administrator Fournier said they would amend Sections 6 and 6. 1. 1 to read, "\$2,501 to \$10,000 Formal Town Administrator or Purchasing Agent" and "Over \$10,000 Formal Town Council".

Councilor Nazzaro moved to amend Section 6 and Section 6. 1. 1 of the Purchasing Policy from \$2,501 - \$20,000 to \$2,500 - \$10,000 for formal Town Administrator or Purchasing Agent, and from over \$20,000 to over \$10,000 for formal Town Council approval and to amend Section 3. 1 from total purchase in excess of \$20,000 to \$10,000, the section then stating, "Specifications will be prepared for all purchases whenever possible and in all cases where any single item in the purchase is estimated to have a cost in excess of \$10,000 or a total purchase in excess of \$10,000." Council Vice Chairman Bentley seconded. Town Administrator Fournier polled the Council on the amendment. Motion passed unanimously, 7 – 0.

Town Administrator Fournier polled the Council on the amended motion. Motion carried unanimously, 7 – 0.

- b. Resolution #2012/2013-48 Revitalization Tax Relief Incentive RSA 79E for Redevelopment of Lang Blacksmith Shop

Councilor Nazzaro moved to approve Resolution #2012/2013-48 Revitalization Tax Relief Incentive RSA 79E for Redevelopment of Lang Blacksmith Shop. Council Vice Chairman Bentley seconded.

Presentation: Council Chairman Levy asked Tim Nichols to make his presentation on the project. Mr. Nichols asked Peter Michaud of the Department of New Hampshire Historical Recourses to explain about RSA 79E. Mr. Michaud said that Newmarket had adopted 79E, which is enabling legislation that can be approved on a case-by-case basis by the governing body. He said he was not there to speak on approving or disapproving the resolution, but to answer any questions the Council might have. RSA 79E provides property tax incentives for revitalization and development that will have economic and cultural benefit to communities. The law recognizes that healthy downtowns with a mixed use of commercial and housing add to the tax base and economic viability of a community. The law focuses on historic properties that qualify for preservation, and the Lang Blacksmith Shop is on the National register of Historic Places. The law also encourages mixed use development, and he said the law had been successfully used in Newmarket, especially for the development of the mills.

Mr. Nichols referred to the handout presenting his request for RSA 79E tax relief. The project will be in 2 phases: the development of 4 townhouses and the restoration of the blacksmith shop. Only the latter qualifies for tax relief as it involves revitalization of an historic structure. He listed the public benefits as job creation, as he intends to house the office for his engineering and architecture firm in the building; urban waterfront revitalization to the last remaining undeveloped parcel on the river; public access to the waterfront; development consistent with the National Park service standards and historical data on the building; preservation of an historic 150-year-old American elm tree, and sustainable development and community awareness. He pointed to the architectural rendering of the buildings. He added that his firm worked on high-performance building that were energy efficient and economically viable.

Mr. Nichols said that under RSA 79E, the standard for tax relief was 5 years, and he was requesting 50% relief for the 4th and 5th year. The townhouses were not eligible for tax relief and he estimated that they would bring about \$40,000 in additional revenue to the town. Town Administrator Fournier said that the law granted tax relief for up to 5 years, but Newmarket's policy, as stated on the application, was to approve tax relief for 3 years unless the project contained affordable housing. The costs of the project would have to be 50% or more of the current assessed value of the property for 3 years of tax relief. If the property had significant historical value, it would be up the Council to approve tax relief for a longer period. The Resolution was written for the 3 year period. Mr. Nichols said they would appreciate any tax relief they could get, and their financial plan included Federal tax credits along with RSA 79E.

Council Vice Chairman Bentley said the Ordinance listed the construction cost estimate as \$1,707,390, which was more than the amount in the handout. Town Administrator Fournier said the Ordinance would be amended to reflect the amount of \$1,555,936. Councilor Wright asked about the timeline for construction. Mr. Nichols said that ideally he hoped to break ground for the townhouses by June 1st, and ideally hoped they would to be completed in 6 – 8 months around Thanksgiving. Then they would begin work on the interior of the blacksmith shop during the winter months. Councilor Wright said the renderings showed a dock and asked if the intent was to install one. Mr. Nichols said there currently was a 90' dock in the parking lot, and a dock was permitted by DES. He said that each of the townhouse units would have a private slip, in addition to other dock space. He would be willing to discuss public access once he knew the insurance implications. Councilor Wright thought there was a New Hampshire law that stated a property owner could not be sued if he granted public access through his property. Mr. Nichols said he would look into it, and Town Administrator Fournier said people could still be sued and have to spend money on an attorney to prove the case. Councilor Wright said access would be nice considering the town was giving him something, but it was up to Mr. Wright. Mr.

Wright said he would like to provide public access, but had not yet consulted with anyone to know if it would be possible.

Council Vice Chairman Bentley agreed with Councilor Wright. He asked about the garden in front of the property and about ownership of the parking lot. Town Planner Diane Hardy verified that the town has an easement in perpetuity for the garden. Town Administrator Fournier verified that the town owns the abutting parking lot. Council Vice Chairman Bentley asked who owns the boat ramp, and Ms. Hardy said she believed the town does, but thought that Fish and Game had some involvement as well. He said, in reference to the right of way that had to be corrected earlier, he did not want to find out in the future that the town no longer had ownership of the ramp and parking lot. He wanted to insure that the public would continue to have access to both, and Ms. Hardy said the public would continue to have access through a recorded easement. Councilor Nazzaro said that Ms. Kwaks had suggested the Council take a site walk of the property and added that he walked in the park every day. One of his concerns had been that the right-of-way be preserved.

He asked if the project met the criteria for RSA 79E, and asked if the town had done a break even analysis by granting tax relief and why the term was for 3 years. Town Administrator Fournier said that in the first year the town would not be collecting \$26,000 and in year 2 the town would not collect \$27,350. He wasn't sure about year 3, but thought it might be slightly higher. Currently, the tax on the property is \$10,236 and would be \$11,236 in year 2. The town will be collecting as much in taxes in years one and two as it does now and after year 3 will be collecting more. He said that at no point was the town dipping into the red by granting tax relief. Town Administrator Fournier agreed and said they were capping the rate based on the valuation of the property before improvements. Councilor Nazzaro said that Ms. Kwaks had also brought up siding for the building, but that was for the building that did not qualify for 79E. He asked about recording of a covenant which she had also mentioned. Town Administrator Fournier said he would ensure that this was done before any work began. Ms. Hardy said she had looked at the RSA and in her interpretation the covenant could be recorded after the fact, but it was necessary to implement 79E.

Councilor Pickering, in reference to Mr. Allen's comments about tuna boats, said the project would not hinder any boats that could presently access the right-of-way and ramp from using them in the future. Council Vice Chairman Bentley agreed with Councilor Pickering and said that was why he had asked about the parking lot. Council Chairman Levy recognized Mr. Allen and he came to the podium. He said that access to the ramp leading to deep water would be hindered except at high tide if the dock was put in because boats longer than 12 feet would not be able to make the left turn. Council Chairman Levy said they could address this when they did the site walk. Town Administrator Fournier questioned the site walk, saying that the Council has no authority over design, and the Planning Board had already approved the project. He said the Council was there to address financing only. Council Chairman Levy said this discussion was for clarification only, and asked Ms. Hardy if the Planning Board had addressed the access issue. Ms. Hardy said that particular issue did not come up for discussion.

Council Vice Chairman Bentley said he would like to let Ms. Kwaks speak before he did. Town Administrator Fournier said that Council rules state that if the public wishes to speak outside of Public Forum, the Council has to vote to suspend the rules. Council Vice Chairman Bentley said he would make a motion since a member of the public had already spoken during this part of the meeting. There was no objection from the Council in having Ms. Kwaks speak. She asked Ms. Hardy for verification that the town parking lot was zoned M-2 for which the parking rules were less stringent and that any overflow parking from the project would be able to use the lot. Ms. Hardy said the lot was zoned M-2 and a different method was used to determine parking need, and overflow parking was available in the municipal lot. She believed there were some spaces designed for boats with trailers. Ms. Kwaks said, in regard to Mr. Allen's comments about the docks, that she believed Mr. Savagio had them approved years ago by DES. She added that Mr. Nichols had nothing to do with this, and if DES did not have a problem with the docks she did not feel the Council should either.

Ms. Kwaks said she was glad that Mr. Nichols was building the townhouses first as that would bring an additional \$30,000 plus in tax revenue in the first year. She said that although she had some concerns, she felt

overall the project would be advantageous to the town. Mr. Allen approached the podium, and Council Chairman Levy said he could speak, but that this would be the end of public comment. Mr. Allen spoke about admiralty law, and said the waters below the dam were designated federal waters. He said admiralty law prohibited the Planning Board from approving anything that would obstruct federal waters. Council Chairman Levy said the Council was meeting to determine if the project qualified for RSA 79E, and any issues with the dock should be addressed to the Planning Board or Fish and Game. Ms. Hardy said that DES had approved the site plan and the docks. He said this issue was not under the purview of the Council.

Council Chairman Levy asked that Mr. Nichols provide some clarification for some of the people who had asked him about the project. He referred to the survey that had been done the previous year that had resulted in the Council granting some more space for the project which slightly changed its footprint. He said his understanding was that the blacksmith shop would be maintained in its original context, to which Mr. Nichols agreed. He asked Mr. Nichols to give a brief overview of what is being built, the use of the first floor and how the project had changed for the original footprint since the town deeded the additional space. Mr. Nichols said the right-of-way did not impact the actual property line or property ownership. It confirmed a right of way that was established by the town in 1806, and legally did not add anything to the footprint. It simply abated the town's right of way for the 5 properties that were affected. The townhouses were a separate project not under 79E, and the blacksmith shop would not add to the footprint. They would be adding back a part of the original building that had been demolished. The roof and framing would remain the same. The footprint of the building would be 22,201 square feet with 2 levels and a loft area. The structure was separate from the townhouse building, and would have a first floor office and one or two residential apartments on the second floor.

Council Vice Chairman Bentley pointed to one of the architectural renderings and Mr. Nichols verified that the structure on the left was the blacksmith shop and the building on the right was a separate structure for the townhouses. Council Chairman Levy said that the Council was dealing only with 79E for the building shown on the left. Council Vice Chairman Bentley stressed, as Council Chairman Levy and Councilor Nazzaro had said earlier, that the Council was not giving away any tax dollars, but rather was receiving taxes equal to what they presently had and would receive more tax revenue in the future. He said they would be receiving taxes based on the current assessed value, but he felt the Council had not done a good job of explaining this to the public when they approved 79E for the mill development. He wanted to make it very clear that they did receive taxes from the mill and would for this project. Council Chairman Levy said the assessed value had gone from \$577,000 to \$453,000, which he assumed was from revaluation from the assessor. Town Administrator Fournier said he assumed that this happened when there was a visit from the assessors.

Councilor Nazzaro said he liked the idea of having the river walk complete, and he felt the project would become an extension of the downtown. He said the Economic Development Committee had determined that most of the economic development that is currently happening is in the extension of downtown, and the project was in line with what could be done to foster the local economy. He said they were not losing revenue in the short run and would gain both more revenue and jobs in the long run. He felt the project would revitalize the downtown and intended to vote in favor of the motion. Councilor Wright said that Mr. Nichols was willing to invest nearly \$3M in the town. Council Chairman Levy wanted to make sure that everyone was clear that the term for tax relief would be 3 years, which Mr. Nichols acknowledged. Town Administrator Fournier said the tax relief would be set at 100% for 3 years only.

Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

- c. Resolution #2012/2013-49 Withdrawal of \$11,500 from Building Improvement Capital Reserve Fund for the Painting of Town Hall

Councilor Nazzaro moved to accept Resolution #2012/2013-49 Withdrawal of \$11,500 from Building Improvement Capital Reserve Fund for the Painting of Town Hall. Council Vice Chairman Bentley seconded.

Discussion: Councilor Pickering said he was confused as the low bid was so much lower than the one recommended, and hoped that all the bidders were shown everything and received the same information. He asked what the problems were that the lowest bid was not recommended, and if there was no guarantee that the company would do what was expected. Town Administrator Fournier said all the bidders had walked through the building at the same time and been given the same information. He said they could not find references for the lowest bidder, and there were some red flags that made them not want to recommend them for the project. Council Chairman Levy said they had vetted this pretty thoroughly at the time, and Councilor Pickering said he was satisfied with the answer.

Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

2. Ordinances and Resolutions on the 3rd Reading – no items
3. Items Laid on the Table- Ordinance #2012/2013-02 Amendments to Sections 1.04 Zoning Map, Sections 1.09 Special use Permits, Section 2.02 M-2 District, Section 5.08 Downtown Commercial Overlay District and Section 7.02 Mixed Use Development

TOWN COUNCIL TO CONSIDER APPOINTMENTS TO COMMITTEES/COMMISSIONS

1. ADVISORY HERITAGE COMMITTEE: (3 vacancies, 3 Alternates)

There were no at-large applicants for the committee of five. One position will be filled by a Council representative.

2. CEMETERY TRUSTEE COMMITTEE: (2 vacancies)

Council Vice Chairman Bentley moved to nominate Victoria Bram to the Cemetery Trustee Committee with a term to expire in March, 2016. Councilor Nazzaro seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

Council Vice Chairman Bentley moved to nominate Michael Provost to the Cemetery Trustee Committee with a term to expire in March, 2016. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

3. CONSERVATION COMMISSION: (2 vacancies)

Council Vice Chairman Bentley moved to nominate Bruce Fecteau to the Conservation Commission with a term to expire in March, 2016. Councilor Pickering seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

Council Chairman Levy encouraged residents to apply for the remaining position.

4. ECONOMIC DEVELOPMENT: (1 vacancy)

Council Vice Chairman Bentley moved to nominate Amy Thompson to the Economic Development Committee as a member-at-large term to expire in March, 2016. Councilor Carmichael seconded. Ms. Thompson had asked the length of the commitment, and Council Chairman Levy verified that the term was for 3 years. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

5. HOUSING AUTHORITY: (1 vacancy)

Council Vice Chairman Bentley moved to nominate Charlotte DiLorenzo to the Housing Authority with a term to expire in March, 2019. Councilor Nazzaro seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

6. TRUSTEES OF THE LIBRARY: (2 vacancies)

Council Vice Chairman Bentley moved to nominate Rod Crepeau to the position of Library Trustee, term to expire in 2016. Councilor Nazzaro seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

Council Vice Chairman Bentley moved to nominate Sandy Allen to the position of Library Trustee, term to expire in 2016. Councilor Pickering seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

7. VETERANS MEMORIAL TRUST: (3 vacancies)

Council Vice Chairman Bentley moved to nominate Wayne Rosa to the Veterans Memorial Trust, term to expire in March, 2016. Councilor Nazzaro seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

Councilor Nazzaro moved to nominate Rochelle Sharples to the Veterans Memorial Trust, term to expire in March, 2016. Council Vice Chairman Bentley seconded. Ms. Sharples announced that the Trust would be holding its first annual Armed Forces Golf Tournament on Saturday, May 18th at the Rockingham Country Club. The web-site for registration is vetgolfreg.golfreg.com, or Committee members may be contacted directly. Town Administrator Fournier said the information would be in the next newsletter. Funds raised will go toward the memorial planned for location at the Public Library. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

Council Vice Chairman Bentley moved to nominate David Wade to the Veterans Memorial Trust, term to expire in March, 2016. Councilor Nazzaro seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

8. ZONING BOARD OF ADJUSTMENT: (3 vacancies, 2 alternates)

Council Vice Chairman Bentley moved to nominate Wayne Rosa to the Zoning Board of Adjustment, term to expire March, 2016. Councilor Carmichael seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

Council Vice Chairman Bentley moved to nominate Chris Hawkins to the Zoning Board of Appeals, term to expire March, 2016. Councilor Nazzaro seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

Council Vice Chairman Bentley moved to nominate Elaine Winn to the Zoning Board of Appeals, term to expire March, 2015. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

9. STRAFFORD REGIONAL PLANNING COMMISSION: (1 vacancy)

Council Vice Chairman Bentley moved to nominate Eric Botterman to the Strafford Regional Planning Commission, term to expire March, 2016. Councilor Pickering seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

Council Vice Chairman Bentley thanked all who stepped up to volunteer for the positions, and Council Chairman Levy noted that they were fortunate to have so many qualified candidates.

NEW BUSINESS/CORRESPONDENCE

1. TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS

Council Chairman Levy announced the following appointments:

- a. Highway Safety, Council Vice Chairman Bentley
- b. Conservation Commission, Councilor Pike
- c. CIP, Councilor Nazzaro
- d. Efficiency Committee, Councilor Nazzaro
- e. Advisory Heritage Commission, Councilor Carmichael

Town Administrator Fournier said that the attempt to combine town and school IT was determined by the Superintendent of Schools and himself to not be possible with current staffing. However, they both intend to work on this and try it again, once they can discuss ways to address the problems they encountered.

2. ORDINANCES /RESOLUTIONS IN THE 1ST READING –(Items held over for vote at the next Business Meeting)

- a. Resolution #2012/2013-51 Withdrawal of \$26,730 Replacement of Waterline at North Main Street

Council Chairman Levy read the Resolution in full.

- b. Resolution #2012/2013-52 Building permit Fee Schedule

Council Chairman Levy read the Resolution in full.

- c. Resolution #2012/2013-53 Development of MacIntosh Well (*Town Administrator Request to Suspend Rules*)

Council Chairman Levy read the Resolution in full.

Councilor Nazzaro moved to suspend the rules. Council Vice Chairman Bentley seconded. Discussion: Town Administrator Fournier said that the Resolution did not require a second reading, and that the town was acting to meet state requirements as soon as possible. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

Councilor Nazzaro moved to approve Resolution 2012/2013-53 Development of the MacIntosh Well. Council Vice Chairman Bentley seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion passed unanimously, 7 – 0.

- d. Resolution #2012/2013-54 Submission Application NH Clean Water SRF \$14,100,000 Upgrading Wastewater Treatment Plant (*Town Administrator Request to Suspend Rules*)

As there were no objections, Council Chairman Levy read only the first paragraph of the Resolution.

Council Vice Chairman Bentley moved to suspend the rules. Councilor Nazzaro seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

Councilor Nazzaro moved to accept Resolution 2012/2013-54 Submission Application NH Clean Water SRF \$14,100,000 Upgrading Wastewater Treatment Plant. Councilor Carmichael seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0.

- e. Resolution #2012/2013-55 Authorizing the Town Administrator to Enter into an Agreement for Audit Services for Fiscal Years 2013 through 2015 with Three One-Year Options

Council Chairman Levy read the Resolution in full, adding that all the submitted quotes could be found on the web-site in the Council packet.

3. CORRESPONDENCE TO THE TOWN COUNCIL - none
4. CLOSING COMMENTS BY TOWN COUNCILORS

Councilor Wright asked for an update on Kelly Hardy's request for additional parking for her property. Town Administrator Fournier said he had not heard from her.

Councilor Nazzaro moved to seal the minutes of the earlier non-public session. Council Vice Chairman Bentley seconded. There was no discussion. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 –0.

Councilor Pickering said he was getting questions about the Sky Bridge and especially about the town's share of the increased costs. He asked if they could find someone else to pay the town's 10% share could they get out of the deal. Town Administrator Fournier said if the cost of the project is higher than originally estimated, the town could get out of the deal. The Sky Bridge Committee is working on other ways for funding. Any further development would have to come before the Council. Council Chairman Levy said there might be someone willing to fund the difference depending on what is proposed for the project. The original proposal came in at about \$740,000 and the final proposal came in at about \$1.2M. The Committee is working on the \$600,000 difference. The town has \$15,000 in the original proposal as the mill developer is matching the funds and the remainder would be received from grants. Currently, revisions to the plans are being considered.

ADJOURNMENT

Next meeting: April 17, 2013, Workshop. Council Vice Chairman Bentley moved to adjourn. Councilor Carmichael seconded. Motion carried unanimously, and the meeting adjourned at 9:20 p.m.

Respectfully submitted,

Ellen Adlington, Recording Secretary



**Town of Newmarket, New Hampshire
Town Council Workshop
April 17, 2013
Town Council Chambers**

- 6. Review of Department Reports:** *(This is an opportunity for Councilors to ask questions on any given Department Report)*



Department Heads Monthly Reports to the Town Council and Town Administrator

Police Department

Activity:

The Great Bay Half Marathon brought over 1600 runners and approximately 2000 spectators to town on April 7th. Each year the traffic flow improves as the race organizers, Public Works employees, Fire, and Police personnel work together to ensure that the event continues to be a safe and enjoyable event for the community. I would like to thank the other Town Departments for their continued assistance in this successful event.

Recently the Police Department was involved in a 24 hour investigation involving an elderly resident who was missing for nearly a day. Officers tracked the gentleman for nearly a day through credit card activity over three states. I'm happy to report that he was located safe and has been reunited with his family.

Call volume, arrests and reported incidents of criminal activity continue to be up over last year consistent with my prior monthly reports. At this time I am happy to report that we have kept up with the increased volume of activity and our rate of resolving reported incidents continues to be high.

Personnel:

Officer Jeffrey Donnis graduated from the NH Police Academy on April 12th and has completed his training. There are no other changes to our personnel to report at this time.

Training:

The spring months are typically when activity is down. The department undergoes annual in-service training which is required to keep officers certifications up to date and to keep up with the latest legal and professional updates. In order to make the most of the training expenditures, many of the officers attend Instructor level or "train the trainer" courses and then return to pass this information on to their fellow officers. We continue to work cooperatively with other neighboring agencies to share the knowledge and experience.

Electrical Power to Great Hill:

It was recently discovered that the electrical supply service to Water Tank area on Great Hill was becoming problematic for the transmitter equipment located at the site. The current power supply comes in over a temporary service from Route 108 through the woods. This service supplies the water department, the town radio transmitters and the cell phone vendors who lease space at the site. Originally the plan was to upgrade the electrical and communications services during a water line installation by placing the cables underground in conduit during the water line construction phase. This water line project was presented to voters at last year’s Town Meeting but was rejected.

I have been working with the Town Administrator, and the Water Department to come up with a long term affordable solution. I will have updated information to report in the upcoming months.

Current Year Budget:

We recently completed the first nine months of the FY 2012-2013 budget. At the time of this writing we have expended approximately 72% of the appropriation and are on track to finish this year within budget. There are no line items currently over the budget expenditures that are of a concern. I anticipate that we will remain within the bottom line at years end. While I anticipate that the operating budget, (non-personnel expenses), to be very close to the figure budgeted, I anticipate that personnel costs should be under budget at fiscal year’s end.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>
<i>Police Total</i>	1,251,496.98	89,954.99	826,856.86	26,691.04	68%

Fire and Rescue Department

- For the month of March the department responded to 60 calls for service. Thirty-five of those calls were medical calls, transporting 30 patients to area hospitals. The ambulance responded to mutual aid to Newfields twice and Stratham twice. We responded to four small kitchen fires resulting in property damage. We had two very serious motor vehicle accidents resulting in Med Flights being request and transporting two patients to Boston Hospitals. I have attached charts with activity reports. The activity reports compare this year to last year and the activity for the month of March.
- We have no new memberships this month. Unfortunately, we have one member who has resigned. His job is relocating him to Texas, we wish him the best of luck!
- Total runs for the year was 209, last year at this time we had 249. March was a very quiet month for us, although we had several very serious calls.
- Now that the snow cover is fading we will be moving into brush fire season until things green up around town. We have been very fortunate so far! Several communities around us have already responded to brush fires.
- No concerns at this point with my budget expenditures.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>
<i>Fire & Rescue Total</i>	304,590.20	25,747.33	216,961.72	87,628.48	71%

NmktFire

Aid Responses by Department

Alarm Date Between {03/01/2013} And {03/31/2013}

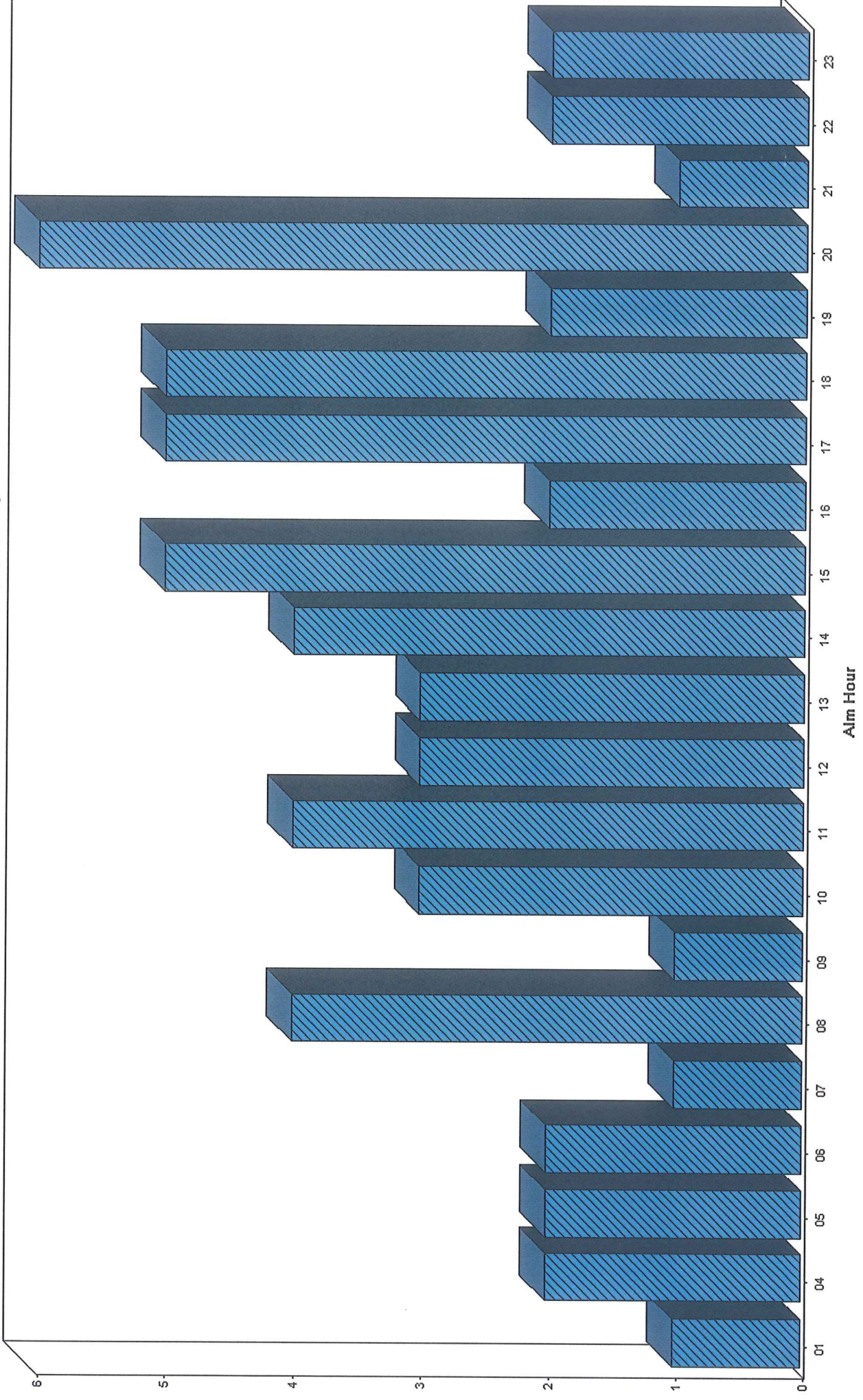
Incident	Notified	Type of Aid		Fire	EMS	Resc	Other
15 Durham Fire							
13-0000172	03/14/2013	2 Automatic aid received	#Personnel	4	0	0	0
		Response Time: 00:06:00	#Appartus	1	0	0	0
Subtotal Responses: 1				Average Response Time for Dept: 00:06:00			

32 Newfields							
13-0000172	03/14/2013	2 Automatic aid received	#Personnel	0	0	0	0
		Response Time: 00:06:00	#Appartus	0	0	0	0
Subtotal Responses: 1				Average Response Time for Dept: 00:06:00			

44 Stratham							
13-0000150	03/01/2013	3 Mutual aid given	#Personnel	0	0	0	0
		Response Time: 00:08:00	#Appartus	0	1	0	0
13-0000192	03/22/2013	3 Mutual aid given	#Personnel	0	2	0	0
		Response Time: 00:07:00	#Appartus	0	1	0	0
Subtotal Responses: 2				Average Response Time for Dept: 00:07:30			

Response time calculated from time notified to arrival.

Count of Incidents by Alarm Hour
Alarm Date Between {03/01/2013} And {03/31/2013}



NmktFire

Departmental Activity Report

Current Period: 01/01/2013 to 03/31/2013, Prior Period: 01/01/2012 to 03/31/2012

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Activities (Non-Incident), Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Accident, potential accident	1	9.75	0	0.00
Chemical release, reaction, or toxic	7	39.75	4	14.00
Combustible/flammable spills & leaks	0	0.00	4	11.67
Controlled burning	1	1.00	0	0.00
Cover assignment, standby at fire	3	55.05	1	14.10
Dispatched and cancelled en route	5	3.05	4	4.09
Electrical wiring/equipment problem	1	1.60	4	16.25
Emergency medical service (EMS) Incident	141	539.70	156	657.97
False alarm and false call, Other	1	1.40	3	5.44
Good intent call, Other	2	4.13	2	4.75
Hazardous condition, Other	0	0.00	1	9.66
Malicious, mischievous false alarm	1	0.72	0	0.00
Medical assist	3	23.82	1	0.96
Mobile property (vehicle) fire	1	0.80	1	4.40
Natural vegetation fire	0	0.00	1	4.02
Outside rubbish fire	0	0.00	4	4.21
Overpressure rupture from steam (no	1	224.82	0	0.00
Person in distress	2	0.91	4	3.82
Public service assistance	3	3.81	2	1.22
Rescue or EMS standby	0	0.00	1	2.20
Rescue, emergency medical call (EMS),	3	7.40	7	8.34
Service call, Other	1	2.94	3	5.56
Severe Weather & Natural Disaster - Other	0	0.00	1	0.80
Smoke, odor problem	0	0.00	4	11.78
Special outside fire	0	0.00	2	3.60
Special type of incident, other	1	1.25	1	2.64
Structure Fire	9	188.97	7	57.95
System or detector malfunction	6	10.51	8	20.00
Unintentional system/detector operation	15	22.00	18	42.90
Water problem	1	0.52	4	32.79
Wrong location, no emergency found	0	0.00	1	1.70
	209	1,143.90	249	946.82

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

NmktFire

Departmental Activity Report

Current Period: 03/01/2013 to 03/31/2013, Prior Period: 03/01/2012 to 03/31/2012

00:00 to 24:00

All Stations

All Shifts

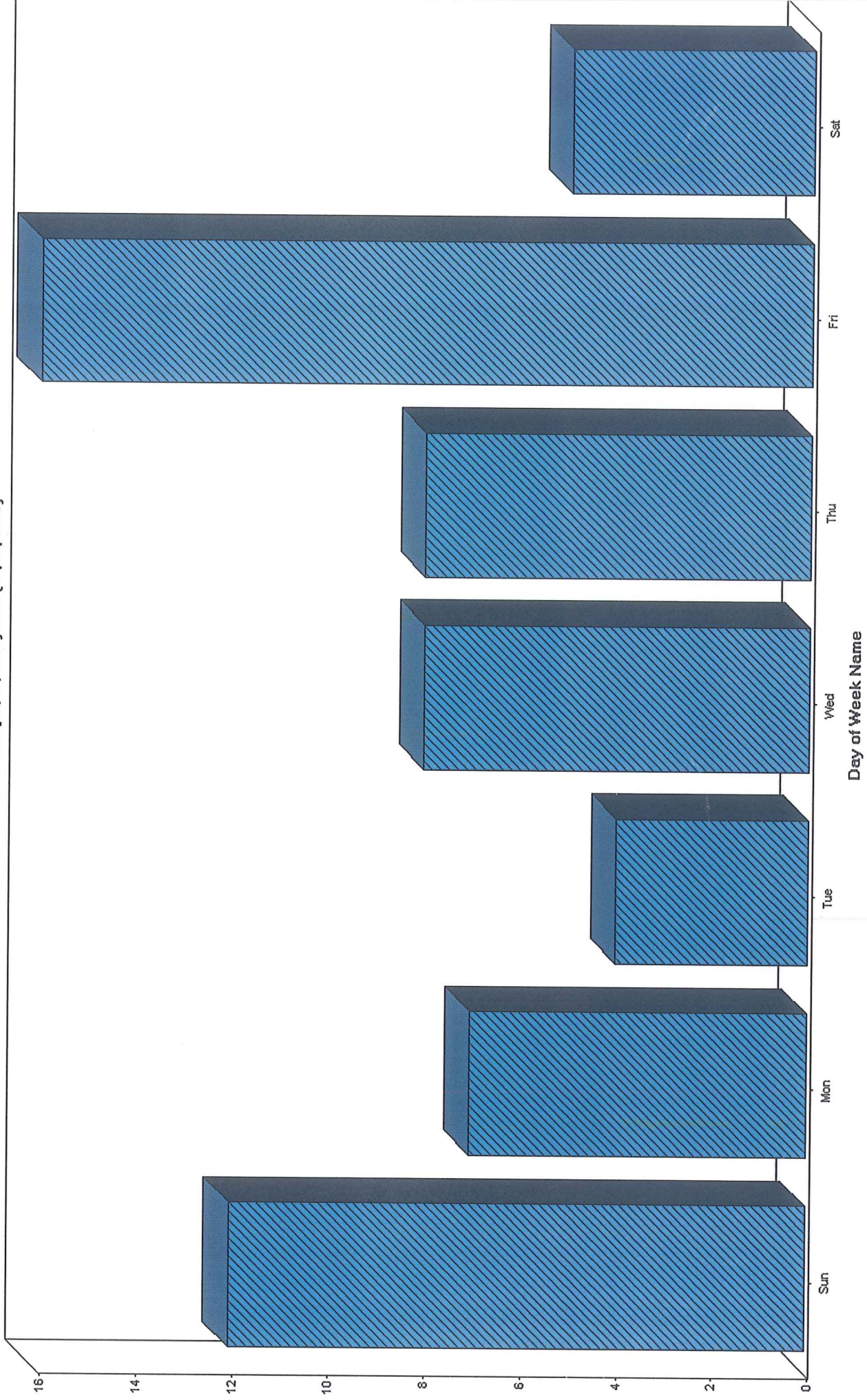
All Units

Fire Alarm Responses, EMS Alarm Responses, Activities (Non-Incident), Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Chemical release, reaction, or toxic	2	5.76	0	0.00
Combustible/flammable spills & leaks	0	0.00	2	6.42
Cover assignment, standby at fire	0	0.00	1	14.10
Dispatched and cancelled en route	1	0.48	3	3.75
Electrical wiring/equipment problem	0	0.00	3	15.34
Emergency medical service (EMS) Incident	39	133.39	58	318.15
False alarm and false call, Other	1	1.40	1	1.00
Good intent call, Other	0	0.00	1	0.90
Malicious, mischievous false alarm	1	0.72	0	0.00
Outside rubbish fire	0	0.00	2	2.51
Person in distress	1	0.40	1	0.60
Public service assistance	1	0.81	2	1.22
Rescue or EMS standby	0	0.00	1	2.20
Rescue, emergency medical call (EMS),	1	1.24	2	2.94
Service call, Other	0	0.00	1	1.86
Severe Weather & Natural Disaster - Other	0	0.00	1	0.80
Smoke, odor problem	0	0.00	3	10.16
Special outside fire	0	0.00	1	2.70
Special type of incident, other	1	1.25	1	2.64
Structure Fire	4	30.80	3	13.85
System or detector malfunction	0	0.00	3	4.50
Unintentional system/detector operation	7	14.33	8	15.93
Water problem	1	0.52	1	14.52
	<u>60</u>	<u>191.10</u>	<u>99</u>	<u>436.09</u>

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

Incident Responses by Day of Week
Alarm Date Between {03/01/2013} And {03/31/2013}



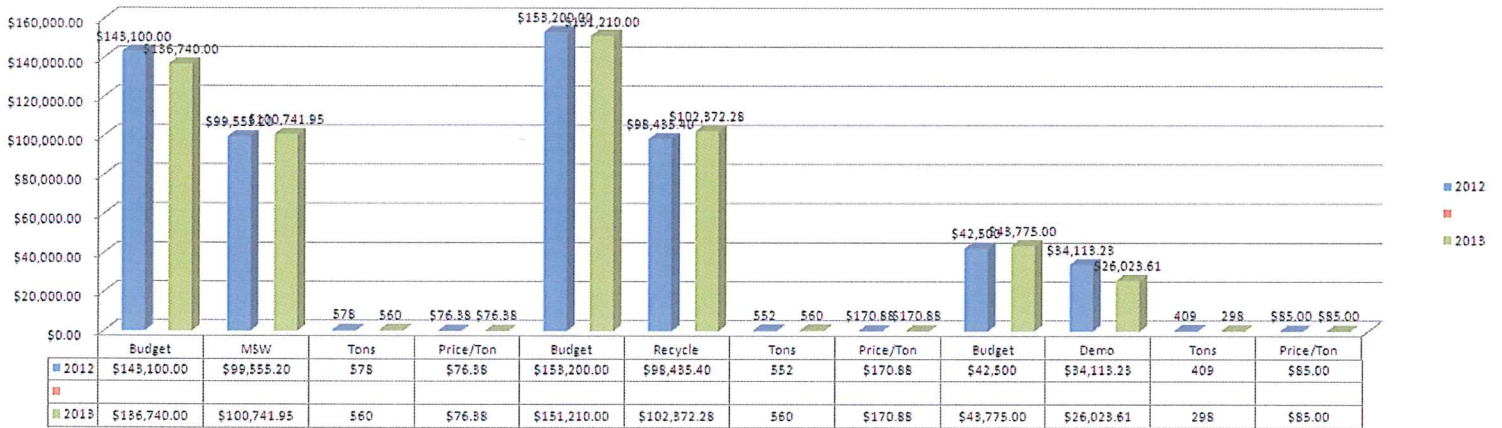
Public Works Department

- March was another snowy month for the department but it looks like we can finally put the plows to bed for the summer. On March 19th the declaration for the February snow storm was declared by the President, this allows us to apply for public assistance. I attended the Kickoff Meeting, hosted by FEMA, in Stratham last week. I will be submitting an application for reimbursement. For snow events FEMA only allows communities 48 hours of the event to be covered. This will not cover all the costs associated with the storm, but it's something. I hope to have the application completed by next week.
- I submitted a request for Cat A (debris clean-up) to FEMA for \$7,361.73 from Hurricane Sandy. The town should receive a payment for 75% of this amount.
- Crews have been out sweeping the streets. It will take a bit longer this spring do to the severity of the winter. The paint order has been placed. As soon as the weather allows, crews will start painting the crosswalks and parking spaces throughout town. We will be changing the look of our crosswalks this year to a "Piano" style crosswalk. These crosswalks are more visible and are similar to the ones painted next to the old Riverdale Auto site on Main St.
- Although I have some concerns at this point with budget expenditures, I feel very confident that FEMA reimbursements will help offset my deficits. I have attached a breakdown of my line items:

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>
Public Works Admin. Total	427,413.65	39,521.26	273,789.10	153,624.55	64%
Roadways and Sidewalks Total	344,215.00	35,556.75	356,715.00	(12,500.00)	104%
Street Lights Total	45,000.00	3,997.87	29,994.21	15,005.79	67%
Bridges and Signs Total	500.00	0.00	0.00	500.00	0%

Building and Grounds Total	445,727.80	23,741.84	310,582.00	135,145.80	70%
Cemeteries Total	34,590.20	1,344.85	15,784.98	18,805.22	46%
Vehicle Maintenance Total	192,540.00	28,472.31	125,453.20	67,086.80	65%
Solid Waste	441,577.00	23,814.44	280,252.80	161,324.20	63%

**Public Works Department
YTD Solid Waste**



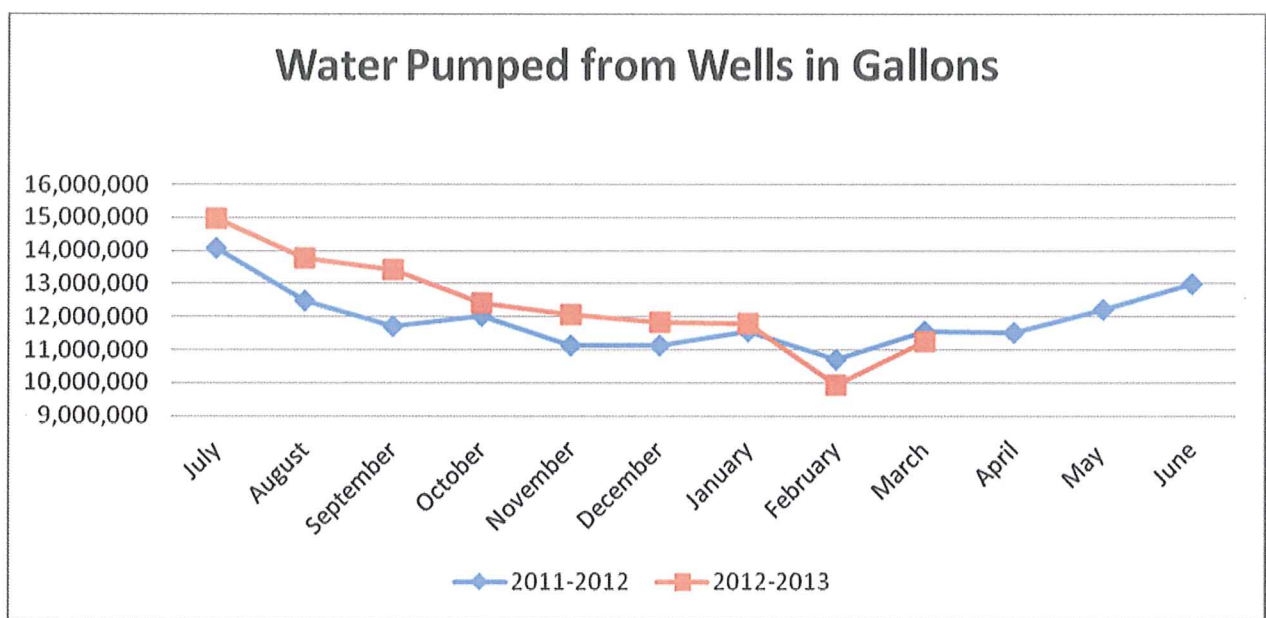
Water System

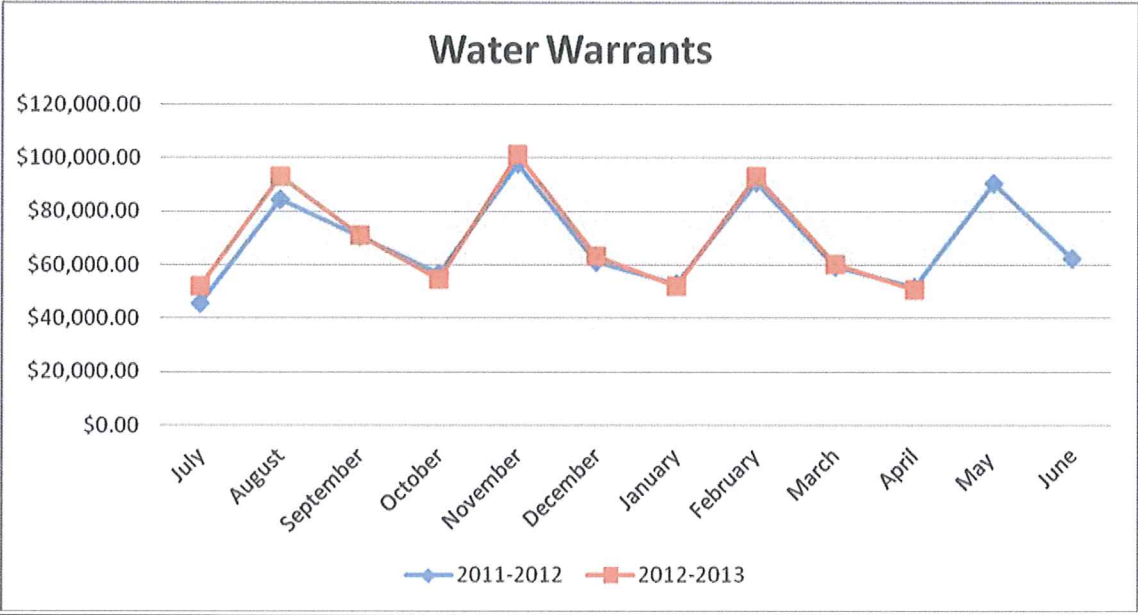
The Sewall Well water levels have improved from 54 feet to 53 feet below the ground surface. The Bennett Well levels have stayed the same. The Department has decreased the pumping from 200 gpm to 185 gpm to see if this will help improve the Bennett Well levels.

The borings for the North Main Street water line are complete. The samples taken around the gas station have been sent out.

March water loss: 6.42%

Water Loss Goal: 12.00%





	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>
Water Total	843,230.15	42,4171.03	711,847.98	131,382.17	84%

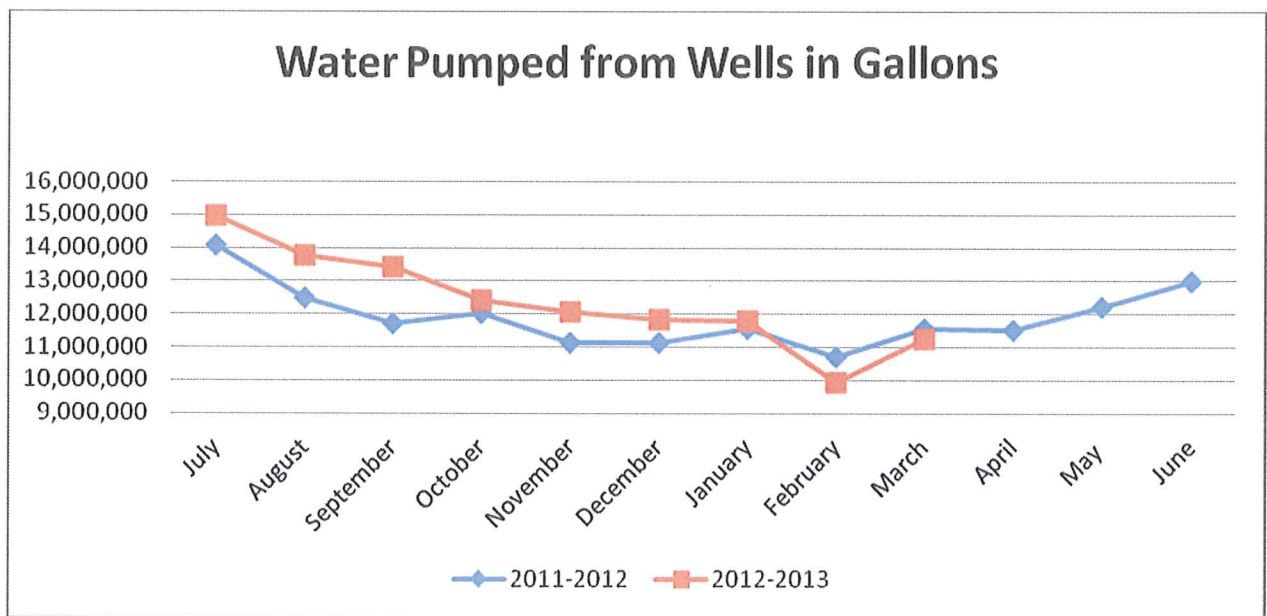
Sewer System

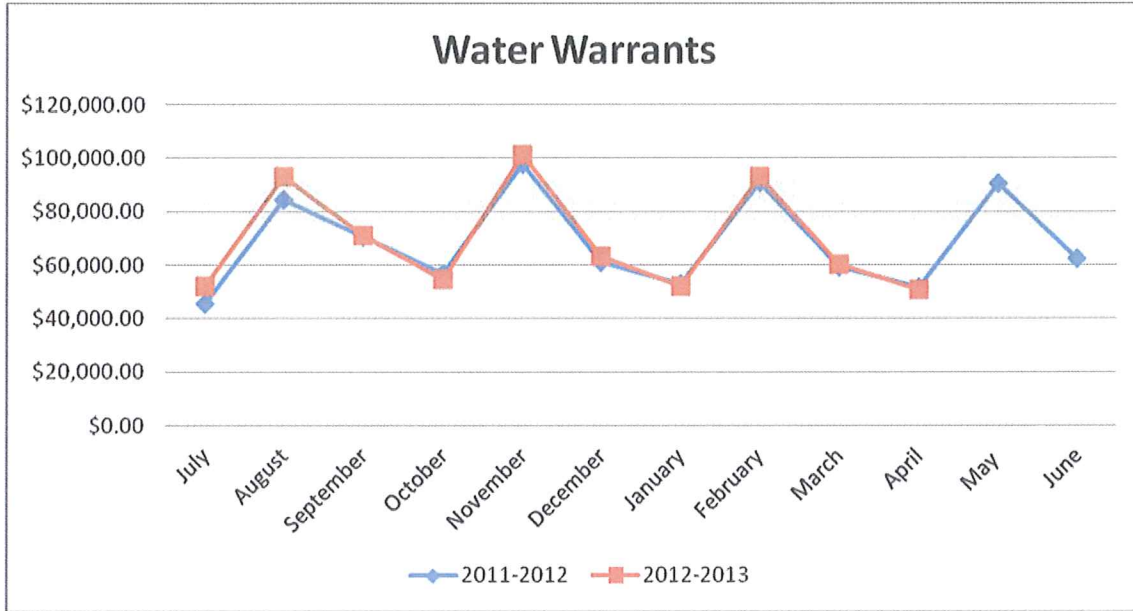
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The borings for the North Main Street water line are complete. The samples taken around the gas station have been sent out.

March water loss: 6.42%

Water Loss Goal: 12.00%





	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>
Waste Water Total	948,195.61	73,056.18	712,838.10	235,357.51	75%

Information Technology

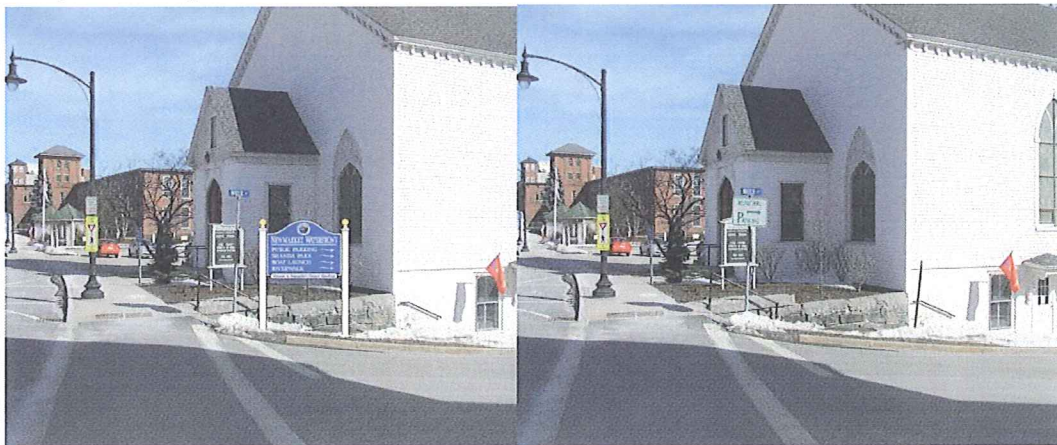
1. Move the Assessing database and all files to a new server.
2. Moved the document management database and all files to a new server.
3. Installed update to the email server.
4. Continued to work on car 3 for the police department so the mobile laptop will work dependably.
5. Continued to support the schools where possible especially when they are short on staff members.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount</u> <u>Remaining</u>	<u>%</u> <u>Expended</u>
<i>IT Total</i>	128,244.16	12,250.60	90,317.92	37,926.24	70%

Building Inspector/Code Enforcement Officer

Activity Overview

- Construction season is here but activity has been surprisingly modest. Time is being used to evaluate policies and procedures and conduct some re-organization of the offices.
- Reviewing Newmarket High School Life Safety improvement plans. Assisting School Department with some administrative facets of the project.
- Moody Point Tree Issue – the property owner of Lot 13, Walter Cheney, would like to plant trees on his lot that is in NH Department of Environmental Services (DES) jurisdiction. Inclusive of this plan are two wetland crossings that would require DES permitting. The homeowners association is opposed to the project. We are communicating and coordinating with DES to ensure proper administration and over-sight.
- Café License Efforts – continuing
- Working with Newmarket Business Association and the Newmarket Community Development Corporation on up-graded signage for Water Street Public Parking, Schanda Park, Boat Ramp and Riverwalk.



Existing Conditions

Proposed Signage

- Working with Newmarket High School to assist with Senior community service project

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>
Code Enforcement	68,908.00	4,620.73	38,762.17	30,145.83	56%
Total					

Report of the Town Clerk - Tax Collector

	CURRENT YEAR 2012-2013		PREVIOUS YEAR 2011-2012		
<u>PROPERTY TAXES</u>					
Total Amount Billed	17,410,059		19,272,516		
Uncollected* - As of Mar. 31	306,818	1.76%	366,688	1.90%	
Veteran Tax Credits	174,500		182,000		
Eld./Blind/Disable/Energy Exemptions	7,427,100		7,567,100		
Exemptions Resulting Tax Credit	175,799		191,523		
*Due Dates:	12/20/12		2/28/11		
<u>WATER & SEWER</u>					
Water Billed	1,054,625		1,011,975		
Sewer Billed	1,428,900		1,288,026		
Total Uncollected - As of Mar. 31	269,292	10.84%	230,212	10.01%	
<u>Liens - 2 years prior to Deeding</u>					
Property Tax Amount Liened	270,860		263,574		
W/S Amount Liened	51,770		57,409		
# Properties Liened	134		123		
Uncollected - As of Mar. 31	179,089	55.51%	152,098	47.39%	
<u>Liens- 1 year prior to Deeding</u>					
Property Tax Amount Liened	263,574		288,675		
W/S Amount Liened	57,409		56,818		
# Properties Liened	123		127		
Uncollected - As of Mar. 31	76,546	23.85%	110,237	31.91%	
<u>Motor Vehicle ("MV")</u>					
Revenue - As of Mar. 31	822,403		790,890	3.98%	Increase
<u>Other Town "Non-MV" Revenue</u>					
Revenue - As of Mar. 31	907,510		872,599	4.00%	Increase
<u>STATE NH Revenue (MV, Vitals, Boats, Dogs)</u>					
Revenue - As of Mar. 31	347,016		405,992	-14.53%	Decrease

TAX COLLECTOR

- 2012 Lien Date: 4/18/13; (Cert. Notices Mailed 2/28/13)
- 2010 Tax Deeding Date: 5/15/13 - (Cert. Notices Mailed 4/2/13)
- Responding to increasing demand for tax & MV receipts for IRS tax filing purposes

TOWN CLERK

- Preparing for Special Town Meeting on May 14, 2013.
 - 20 Candidates for Charter Commission
 - Absentee ballots - taking applications now
 - Working with Newmarket Business Assn. re Candidates Night
- RFPs for Municipal Codification due April 11, 2013
- Working w/ VISA and software co. to take 'VISA' payments at Counter & online for water/sewer.
- 2013 Dog Licenses - late fees assessed June 1
 - 1300 total dogs in Town; 333 registered to date
- 2013 Boat registrations now being processed
 - Plans to be online with NH DMV for boats by end of April

TAX COLLECTOR

- 2012 Tax Delinquency Process began January 28
- 2012 Impending Lien Notices Mailed 2/28/13; Lien Date: 4/18/13
- 2010 Tax Deeding Date: 5/15/13 - (Final Courtesy Notices Mailed 3/7/13)

TOWN CLERK

- 1,339 ballots cast (20.16% voter turnout) Town/School Election
- Preparing for Special Town Meeting - May 14, 2013
- VISA now accepted online
- 2013 Dog Licenses - NOW available "Online" or by mail/counter
- 2013 Boat registrations now being processed

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>
<i>Town Clerk - Tax</i>	177,879.82	16,419.59	120,643.67	57,236.15	68%
<i>Collector Total</i>					

Planning Department

Planning Board Activities

Re-zoning Proposal. This concerns the Planning Board's recommendations regarding a proposal to re-zone a portion of the B-1 and R-2 Zoning Districts to expand mixed-use functions within the downtown and promote positive economic development. The first reading of the ordinance was held on February 6, 2013 and a second reading and public hearing was held on February 20, 2013. The proposal was tabled at the March 6, 2013 Town Council meeting. Town Planner Diane Hardy has been working with Town Administrator Steve Fournier and Planning Consultant, Bruce Mayberry, to address questions and concerns raised by the Town Council. It is expected that a report will be completed by the end of April and will be taken up again sometime in May 2013.

Landscaping Regulations. A draft of the landscaping regulations to be included in the Town's subdivision and site review regulations was circulated to interested developers, engineers, the Conservation Commission, the Tree Warden and others for comments and feedback. Nine (9) sets of responses were received. The committee, assigned to this project, will evaluate the comments and modify the ordinance as appropriate. This will be taken up for discussion at a future Planning Board meeting.

Procedures and Policies. A subcommittee of the Planning Board has been set up to work with the Town Planner and staff on revised procedures and policies to streamline the development review process.

Applications. The following applications were considered by the Planning Board, at the April 9 Planning Board meeting.

Newmarket Mills, LLC - Application for Site Plan, at Main Street, Tax Map U2, Lots 57, 60B, and 61, B1 Zone. The proposal is to convert the vacant former "Riverdale Automotive" structure into a restaurant. Application was conditionally approved.

Newmarket Mills, LLC - Application for Major Site Plan, at Main Street, Tax Map U2, Lots 60A and 61, B1 Zone. The proposal is to construct a single story, 9,600 sq. ft. commercial building near Spring St at the west end of the Newmarket Mills parking lot. The structure will house various businesses, including a small grocery, restaurant, and retail shops. The application has been referred to the Technical Review Committee and was continued to the meeting of May 14, 2013.

Master Plan Update

- A public hearing was held on the “Existing Land Use” Chapter on April 9, 2013. Following a PowerPoint presentation by the Strafford Regional Planning Commission, the Planning Board adopted the new chapter at the same meeting.
- The subcommittee, which has been working on this project, will continue its work and hopes to have a draft of the Future Land Use Chapter completed by June 30, 2013. On March 25, the Committee hosted a special program on Climate Change/Sea Level Rise, featuring Cameron Wake, Director of Carbon Solutions New England and author of Climate Change in the Piscataqua/Great Bay Region: Past, Present, and Future. The new “Future Land Use Chapter will include a climate adaptation and resiliency focus. It will identify community vulnerabilities and establish goals to protect coastal infrastructure and resources from future flooding hazards.

Zoning Board of Adjustment

- The Zoning Board of Adjustment met on April 8, 2013 to continue the application of William Pothier for Special Exceptions and Variances to permit the expansion of a non-conforming boat house and accessory building. The ZBA granted a variance and special exception to allow the vertical expansion of the structures, but denied the special exception that would have allowed the horizontal expansion of the structures.
- The Zoning Board has another hearing scheduled for Monday, April 15, 2013 for an application for a variance by Andrea and Sean Donaldson to permit the construction of a two-car garage within the side property line.
- The staff continues to work with other applicants who will be appearing before the Board in the near future.

Special Projects

Pedestrian Bridge. The Steering Committee met on March 28 to discuss possible alternatives to the project, following a meeting with representatives of NH DOT on March 6, who had concerns relating to the latest design concept, the budget shortfall and hours of operation. The committee decided to continue to seek alternative funding and to pursue the original design concept.

Macallen Dam Removal. This project was on hold awaiting additional data from the Town’s engineering consultant regarding flood flows, which had a major impact on the

costs associated with the dam repair scenario. The additional data is now available and will be presented at the May Town Council workshop. The committee will be meeting with the selected consultant for the dam removal study to negotiate the terms of a work scope and contract. The committee hopes to complete negotiations during the month of April and will present its recommendations to the Town Council relative to a contract award in May.

Tree City Program. The ‘Linked Together’ children are planning an Arbor Day event on May 5, 2013.

Other

The Planning and Building office is currently being painted and will soon have a new look.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Expended</u>
Planning Total	119,168.60	7,795.59	75,246.16	43,922.44	63%

Finance Department

Department's primary function:

- Process accounts payable, payroll, and accounts receivables not under the control of the Tax Collector.
- Monitor human resources, fiscal budget, and financial analysis and forecasting.
- Providing financial assistance and analysis to Town Departments.

Essentially, we are the “fiscal watchdog;” however, we are mindful that we are simply a service organization to other departments and the Town’s elected leaders.

Projects:

- Personnel manual update – There is no change from the prior month, which a template has been created based upon the current policy; however, additional adjustments will be required before presentation to the Town Council.
- Audited Financial Report – The final audit report has been issued by our auditors. We will post the audited financial statements on the Town’s website.
- State Reporting – We have prepared and filed with the DRA, Form MS-2 – Report of Appropriations Actually Voted. This form reports expenditure lines that were actually voted upon at Town Meeting. This report was required to be filed 20 days after Town Meeting, which it was filed timely. We have contacted the DRA to make sure all of the filings that are necessary for the next tax rate setting have been received.
- Accounts receivables – We continued our monthly receivable collections efforts. Current efforts include negotiations with a small past due amount.
- Chart of account revision – We have met with the Town Clerk/Tax Collector and determined a set of draft accounts that have not been given to them for review and approval. We have met with Recreation, who provided a lot of documentation on how their department operates. We have determined that summary program information is beneficial at this moment; however, the chart of accounts will be expandable to handle more detailed programs.
- Electric rate analysis – The School District received a proposal, which they will be signing a contract with that provider in a few days. We are discussing the feasibility of signing a similar contract; however, that discussion should be made before the Town Council.
- Audit Services RFP – We have solicited bids for audit services, which four firms responded. The two most expensive firms have been eliminated from consideration. We interviewed the two remaining audit firms and made our recommendation to the Town Council. The firm that was selected is Plodzik and Sanderson, PA of Concord, New Hampshire.
- Analysis assistance to departments – We provided grant assistance to the water and wastewater departments for the wastewater upgrade and well development projects.

- Streamline processes – The Finance Office has embarked on streamlining processes, which include consolidating bank accounts, creating forms and checklists, and moving old and unnecessary documentation to storage. Most notably is the new impact fee reporting.
- Planning for the end of FY 2013 – We have devoted a lot of effort towards projecting our year-end performance. We have spoken with key departments regarding their budget expectations, which include both revenues and expenditures. Also, we have devoted attention towards opening up FY 2014 in our accounting software.

Financial Highlights:

- Motor vehicle permits for March 2013 are \$822,325 or 79% of budgeted revenues. We continue to be ahead of our projects by roughly 4%, which will project will continue through year-end.
- \$2,180 of building permits were collected in the month of March, which they have exceeded the annual revenue budget by \$6,184. We see this as a good sign that people are again investing in their homes. See Code Enforcement Department's report.
- State revenue has come in as projected, more specifically rooms and meals revenue is at budgeted revenues. Highway Block Grant is meeting our to-date revenue projections; however, we expect a 4th quarter adjustment. We are waiting for the final adjustment to the Highway Block Grant any day, which we expect will reduce our revenue. However, we have projected a lower amount of revenue than the State's expectation. Therefore, any adjustment by the State downwards will not impact our overall budgeted revenues significantly.
- Ambulance revenue came in at \$130,711, which is 114% of budgeted revenues. Pursuant to the Town Meeting Article that created this fund, \$45,000 needs to be transferred into the fund, which the FY 2013 transfer actually occurred during FY 2012. As a result, no transfer will be required this year and any surplus revenue will ultimately increase the unreserved fund balance.
- Water revenues came in at \$644,878, which represents 76% of its budgeted revenues. This revenue is at its expected level.
- Wastewater revenues came in at \$884,993, which represents 95% of our budget. The increase in revenue is a direct result of increasing the wastewater rates. This increase is expected and is the direct result of upgrading the wastewater plant.
- Expenditures are at expected levels with the following notations:
Since we have planned year-end surpluses available to reduce next year's tax rate to be in line with the prior year and we are projecting a turnback of appropriations of \$125,000, we need to look at capital and operational purchases that can benefit the FY 2014 budget.

Although we are taking every effort to project year-end, we cannot guarantee year-end performance.

Every department is at expected spending levels, except for the following:

- Human Resources – Workers compensation is above expected amounts, which is due to an increased rate that was not known during our budget setting process.
- Code Enforcement – Part-time salaries are below expected amounts, which is due to vacancies and a deferent pay rate than budgeted. We expect this department as a whole to be under budget.
- Direct Assistance – Direct Assistance is below expected amounts; however, we are seeing an increase in need, especially heating costs. This department is expected to come in under budget.
- Assessing – Part-time salaries are below expected amounts, which is due to vacancies. We are expecting this department to come in at or below their budget.
- Legal – Legal is over budget, which is expected. It is currently over by roughly \$11,000. However, we have endeavored to reduce our legal needs and minimize the budget impact.
- Roads and sidewalks – This department is over budget, which is expected and due to snow removal. We will be bringing a Resolution before the Town Council to adjust the budget among line-items, which will remove the over budget situation.
- Street Lights – Street lights are coming in under budget. We are looking closely at this situation, which we expect it to come in under budget.
- Water – Water is at expended spending levels, despite a high percentage of budget consumed. Water has several line-items that are spent early in the fiscal year, which skew ongoing analysis. Regardless, we are expecting water to come in at budget.
- Recreation – We have spent considerable effort with this department to determine its year-end performance. I expect this department to neither increase or decrease its fund balance, which is a positive comment. Essentially, it is currently operating like a revolving fund (generating enough revenues to cover its costs).

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Remaining</u>
Finance Total	219,607.20	13,223.14	156,892.12	61,215.08	72%
Human Resources Total	1,260,830.89	80,000.87	973,017.46	287,813.43	77%

Recreation Department

April 2013 Recreation Report to the Newmarket Town Council

Recreation Revenue for the 2012-13 fiscal year continues to run ahead of last year's estimates with a total collected to date of \$80,870.00 which reflects just 9 days into April 2013. This is \$17,669.16 dollars over the amount from last year's revenue collected at the same time period. The Recreation Department expenses are also running on schedule with 64.5% of the total budget expended to date.

The Recreation Department has been busy in promoting and then booking rental opportunities in order to increase revenue. The department has just added birthday parties to its offerings and has already booked two parties. The A field that is used for baseball is now available for rental and the B1 premier softball field has been booked for two days a week all summer with an outside league that will result in over \$1,000.00 in rental revenue.

The Eggtravaganza Egg hunt was a huge success this year with over 500 residents attending the event. The event took place at the Leo Landroche Field Complex on March 30th. There were over 4,000 eggs hidden and 2,500 of the eggs utilized for the hunt were recycled from last year's hunt to cut expenses.

The Leo Landroche High School baseball field officially opened up on Monday, April 9th with the High School's first home game which the boys won. The B1 softball field is still too wet to play on because of being situated in the shade. The B2 field for soccer and lacrosse is now open for play and both playgrounds are now open to the public.

The Recreation brochure will be out in the mail on Wednesday, April 17th. The brochure promotes all the spring/summer 2013 programs that the Recreation Department offers. This new brochure will promote specific programs that during the past two springs the recreation department had been very successful in filling. The department will now multiply its effort by adding one or two grades higher than what was offered in lacrosse or spring training flag football last year in order to capture a market that has moved up a grade. These programs will occur during the same time frame as last spring with an assistant coach assisting in the program. The Recreation program will also expand on the children's dance programs that have been so successful in the past by adding one or two classes at different time periods during the week to attract more dancers.

The Recreation department will on this Thursday, April 11th utilize the Recreation bus in order to provide transportation to seniors that do not have transportation or are shut ins so that they can participate in the once a month Meals on Wheels Senior Special followed by a recreation program that begins right after the luncheon. This new idea will take place

on a trial basis to start and then be evaluated. The bus already has 10 seniors reserved to be picked up and transported to and from the Sunrise Sunset 55+ Center.

	<u>Budget</u>	<u>Month Exp.</u>	<u>YTD Exp</u>	<u>Amount Remaining</u>	<u>% Used</u>
Recreation	393,938.40	17,327.75	258,273.17	135,665.23	66%



**Town of Newmarket, New Hampshire
Town Council Workshop
April 17, 2013
Town Council Chambers**

- 7. Town Council to Consider Reports from Council Rep Committees**
- a. Councilor Ed Carmichael: Advisory Heritage
 - b. Councilor Larry Pickering: Budget Committee
 - c. Councilor Philip Nazzaro: CIP Committee
 - d. Councilor Dale Pike: Conservation
 - e. Councilor Gary Levy: Economic Development
 - f. Councilor John Bentley: Highway Safety
 - g. Councilor Dan Wright: Planning Board

NEWMARKET PLANNING BOARD MEETING

JANUARY 8, 2013

MINUTES

Present: Ed Carmichael (Town Council ex officio), Janice Rosa (Vice Chairman), Elizabeth Dudley, Val Shelton (Chairman), Diane Hardy (Planner), Rick McMenimen, Eric Botterman

Absent: Adam Schroadter (Alternate), Jane Ford (Alternate)

Called to order: 7:02 p.m.

Adjourned: 7:55 p.m.

Agenda Item #1 – Pledge of Allegiance

Agenda Item #2 – Public Comments

None.

Agenda Item #3 – Regular Business

There will be a public hearing to amend Title III: Land Use Code and Regulations, Chapter IV: Zoning Ordinance, and Chapter VI: Site Plan Review Regulations in accordance with RSA 675:2, RSA 675:6 and RSA 675:7. The purpose of these amendments is to expand the mixed-use functions within the downtown village area and reinforce its pedestrian scale and historic character.

Chairman Shelton summarized the last meeting and explained the changes made, at that time. The north section of Route 108 was removed from the proposed properties affected by this amendment.

Diane Hardy went over the Route 108 north handout. She stated, at the last meeting, they had an analysis where they looked at all of the lots within the proposed rezoning area and they determined the number of lots that were large enough to be subdivided. There were eight or nine lots. Chairman Shelton stated two of those lots are where the railroad goes through. Even though they have the acreage, no one will get rid of the railroad and develop those lots. Diane Hardy stated concerns had been raised about the number of new dwelling units that could be built under the proposed zoning. The build out analysis that was done for the last meeting has been updated. There are 37 parcels in the revised proposed rezoning area totaling about 21 acres. Of those, we have identified the potential number of units that could be developed based on six units per acres, which is the maximum density allowed in the M-2 zone. She went through the tax records and identified those lots within existing units. This

assumes complete rebuilding of the area, tearing down buildings and assuming that lots that are currently commercial would be taken over by apartments. She stated they came up with approximately 100 units that could conceivably be built. This does not take into consideration wetlands, other soils that are not suitable for development, and irregularly shaped lots that could not be laid out with dwelling units. Chairman Shelton stated some of these lots serve as parking for the mills. These lots cannot be redeveloped, because it is dedicated mill parking. This does not take into account wetlands and other factors. Making this more realistic would require looking at each individual lot and the existing conditions there. The cost to do for each and every lot, with time and engineering, would not make sense.

Chairman Shelton opened the public hearing.

There were no comments and Chairman Shelton closed the public hearing.

Rick McMenimen stated he wanted to make sure people understood the existing uses are grandfathered.

Elizabeth Dudley asked why six units per acre was the chosen number of units. Diane Hardy stated that was the number of units allowed in M-2. Chairman Shelton stated the only change in M-2 was the height reduction from 50' to 35' and, through a Special Use Permit, dimensional requirements could be waived.

Janice Rosa stated she has been getting calls from people who do not want to see more apartments. People are telling her they are concerned about the tax problems we have had in town, about a new school being built or students being tuitioned out of town, about infrastructure that is not in place to support a new business, and the biggest concern is they do not want to see these older, fine homes along Route 108 torn down to become a commercial/residential building. They are concerned about the face of Newmarket. They do not want to see the old-time (small town) feel disappear. She understands where they are coming from. She has been driving up and down that area looking at lots that may be combined and houses that could be taken down. She stated we would be losing the feel of the community. She asked how they would guarantee the feel of the town would not be lost. Chairman Shelton stated someone could take houses down now, because it was B-1. Converting these areas to M-2 provides a greater opportunity for that not to happen, for something more like Great Bay Dental to happen, where you have an existing residential structure converted into mixed use. The alternative, if it remains just B-1, is to tear down the existing structure and put up commercial. If it is mixed use, you have the ability to renovate the existing building. Eric Botterman stated it makes it no easier for someone to develop a property; it just changes the ground rules. As it stands now, someone could go out there tomorrow, buy three lots, tear down three houses and put a strip mall in.

Diane Hardy stated there are two methods to prevent the demolition of buildings. This is not a popular one, but historic district zoning achieves that. There is also a demolition ordinance that some communities have used as a mechanism to preserve historic houses. Janice Rosa stated this town does not have those. She stated that, several years ago, the

historic district was brought forward and everyone pooh-poohed the idea. Diane Hardy stated, it is not a popular subject, but those are the only two mechanisms, available to communities, prevent historic homes from being demolished. Chairman Shelton stated this proposed rezoning at least provides a landowner or developer with flexibility, so they don't have to tear homes down. There is an option and that is to encourage adaptive re-use of the existing buildings and the possibility for mixed-uses. There is more flexibility in that it allows for greater owner investment in the property.

She stated they understand from the demographics and future land use plan that there will be a population growth in Newmarket. The other basis for this mixed use concept is where we want that population to grow. Do we want more single family residential neighborhoods growing on the outskirts of town that cost the Town more money for services? The whole trend seems to be whether we can bring more population into the downtown, so the older residents of the town who may want one car or want to walk to where they can buy things can move closer to downtown. Then their original property goes up for sale. She stated anyone coming in with a proposal to add multi-family housing needs to do an impact and feasibility study, because they need to prove to the Board that (1) the market can support the additional housing and (2) the development under the Special Use Permit provides a net positive fiscal benefit to the town. If the Board is not comfortable with that, then the development should not be approved.

There was clarification that a single-family home or duplex could go on a lot without having a commercial component. A three unit or greater multi-family building would have to have commercial on the first floor, if located on Main Street, South Main Street, or Exeter Road.

Janice Rosa stated the Town Council had brought up the parking issues in downtown Newmarket because people were complaining about the parking. Chairman Shelton stated there would be two parking spaces per residential unit and the businesses would fall under site plan requirements pertaining to parking. She stated there will be an impact. Any increase in population has an impact. The question is whether we want to see an expansion of the tax base and how do we want to see that expand. That was the premise of why the Board went down this road in the first place. It was recommended in Chapter Six, titled Economic Development, of the Master Plan. She stated the Board could continue to do nothing or move forward and try to get some expansion of the tax base in a positive direction that is fiscally positive for the town. The Board started with a very broad net and, through many meetings and a lot of research and analysis, they have honed in on a specific area. The Board has to decide if they start it here and this is the area best suited to do some urban revitalization as an expansion of what is happening downtown.

Janice Rosa stated she went to a workshop in Concord, where a demolition ordinance was discussed. She wants to see the tax base grow in Newmarket; she wants people who have older homes to be able to renovate them to put another unit in. On the other hand, she does not want to see the old character of Newmarket go away. She realized that could happen the way it is now. She stated she would feel a lot better if there was a mechanism in place to help

preserve some of the older buildings. Chairman Shelton stated that discussion went on for several years through several Councils. It was voted to not have a Historic District Commission. If the current Council wants to revisit that, that is a project for them. Janice Rosa stated the Town could do a Demolition Ordinance instead. Diane Hardy stated Concord has this ordinance. It does not say outright you can't demolish, but it kicks in a time frame within which the city can do evaluations to determine whether it is cost effective to rehab a building as opposed to tearing it down. Often, because of that process the developer would have to go through, it may lead to a situation like we saw at 13 Water Street (the old Joyce's Kitchen building), where a developer decides they do want to rehab a building, because they can get historic preservation tax credits and other benefits. If that is something the Planning Board and Town Council feels is an important mechanism to have, then it can be considered. She stated there is another concept called Neighborhood Heritage Districts, which is an overlay district. It is not as stringent as a Historic District Ordinance, but it provides the Planning Board the option to review plans to assure they are appropriate for the historic character of the area. Chairman Shelton stated, in this ordinance they are working on now, the flexibility is built in to be able to accommodate dimensional controls, so things are consistent with abutting properties, which is getting into the whole concept of form-based zoning.

Janice Rosa stated she is receiving phone calls about parking. People are asking why we are thinking of allowing all these units, when we have the water situation and we don't know what is going on with the school. Chairman Shelton stated the job of the Planning Board is to determine how Newmarket should develop. The Board has done the Master Plan and is updating components. They have decided now to move a portion of the town forward. The Board knows there are infill projects that should move forward and have moved forward. The Board needs to plan for growth in population and in the tax base. She felt this proposed Ordinance would do that.

Chairman Shelton mentioned the Town has just won an award for the mills, which is mixed use development. Elizabeth Dudley stated she did not feel that was related to this proposed rezoning. Chairman Shelton stated it was much related to it. It is saying this is a very successful concept, so how can the Planning Board expand it beyond the two mill buildings. Elizabeth Dudley stated conceptually it was related, but not physically. The mill was a unique building. Janice Rosa stated there are no families moving into the mills, because the apartments are very small. There is no impact on the school system. She was all for this zoning change and worked on this amendment, but people are bringing up concerns and she has to have it worked out in her own mind to be clear that she is voting for what is good for the town. She knows the time Val, Diane, Justin and herself put into this with meetings and workshops where only two people would show up to comment and now people are calling her about it.

Chairman Shelton stated, whenever there is change, we will always have people calling Board members. Her approach has always been, if you have a comment, you come to a meeting, in public, and make the comment. The Board members do not act individually here. We act as a Board. We should not even be talking to any constituents about any applications

before us. She stated if you have a comment you should come to a meeting and speak to the Board. She stated you always will hear negative comments.

Janice Rosa stated she had a question from someone on the Conservation Commission, who is a Town Councilor. He asked if this ordinance had been passed before the Economic Development Committee for review. Chairman Shelton stated the Economic Committee just had its first meeting. She stated when the Zoning Update Committee first met and they were looking at all areas of town, then they decided specifically to deal with large land masses. That is what the Economic Development Committee needs to focus on. That committee should not be involved with small redevelopment parcels. It makes no sense, especially tying back to the recommendations of Chapter Six of the Master Plan. That committee should be focused on large, undeveloped tracts in B-3 zone for example, the whole southern gateway and what used to be the Black Bear TIF District. Those are the strategic areas for the town.

Action

Motion: Rick McMenimen made a motion to recommend to the Town Council the adoption of the proposed Land Use Code and Regulation Chapter IV, Zoning Ordinance. The purpose of these amendments is to expand the mixed use function with the downtown village area and reinforce its pedestrian scale and historic character.

Second: Eric Botterman

Vote: All in favor

Chairman Shelton read the amendments to Site Plan Review. She stated the Board would want to adopt these, before the Town Council adopts the proposed amendments to the Zoning Ordinance.

Action

Motion: Eric Botterman made a motion to amend the Site Plan Review Regulations, as proposed.

Second: Rick McMenimen

Vote: All in favor

Chairman Shelton stated the next part of this is to make sure the buildout density table is updated and confirmed. That will be a handout for the Council. Diane Hardy stated the discussion of the rezoning proposal will be on the Town Council agenda on January 16. She will work on a packet of information for the Council.

Chairman Shelton asked if anyone had any new business. There was none.

Agenda Item #4 – Adjourn

Action

Motion: Eric Botterman made a motion to adjourn at 7:55 p.m.

Second: Rick McMenimen

Vote: All in favor

NEWMARKET PLANNING BOARD MEETING

FEBRUARY 12, 2013

MINUTES

Present: Val Shelton (Chairman), Ed Carmichael (Town Council ex officio), Diane Hardy (Planner), Eric Botterman, Rick McMenimen, Jane Ford (Alternate), Elizabeth Dudley

Absent: Janice Rosa (excused), Adam Schroadter

Called to order: 7:02 p.m.

Adjourned: 7:51 p.m.

Agenda Item #1 – Pledge of Allegiance

Agenda Item #2 – Public Comments

None.

Agenda Item #3 – Review & Approval of Minutes

01/08/13

Action

Motion: Rick McMenimen made a motion to approve the Planning Board minutes of January 8, 2013 with adjustments, if any

Second: Eric Botterman

Chairman Shelton stated she had an amendment on page 4, line 1, to delete the second “if”. On page 5, line 16, at the end of the sentence it should read “you should come to”. On line 25, that should read “She stated when the Zoning Update Committee first met” not “She stated when they first met”. On Rick McMenimen’s motion on line 35, the motion would have been “Rick McMenimen made a motion to recommend to the Town Council the adoption of the proposed land use code...”

Vote: All in favor

01/22/13

These minutes have not been finalized and will be acted upon at the future meeting.

Action

Motion: Eric Botterman made a motion to move the approval of the 01/22/13 minutes to March 19, 2013

Second: Rick McMenimen

Vote: All in favor

Agenda Item #4 – Regular Business

Acadia Engineers and Constructors LLC/Russell Serbagi Jr. – Continuation of a public hearing for an application for Site Plan at 13 Water Street, Tax Map U3, Lot 4, M2 Zone. The proposal is for the redevelopment of the property to include two projects:

- 1) Restoration and renovation of historically significant F. E. Lang Blacksmith building (5,599 SF) ; and*
- 2) Construction of four new townhouse units (5,320 Square Feet).*

Chairman Shelton stated the Board should be taking action on this tonight. The public hearing at the last meeting was not closed. She asked if anyone from the public wished to comment. No one spoke and Chairman Shelton closed the public hearing.

Tim Nichols, Acadia Engineers and Constructors LLC (AEC), stated there were two waivers that were submitted. One is for snow storage locations and the second is for an outdoor lighting plan. He stated there are no snow storage areas onsite. During any significant snow events, like the recent one, they will be loading and disposing of snow offsite. They are requesting a waiver of the lighting plan, because they specified they would use all Dark Sky compliant fixtures and are working with the Rivermoor Landing Condominium Association to provide security lighting and to address some of their concerns. The actual fixtures they will use are also in compliance with a request by the Conservation Commission to use a lamp that has a lighting frequency that is less intrusive to the wildlife in the Lamprey River. Diane Hardy stated the Town Engineer recommended there not be snow removal onsite, because of the close proximity to the river.

Action

Motion: Eric Botterman made a motion to grant the waiver to Section 3.05 of the Newmarket Site Plan Regulations regarding snow removal

Second: Rick McMenimen

Vote: All in favor

Action

Motion: Eric Botterman made a motion to grant the waiver of Section 3.16 paragraph 5 concerning a lighting plan
Second: Rick McMenimen
Vote: All in favor

Chairman Shelton stated Adam Schroadter is not present at the meeting. She stated she should have appointed Jane Ford as an official voting member. She is appointing her at this time.

Action

Motion: Eric Botterman made a motion to waive the requirement for Hydric Soils as per Section 4.10(B)(2)
Second: Rick McMenimen
Vote: All in favor

Chairman Shelton stated she would like to get Diane Hardy's recommendations on the latest site plan. Diane Hardy stated she had updates to her February 7 report. She did hear back from Rick Malasky and he has reviewed the plans for the fire lanes and "No Parking" signs that have been included in the area of concern. He indicated his approval of the revised plans. She stated Tim Nichols did make further revisions to the plans. Notes have been added pertaining to the Zoning Board of Adjustment variances and the detail on the ADA accessible space has been updated, so it is consistent with the regulations. She recommended the Board approve the Site Plan subject to Conditions #1-5 below:

Chairman Shelton read the conditions.

1. Prior to the Planning Board Chair signing of final Plan set, the Applicant shall provide a revised, stamped and signed Existing Conditions Plan, as required by Section 4.10 (A) and Section 4.10 (B) (2) confirming the property boundaries as shown on the Site Plan. Further, all sheets depicting boundary information shall be stamped by the LLS confirming correct boundary and lot areas.
2. Impact fees for the project (calculated in accordance with Town regulations) shall be paid to the Town of Newmarket. It is expected that multiple Certificates of Occupancy (CO) will be issued over the period of build-out. Prior to the issuance of any CO the pro-rata share of impact fee attributed to that portion of space for which the CO is requested shall be paid.
3. The Applicant shall enter into a Developer's Agreement with the Town of Newmarket, which includes findings of fact, special site plan approval conditions, the Town's expectations prior to and during construction, requirements prior to the issuance of building permits, certificates of occupancy, and scheduling.

4. Evidence that all relevant Federal and State permits relating to wetlands and sewer line relocation have been secured. Copies of all permits (and any corresponding conditions) shall be provided to the Town Planning Department prior the signing of site plans by the Planning Board Chair.
5. The Site Plan shall be recorded at the Rockingham County Registry of Deeds.

Chairman Shelton asked if the applicant had any comments or questions and he did not. She asked the Planning Board if they had comments or questions. Eric Botterman asked if Conditions 2 and 3 were necessary. Chairman Shelton stated, regarding Condition 2, the Board assesses impact fees at the time of approval. Eric Botterman asked if Condition 3 was required. Any developer would have final plans approved and, once approved and recorded, he can pull building permits. Diane Hardy stated it brings the developer through the process from Planning Board approval to the issuance of the Certificate of Occupancy. It is an administrative matter and it includes things like having a preconstruction conference, making sure that everyone is working off of the correct set of plans, and bonding. It spells out the requirements for payment of the construction management fees in advance of having any building permit issued. It is an administrative tool and a common tool used by professional planning offices. Chairman Shelton stated it is within the Site Plan Regulations.

Eric Botterman asked, on item 5 where it says a site plan shall be recorded, if that meant all of the pages. Diane Hardy stated that would be just C3. Eric Botterman asked, when a town wants to record a site plan, do they always record the sheet signed by the Planning Board. Chairman Shelton stated she has to sign all of the sheets. The regulations require the plans are reviewed and then signed by the Chairman. Diane Hardy stated there should be a signature block, but there is a stamp in the Planning Office that may also be used for signature. The requirement for a signature block was added as Condition #6.

Tim Nichols stated he had received a message from their arborist and the visual test was inconclusive for Dutch Elm disease. They are sending a sample to UMASS to do an analytical test.

Action

- Motion:** Eric Botterman made a motion to approve the site plan for Acadia Engineers and Constructors for Tax Map U3, Lot 4, M2 Zone for the redevelopment including restoration and renovation of the historically significant F. E. Lang Blacksmith building and construction of four new townhouse units with the Conditions 1-6 as read and discussed
- Second:** Rick McMenimen
- Vote:** All in favor

Chairman Shelton thanked the applicant, recognizing that this has been a very long process for them and for many boards in town. Everyone is very excited they have chosen Newmarket to do this redevelopment and to move their business here. Everyone is looking

forward to them coming in and for them enjoying much success there. She thanked them for their patience and steadfastness. She was not sure many developers would still be here. Tim Nichols stated it is a wonderful site and they understood that everyone on the Board is a volunteer and they appreciate the Board's admirable efforts. They look forward to starting their project and are very excited.

Agenda Item #5 – Other Business

Landscape Regulations – Discussion

Chairman Shelton stated there are printed copies for the Board to review. She stated they could have some overview discussion tonight. Eric Botterman stated some of these regulations would require trees or landscaping to be put on Town property. The Town would have to maintain it and care for it. He suggested this be sent to the Department of Public Works Director, Town Administrator and Tree Warden for their review. There may be some consternation about the Planning Board putting a potential financial burden on the Town. He felt the Board should not spend a lot of time talking about this until they receive feedback from those individuals. Chairman Shelton agreed. She stated she was also wondering if they should distribute this to some of the professionals who have represented applicants that have come before the Board to get their input on how this might impact applicants and future projects. She suggested Bill Doucet and Mike Sievert and anyone else someone might think of. Eric Botterman stated the intention of this was good, but the devil is always in the details. Chairman Shelton asked if anyone was present from the public, who may want to speak on this.

A gentlemen in the audience stated he was there to speak about the dam. Chairman Shelton stated they had a public comment period at the beginning of the meeting for non-agenda items, but this topic is not a Planning Board issue. He should go to the Town Council, as it is their issue and that is the proper forum to raise any concerns or make any comments. He could also talk to the Town Administrator. She recognized any comments he had were valid comments, they are just not within this Board's jurisdiction.

Action

Motion: Eric Botterman made a motion to continue the Landscape Regulation discussion to the March 19, 2013 Planning Board meeting, with the understanding that Town Planner Diane Hardy will distribute this to Town Departments and others for their comments.

Second: Rick McMenimen

Vote: All in favor

Chairman's Report

Chairman Shelton stated she and Diane Hardy are scheduled to appear before the Town Council again at their next meeting. That will be the first public hearing for the proposed

ordinance for the M-2 zoning changes. She gave an overview of the January Town Council meeting presentation. She has prepared a memo to address the questions that were posed during the initial discussions and will do an updated presentation. She went over the updates. There are four components. One is an updated build-out analysis spreadsheet. Each parcel is looked at in more detail. There are a total of 47 additional residential units that could be constructed if those are built out. She went over the 36 parcels that are being looked at for the rezoning. Of those, three parcels are vacant and undeveloped, that is 8% of the 36 parcels. There are 22 nonconforming parcels that have residential and mixed uses now. That is 16% of the total. Clearly, there is a disconnection between existing land use and the current zoning. Eleven of the parcels have conforming uses, mostly because they have been redeveloped. That includes the medical office building, the parking lots for the mills, Riverdale Auto even though that is not functioning as a business anymore, the library and the railroad. There are nineteen residential units that will still be grandfathered. There is only one parcel that does not front on Route 108 that could be developed with all residential, that is the conceptual presentation that Mr. Decker and Bill Doucet had made for the property owned by Elm Street LLC last summer. The Board has heard from abutters stating that they want that lot to be residential, not commercial. There are three parcels that do not front on Route 108, but they are used to support the parking on other parcels, like the mill and the Polish Club parking. If those lots were to be redeveloped with any residential, the rezoning would have to also address the parking needs of the mill and the Polish Club. It is likely the only way to be able to do that would be with a parking garage.

She stated ten out of the thirty six parcels can feasibly be redeveloped into mixed use, with street level commercial/retail and residential above. There are six parcels with sufficient acreage to support eight additional units, without going through the Special Use Permit process. The reason for that is that a single-family or a duplex under the proposed zoning does not have to go through the Special Use process.

She stated Councilor Wright had asked if the Board had looked at unintended consequences of the zoning changes. She stated there is one that the Board did miss. She asked for a consensus of the Board to recommend to the Town Council a slight modification to the proposed Special Use Permit section. Right now, in that section, Special Use permitting only applies to multi-family or mixed use development with three or more residential units. Under that, there are two conditions of a Special Use Permit that apply. Those conditions are that there are two onsite parking spaces per residential unit and there is prohibition of residential use on the first floor along Exeter Road and Main Street. By moving those two requirements out of the Special Use section of the ordinance into the main core of the M-2 zoning district, those requirements would then apply to a single-family or a duplex. For example, there is a vacant lot next to Rite Aid. If the zoning goes through as proposed, someone could pull a permit to build a single-family house or a duplex on that lot. With the recommended modification to remove those requirements out the mixed-use development section and move the paragraph regarding the parking requirement of two spaces per unit for residential use, there wouldn't be any way one could develop a single family or duplex residential use on that lot. There are five (5) other lots similar to this, which could then be used for mixed-use development. They would have to have a commercial component and any residential use would have to be on the second floor or third floor level. This is in Section 2.02(B)(2), (3), and (5) of the M-2 section.

Diane Hardy stated, if there are any modifications made to this proposed zoning amendment, there would have to be another public hearing with the posting of the ordinance, before any action could be taken on it by the Town Council. Technically, it should be on the Planning Board agenda, if it is going to be suggested as a recommendation for change. Eric Botterman stated he had no problem making the recommendation. Diane Hardy stated it still has to go through due process. She stated, at this point the Planning Board has made its recommendation and it is in the hands of the Town Council. To go back and change that recommendation, the Board needs to go through a process. Chairman Shelton stated they want the Council to move forward with the proposal. Diane Hardy stated she disagrees with that procedure. Chairman Shelton stated, if that is a technical issue, then she will make that suggestion as a private resident. She stated she will not present this to the Planning Board after all, she will present it to the Town Council at their meeting as a private citizen and the Board members can go to the meeting and make comments or express their support or concerns at that time.

Elizabeth Dudley stated she wanted to discuss the letter received by a citizen. Chairman Shelton stated this was still her Chairman's Report and they will discuss that under New/Old Business.

Chairman Shelton thanked Diane Hardy for bringing the procedure for making this modification to her attention. Diane Hardy stated, under the Town's ordinance for the adoption of zoning changes, the Planning Board has to make a recommendation before it goes to the Town Council. If the Planning Board is now modifying that recommendation, there is a formal process involved.

Chairman Shelton stated the other three items she will include in her response to the items in question would be an assessed valuation spreadsheet, which she developed with the Tax Assessor, and two analyses, one on the Kent Place redevelopment and one on the Water Street redevelopment. Those show the tax impacts related to those two projects.

She encouraged the Planning Board members to attend the Council meeting on February 20 and would appreciate any comments or support from them as members or as private citizens.

She stated the other item on the Chairman's Report is there is an open seat for a one year term on the Planning Board. Whoever gets the most write-in votes will be asked to fill that term. She stated there are still two Alternate member openings. She asked the Board to think about that for the March meeting and to try to find some people who might be interested in becoming an Alternate.

Committee Reports

Town Council

Ed Carmichael stated the rezoning was the biggest topic. The Town Council has a business meeting on February 6. There were many readings and second readings. The Water

Department was looking for a new utility truck. The Council asked them to look around and try to come up with a secondhand truck with low mileage. If they were not able to find one, the Council would discuss it further. There is a need for one. There was discussion at the end of the meeting on the Economic Development Committee. He stated he attended their meeting last night and it was very impressive.

Planner's Report

Diane Hardy stated they are still looking for a Newmarket representative on the Strafford Regional Planning Commission to fill the term that was vacated by Rose-Anne Kwaks. She encouraged people to submit an application. Rick McMenimen stated the SRPC typically meets once a month, the third Friday of the month in the morning. Every quarter they would meet in a different town and have a guest speaker and then a meeting afterward to vote on the budget or recommendations.

Diane Hardy stated, at the Town Council workshop next week, there will be a presentation by Dubois King on the pedestrian bridge project. There has been a redesign of the project to reduce some of the costs and it is still over the original budget, but they are looking for additional funding from different sources.

New/Old Business

Elizabeth Dudley wanted to bring up a letter that Muriel Knight wrote to the Board. She stated one of the points made in the letter was the Planning Board had to be very careful about activity near the railroad, in terms of encouraging any more activity near there. Mrs. Knight was concerned about someone getting hurt. Chairman Shelton stated the letter would be kept on file relative to any applications that might come in for that area. The Board's consensus was that Mrs. Knight had spent a lot of time on her letter and they thanked her for her input.

Chairman Shelton thanked Elizabeth Dudley for the excerpt out of Rockland that she distributed to the Board. It was informative and enlightening. This was also forwarded to the Town Administrator.

Agenda Item #6 – Adjourn

Action

Motion: Eric Botterman made a motion to adjourn at 7:51 p.m.
Second: Rick McMenimen
Vote: All in favor

Newmarket Veterans Memorial
Trust Committee
DRAFT Minutes – March 19, 2013

Roll Call: Vice Chair; Phil Nazzaro, Secretary/Treasurer; Rochelle Sharples,
Members: John Carmichael, Patrick Marsh, Wayne Rosa and Dave Wade.
Excused: Chair; Janice Rosa.

Old Business: Patrick made a motion to accept the minutes of February 19, 2013. Motion was seconded and passed. Wayne Rosa abstained.

Golf Tourney Chair Dave Wade brought the registration form to the meeting for the committee to look over and make changes. Vice Chair Nazzaro will have it all put on a website for easy on-line registration.

Phil and Rochelle reported on information they obtained in reference to money being deposited and expended from our account. All checks will be mailed to Chair Rosa and then given to Ed Pelczar to deposit into the NVMT account.

Rochelle will bring to the next meeting a sample letter to be sent to various business and organizations for either monetary or food donations towards the tournament. Volunteers are going to be needed as well.

Rochelle knows two people that she can ask about taking pictures the day of tournament. The committee talked about different people to contact to play as well.

New Business: John Carmichael presented a letter to the committee in reference to gain approval for the NH Moose Plant Grant for the Newmarket Historical Society. Patrick made a motion we support this grant. Motion seconded and passed.

Vice Chair Nazarro signed the letter showing the committee whole hearted supported this. The Historical Society houses many Veteran artifacts that need to be preserved.

Next meeting to regroup on Golf Tournament: Thurs. April 4th, 2013 7pm at Town Hall Auditorium.

Next regular meeting: Tuesday, April 16th, 2013 7pm.

Patrick made a motion to adjourn. Motion seconded and passed.

Meeting adjourned: 8:08pm.

Respectively Submitted:
Rochelle Sharples, Secretary



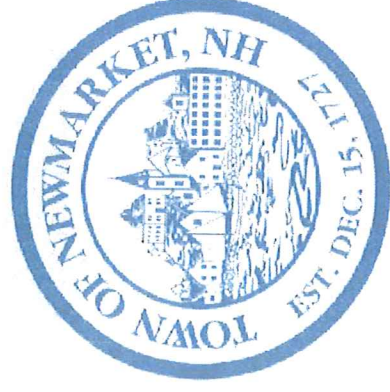
**Town of Newmarket, New Hampshire
Town Council Workshop
April 17, 2013
Town Council Chambers**

8. Discussions/Presentations

a. Town Council Goals

TOWN COUNCIL GOALS FY13

TOWN OF NEWMARKET, NH -
PRESENTATION 10/3/2012



THE FOUR BASIC GOALS

- 1. Do the Basics Right**
- 2. Improve Finances**
- 3. Improve Communications**
- 4. Economic Development**



DO THE BASICS RIGHT

- This is an important one
- A number of policies and ordinances are either outdated or just missing
- Reviewing, amending, and implementing new ordinances and policies will improve the general operations of Town government
- Action Items:
 - Revise Town Council Rules – On 10/3 agenda
 - Review and Update Town Municipal Code
 - Revise Administrative Code
 - Review Town Charter for inconsistencies
 - Adopt new operating procedures



IMPROVE THE TOWN'S FINANCES

- Town financial reporting needs to be improved greatly
- Town budgeting process needs to be reviewed
- A number of policies and ordinances are either outdated or just missing
- Action Items:
 - Rewrite Chart of Account to reflect common operating procedures
 - Rewrite Purchasing Code
 - Review Personnel Policy and present revisions
 - Implement Performance measurements for Departments
 - Revise Fund Balance Policy to comply with generally accepted accounting principles
 - Regular Financial Reporting to the Council and Committees



IMPROVE COMMUNICATIONS

- The Town needs to improve the way it gets information to residents
- Action Items:
 - Update website to be more user friendly
 - Embrace social media
 - Establish Town Facebook and Twitter presence
 - Town Email subscription list and provide consistent messages
 - Look at having a quarterly Town newsletter for people



ECONOMIC DEVELOPMENT

- While the Town has done a lot for economic development, we still need to move forward
- **Action Items:**
 - Activate Economic Development Committee
 - Determine what type of development is right for the community
 - Begin to advertise the benefits of locating in the community





**Town of Newmarket, New Hampshire
Town Council Workshop
April 17, 2013
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9. New Business

- a. Closing Comments by Town Councilors

10. Adjournment