



**TOWN OF NEWMARKET, NEW HAMPSHIRE
TOWN COUNCIL AGENDA**

**WEDNESDAY, JANUARY 4, 2017, 7:00PM
NEWMARKET TOWN HALL COUNCIL CHAMBERS**

- 1. Pledge of Allegiance**
- 2. Public Forum** *(Public Forum is an opportunity for the public to address the Town Council. All comments should be addressed to the Chair of the Council. No person will be allowed to speak longer than five (5) minutes.)*
- 3. Public Hearing – None**
- 4. Town Council to Consider Acceptance of Minutes**
 - a. December 21, 2016 Regular Meeting Minutes
 - b. December 21, 2016 Non-public Meeting Minutes
- 5. Report of the Town Administrator**
 - a. Finance Director Introduction
 - b. School Facilities Presentation – Superintendent Meredith Nadeau
 - c. MRI Efficiency Study Presentation – MRI Representative
- 6. Committee Reports**
- 7. Old Business**
 - a. Resolutions/Ordinances in the 2nd Reading - None
 - b. Resolutions/Ordinances in the 3rd Reading – None
 - c. * Items Laid on the Table –
 - i. **Resolution #2015/2016-52** – *Resolution Authorizing the Designation of a portion of Rt. 152 as an Economic Recovery Zone* (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action).
- 8. New Business/Correspondence**
 - a. Town Council to Consider Nominations, Appointments and Elections – None

b. Resolutions/Ordinances in the 1st Reading

- i. **Resolution 2016/2017-18** – *Authorizing the TA to an Application for a Community Development Block Grant for Housing Upgrades at Great Hill Terrace and to Sign the Town Housing and Community Development Plan and Residential and Anti-displacement and Relocation Plan.*

c. Correspondence to the Town Council

d. Closing Comments by Town Councilors

e. Next Council Meeting – January 18, 2016

9. Adjournment

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

10 **December 21, 2016 7:00 PM**

11 **TOWN COUNCIL CHAMBERS**
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13

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

16
17 **EXCUSED:** Council Vice Chairman Phil Nazzaro

18
19 **ALSO PRESENT:** Town Administrator Steve Fournier, Water & Wastewater Superintendent Sean Greig,
20 Public Works Director Rick Malasky
21

22 **AGENDA**
23

24 Chairman Gary Levy welcomed everyone to the December 21, 2016 Newmarket Town Council Meeting
25 and called the meeting to order at 7:09 pm, followed by the Pledge of Allegiance.
26

27 Councilor Weinstein made a motion to seal the minutes of the Non-Public Session of December 21, 2016
28 which was seconded by Councilor Pike.
29

30 Town Administrator Fournier polled the Council and the motion to seal the minutes of the Non-Public
31 Session of December 21, 2016 was approved by a vote of 6-0.
32

33 Chairman Levy stated that Councilor Nazzaro was out this evening
34

35 **PUBLIC FORUM**
36

37 Chairman Levy opened the Public Forum at 7:10 pm.
38

39 As no one from the public came forward, Chairman Levy closed the Public Forum at 7:10 pm.
40

PUBLIC HEARING - None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Workshop Meeting of November 30, 2016

Councilor Burns made a motion to approve the minutes of the Workshop Meeting of November 30, 2016, which was seconded by Councilor Thompson.

Changes/Corrections: Councilor Thompson corrected a typo on page 2 of the minutes to change down to "done". Chairman Levy corrected a typo on line 118 of the minutes to change tart to "start".

Town Administrator Fournier polled the Council and the minutes of the Workshop Meeting of November 30, 2016 were approved as amended by a vote of 6-0.

Acceptance of the Minutes of the Non-Public Meeting of November 30, 2016

Councilor Weinstein made a motion to approve the minutes of the Non-Public Meeting of November 30, 2016 which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the minutes of the Non-Public Meeting of November 30, 2016 were approved by a vote of 6-0.

Acceptance of the Minutes of the Regular Meeting of December 7, 2016

Councilor Pike made a motion to approve the minutes of the Regular Meeting of December 7, 2016 which was seconded by Councilor Thompson.

Changes/Corrections: Councilor Pike questioned the use of the word "penalty" on page 9, line 67 of the minutes. After review of the tape, no changes were made to the wording. Chairman Levy questioned a statement attributed to Vice-Chair Levy on page 14 of the minutes. After review of the tape, it was corrected to read "Chairman Levy", and the wording was adjusted to make the statement clearer.

Town Administrator Fournier polled the Council and the minutes of the Non-Public Meeting of December 7, 2016 were approved as amended by a vote of 5-0, with 1 abstention.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier first provided an update on the **Downtown Project**. He stated that Target Construction had closed up the project for the winter, except for any emergency repairs, as weather conditions were deteriorating. He said they had met substantial completion, but that there were still a number of items to be addressed in the spring, and said at that time the \$750/day penalty would go down to \$500/day. He said when they reopened the project in the spring, the cracked bricks would be replaced and the crosswalks would be painted with reflector epoxy and sealed. He stated that as part of

85 this project the Historical Society had requested signs be placed in the Downtown welcoming people to
86 Newmarket and indicating that it was listed on the **National Registry of Historic Places**. He stated that 3
87 signs had been ordered and would be placed near the Library, near the Town Hall, and at the intersection
88 of Gerry Avenue and Exeter Street.

89
90 Town Administrator Fournier next addressed the **Bennett and Sewell Well Levels**. He said there were
91 questions regarding the drought and current water levels, and said though the MacIntosh Well was online,
92 the Bennett and Sewell Wells were still 7 to 9 feet below normal and were not recharging and they hoped
93 the drought situation would be relieved in the spring. He stated that the Municipal Budget Committee
94 had adopted the **FY2018 Budget** as approved by the Town Council, and the Deliberative Session would be
95 held with the School on Saturday February 4th at 9:00 am at the Junior-Senior High School. He stated that
96 he did get a request from the **Superintendent of Schools** to come to the January 4, 2017 meeting to make
97 a presentation to the Town Council of their plans, and said he would also introduce the new Finance
98 Director at that time. The Council agreed to add this to the next meeting agenda.

99
100 Town Administrator Fournier said that with regard to the **FY2017 Budget**, 48% of the total operating
101 budget had been expended as of the end of November. He said though this was higher than last year,
102 there were no large areas of concern. He said the Library had expended 67% of their operating budget at
103 this time versus 37% last year, and all other departments were on track. He explained that the Library only
104 received a flat amount from the Town. Town Administrator Fournier stated they had closed on the **Eagles**
105 **Property** last week and the new owners would be cleaning up the property.

106
107 Discussion: Councilor Thompson asked about the unusual number of water breaks, and asked if they
108 knew the reason and what sections were involved. Public Works Director Rick Malasky said that two of
109 the breaks involved valves that had failed and said that one was a gate valve on the Durrell Property.
110 Water & Wastewater Superintendent Sean Greig said the valves were composite coated, and they now
111 made sure all valves were held together with stainless steel bolts. He said the pipes were not that old,
112 and that one of the ones that went was the fuel line to the High School. Public Works Director Malasky
113 said the bolts on the tappet valve for that line were not stainless steel.

114
115 Councilor Thompson questioned the IT report which mentioned that the Library now had access to the
116 Town's accounting software program. Town Administrator Fournier said this was so the Library could
117 submit purchase requests digitally instead of dropping off paper ones. Councilor Weinstein asked the
118 reason the Library budget expenditures were so high, and Town Administrator Fournier said the Library
119 Trustees had recently ordered significant pay increases for their employees. Councilor Weinstein
120 commented on the dramatic decrease in overdoses in Newmarket, and thanked the Police Department
121 and the Fire Department for all their work on this issue.

122
123 Chairman Levy asked if the MacIntosh Well was now running fulltime, and Town Administrator Fournier
124 said it was currently running Monday through Friday due to a glitch with one of the flow meters, and it
125 was pumping approximately 70,000 gallons/day into the system. Chairman Levy asked if he expected the
126 Bennett and Sewell Wells to increase now that the MacIntosh Well was online, and Town Administrator
127 Fournier said he did not expect that to happen. He said they needed enough rain to both sustain the
128 wells and enough on top to recharge them, and that a substantial amount of water would need to come

back. He clarified that the Bennett/Sewell Wells were sand and gravel based, and the MacIntosh was a bedrock well.

Councilor Weinstein asked for an update on the Memorandum of Understanding for the Finance Director with the School. Town Administrator Fournier said he understood that they had approved it as the Council amended, and said it had gone through and was all set.

COMMITTEE REPORTS

Councilor Weinstein said that the *Budget Committee* had met on December 12th and had recommended the FY2018 Town Budget unanimously. She said another meeting had been scheduled for December 19th to review the School Warrant Articles, but that the meeting had to be rescheduled due to a mix-up in posting. She said the next meeting would be January 9, 2017 to review the School Warrant Articles and the School Public Hearing for the FY2018 SAU Budget would be held on January 12, 2017.

Councilor Burns stated that the *Planning Board* met and had approved the waivers and application for 342 Wadleigh Falls Road to divide the lot. She said that with regard to the issue with the Grape Street project, it had been found in favor of the Town to stay with the position of the Planning Board to give guidelines for design standards. Councilor Pike explained that though their design standards were not highly specific, the decision was upheld to retain the character of the Town and the developer was asked to provide elevations. He said they were also having to go back to some areas of prioritization from the Future Land Use Chapter, and said a Workshop would be held on the 10th of January with the Sub-Committee attempting to meet before the workshop as well.

Chairman Levy said he had received a letter from Planning Board Chairman Eric Botterman and they were talking about possibly having the Joint Planning Board/Town Council meeting in February. He said the Town Council would have to implement whatever recommendations were made by the Planning Board. Councilor Pike said there were a couple of items in the letter that belonged more to the Council than the Planning Board. Councilor Weinstein suggested they discuss a date for the joint meeting at their first meeting in January. Town Administrator Fournier said he thought to schedule the meeting in the second week of February on an off week, and said he would send a response to the letter.

Councilor Pike addressed the *Macallen Dam Committee*, and said that a meeting was held with the Durham Town Engineering Committee to discuss the culvert replacement project on Longmarsh Road. He said with the stability analysis for the spillway last year, they had realized there were some challenges with their model due to the complexity of the Lamprey River system, and that the Route 108 changes would need to be re-designed as a result. He said originally they thought the Longmarsh Culvert Replacement would send less water to the Macallen Dam under high flows, but that Durham was raising the road so that it actually meant more water under high flows. He said the topic of the meeting was that Durham could not send more water to the Macallen Dam and the project would require re-engineering on their part.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING

Resolution #2016/2017-14 Relocation of Water & Sewer Utilities as Part of NHDOT Bike Lane Project

Councilor Weinstein made a motion to approve *Resolution #2016/2017-14 Relocation of Water & Sewer Utilities as Part of NHDOT Bike Lane Project* which was seconded by Councilor Bowden.

Town Administrator Fournier said they had already approved the project, and said that as a result of the second part of a State project they would be upgrading and relocating their Water & Sewer lines in that area, and added the water lines had already been done. He said they currently had \$600,000 in the Capital Reserve Fund for sewer relocation, and \$40,000 for water. He said they had gone out to bid and the total budget with contingencies came in at \$360,613, and said this resolution would authorize him to withdraw the funds to do the projects when the State came in to upgrade Route 108.

Town Administrator Fournier polled the Council and the motion to approve *Resolution #2016/2017-14 Relocation of Water & Sewer Utilities as Part of NHDOT Bike Lane Project* was approved by a vote of 6-0.

Resolution #2016/2017-15 Water & Wastewater System Buildout Analysis

Councilor Burns made a motion to approve *Resolution #2016/2017-15 Water & Wastewater System Buildout Analysis* which was seconded by Councilor Pike.

Water & Wastewater Superintendent Greig stated that he had been directed by the Town Administrator to submit an RFP to do a Water Demand Study and a Sewer Capacity Study, which was basically a 20-year buildout analysis. He said that as part of the study they would also look at the Bennett and Sewell Wells to determine the safe yield. He said the cost for Sewer was \$9,992 and \$20,468 for water, and said he had sent it out to 30 different engineers with only Wright-Pierce putting in for the project.

Discussion: Councilor Thompson said she had some questions about the math, as the prior resolution had taken \$331,000 from the Sewer Capital Reserve Fund and \$34,000 from the Water Capital Reserve Fund. She said subtracting those amounts would leave \$269,000 in Sewer, and \$6,000 in Water and they were now trying to take another \$21,000. Water & Wastewater Superintendent Greig said that there were actually some undedicated funds and that the Sewer Capital Reserve Fund currently had \$1.167 million. He explained that \$600,000 had been set aside for the North Main Street Project, \$320,000 set aside for Pump Station improvements, and approximately \$155,000 set aside for truck replacement, which left a balance of \$92,650 for undedicated Sewer Capital Reserve Funds. Town Administrator Fournier said that the Water Capital Reserve Fund had \$1,187,450 as of October 21st.

Councilor Pike, referring to the Wright-Pierce proposal with regard to Coordination with the Town Planning Department, said that some of the next potential re-zoning in the area towards New Road would be wells and not municipal water. Town Administrator Fournier said they would look at the topography and what could be built where, and also look at the landscape and the approximate location of the water system. Councilor Pike felt there might be two aspects of what Planning would need to do at the Town level related to water: (1) determine the capacity of the municipal water supply and (2) determine how

to protect their existing wells. Water & Wastewater Superintendent Greig explained that they were trying to determine the next 20-year needs of the Town through inventory of what they had, and they would help figure out how to address any discrepancies that were found.

Chairman Levy said a recommendation had been made by Strafford County and the Town to potentially look at 3-acre zoning versus 2-acre zoning. He said if those areas did go to residential, he hoped that when the buildout study was done they would get as much feedback as possible on properties that could potentially go on Town water and how that would impact if they were build out. Water & Wastewater Superintendent Greig said ideally they would look at the Town and the likelihood of things being built over the next 20 years and have a safety factor built into it. He said they would determine the amount of water needed to meet the Town's 20-year demands, and if they did not have the capacity they would try to help them figure out how to get there or curb growth because the capacity was not there.

Town Administrator Fournier polled the Council and *Resolution #2016/2017-15 Water & Wastewater System Buildout Analysis* was approved by a vote of 6-0.

Resolution #2016/2017-16 Amending the Administrative Code: Creation of the Department of Buildings & Grounds

Councilor Pike made a motion to approve *Resolution #2016/2017-16 Amending the Administrative Code: Creation of the Department of Buildings & Grounds* which was seconded by Councilor Bowden.

Town Administrator Fournier stated that as part of the goal to find efficiencies and share services with the School District, they had proposed hiring a Facilities Director who would oversee the Department of Buildings & Grounds and answering to him. He said he was recommending the creation of a new Department of Buildings & Grounds separate from the Department of Public Works, which would be the first step in order to go further and combine with the School. He said a Job Description and a Memorandum of Understanding similar to the Finance Director would be provided in the future. He said pursuant to the current Administrative Code the only department heads listed were the Public Works Director and the Chief of Police, and said this would allow him to create the new department and also allow him to rewrite the entire Administrative Code. He said the first step was to create the department, which would not change anything operationally at this time, and said that the Facilities Director would be the head of that department.

Discussion: Councilor Thompson said she was concerned about setting up a new department without discussing how it would actually work. She said Public Works had all the vehicles, the staff, and the administration, and asked if the Director of Buildings & Grounds would have access to equipment. Town Administrator Fournier said they already had a line-item for equipment and vehicles which would still be listed budgetarily under Buildings & Grounds. Councilor Thompson asked how the sharing of equipment would work and who would report to who. Town Administrator Fournier said they would need to determine what the load was going to be when the individual was hired. Councilor Thompson asked about the custodians at the School, and Town Administrator Fournier said that would be the next step but he first wanted to break out Buildings & Grounds to its own department on the Town side.

261 Town Administrator Fournier said that the Department of Water & Sewer was broken out 3 years ago,
262 with the Water & Wastewater Superintendent reporting directly to him, though it was never codified in
263 the Administrative Code. He said Public Works Director Malasky would continue to head Buildings &
264 Grounds until something was hammered out. Councilor Thompson felt there were a lot of details they did
265 not know, as well as the School and the Superintendent's needs. Town Administrator Fournier said that
266 taking out the School side, he would be recommending the new department be set up anyway. He said
267 currently they did not have one person focusing on the long-term planning of their facilities and coming
268 up with timely repairs and maintenance which was a necessity. He said having one individual and a
269 separate department would give him someone he could go to for updates on long-range planning who
270 would oversee everything. He said considering the number of facilities, he felt it was imperative that they
271 do this not only for a joint position, but on their own to have a separate entity that could work on the
272 issues.

273
274 Councilor Thompson said though she was in favor of hiring a Facilities Director, she was not sure she
275 wanted to create another department in addition to Public Works. Councilor Pike asked if what the Town
276 Administrator proposed would require a change in the Town Charter. Town Administrator Fournier said
277 he could create or dissolve any department with the approval of the Town Council. Councilor Pike said he
278 wanted to keep the momentum moving forward, and said part of what they were doing was trying to have
279 a cooperative arrangement with the School, and said he was inclined to give the Town Administrator
280 discretion to organize this as he was proposing. He pointed out that this was also a way of recalibrating
281 the loads placed on the other departments, and said he felt it was a reasonable start.

282
283 Councilor Weinstein said she agreed with Councilor Pike that this was a way to start the process, and she
284 felt the person needed to report directly to the Town Administrator. She said that clearly some details
285 needed to be worked out, but felt separating Buildings & Grounds was a reasonable first step. Town
286 Administrator Fournier said it was his recommendation to create the department first and then hire the
287 Facilities Director. Chairman Levy said he agreed with Councilor Thompson, and felt a clearly defined role
288 and responsibilities were needed along with a clarified job description. He said he understood that the
289 Facilities Director was envisioned as a single position that would coordinate the maintenance functions in
290 the existing framework of the Town and manage Facilities procurement contract administration and find
291 efficiencies. He said the individual would also provide long-range planning as it related to buildings and
292 convey any information to the Public Works Director who would then carry it out. He said he had spoken
293 with Mr. Alan Gould of MRI who conveyed that it was not their intention to create another department.
294 He said he had also envisioned the Facilities Director as a fairly high-level position.

295
296 Town Administrator Fournier said he was trying to cut out an additional step in having the Facilities
297 Director, with his own department separate from Public Works, report directly to him. He said that general
298 maintenance was part of the responsibilities, and they needed someone on the ground to do this without
299 first needing to go through the Department of Public Works. He said the Public Works Director had a lot
300 of different departments under him, and he was trying to take Buildings & Grounds out in order to have
301 someone visionary for long-range planning, with individuals who could carry that out on a day-to-day
302 basis. He said the Facilities Director with no department would have to go to Public Works to schedule
303 through them to have the Buildings & Grounds crew do some of the maintenance.

Councilor Burns said in the MRI draft report part of the discussion with regard to Buildings & Grounds was to alleviate some of the load on the Director of Public Works. She said that if things were still funneled through him nothing would be relieved, and she said she supported the resolution the way it was written. Councilor Thompson asked if easing the workload of the Public Works Director would require his job description to be revised, and asked how they would populate the Department of Buildings & Grounds. She said she felt they should perhaps discuss this more at their next meeting.

Town Administrator Fournier said he wanted to clarify for everyone that they already had a separate Buildings & Grounds staff who reported to the Public Works Director. He said this was just saying there would be an autonomous Buildings & Grounds Department overseen by a different director or department head. Councilor Pike stated that this was pretty close to what was observed in Cape Elizabeth with the Facilities Director who did a lot of proposals and project management. He said the hiring of the Facilities person was more important to him than whether or not he had his own department, and said he did not see a problem with proceeding in that fashion.

Chairman Levy said he could not support the resolution as written, and preferred that a Facilities person be hired and a valid job description laid out. He felt they should have adapted the Cape Elizabeth job description and applied it to the needs of Newmarket, and he said he was trying to make sure it was vetted properly to avoid unintended consequences. Town Administrator Fournier said it was his intention to have a separate Buildings & Grounds Department with the supervisor reporting directly to him, whether or not they had an agreement with the School. He said he also felt the rest of the Council should have an opportunity to talk with MRI, and suggested they hold this resolution over for a 3rd reading at their first meeting in January. He said he was always hearing that they did not have a plan when they are doing maintenance projects, and he needed one person who could focus since he had so many people trying to do the work. He said it currently fell on the Public Works Director, Finance, Building Inspection, and the supervisor of Buildings & Grounds.

Councilor Pike said that since MRI would be presenting their report at the next meeting it would make sense to have a broader discussion at that time. He said support for a Facilities Director seemed nearly unanimous, and it was just a question of how it would be organized. Chairman Levy felt it would be important for MRI to clarify their intention since it was basically their recommendation they were acting on. Councilor Pike clarified that there had also been inputs from the School and the Sub-Committee.

The Council agreed to hold *Resolution #2016/2017-16 Amending the Administrative Code: Creation of the Department of Buildings & Grounds* over for a 3rd reading at the next meeting.

Resolution #2016/2017-17 Replacement of Windows at the Community Center

Councilor Weinstein made a motion to approve *Resolution #2016/2017-17 Replacement of Windows at the Community Center* which was seconded by Councilor Thompson.

Town Administrator Fournier stated that when the siding was replaced at the Community Center they realized the windows were falling apart and only secured by the old siding. He said they were secured for

the winter and proposals were obtained to replace the Recreation Center windows. He said they received 3 bids with the lowest being Bragdon Construction at \$11,800.

Town Administrator Fournier polled the Council *and Resolution #2016/2017-17 Replacement of Windows at the Community Center* was approved by a vote of 6-0.

ORDINANCES AND RESOLUTIONS IN THE 3RD READING – None

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

NEW BUSINESS/CORRESPONDENCE

Letter from the Planning Board

Chairman Levy said he had received a correspondence from Planning Board Chairman Eric Botterman. Town Administrator Fournier read the letter in which Mr. Botterman said the Planning Board had adopted the Future Land Use Chapter of the Newmarket Master Plan, and that among the recommendations were two (2) that needed action by the Town Council: the Property Maintenance Code and Junkyard licensing procedures. He said they had decided that these would be more appropriately handled by the Town Council who had broader enforcement authority over building and property maintenance issues. He said Mr. Botterman recommended that a committee be established which would include the Code Enforcement Officer, a representative of both the Planning Board and the Town Council, and a citizen-at-large to: (1) study whether the Town should adopt a Property Maintenance Code and embark on a junkyard regulation program, and (2) draft regulations to be adopted by the Town Council to implement these concepts as deemed feasible. He said he understood that the Town Council would be holding a joint meeting with the Planning Board in February for this purpose.

Town Administrator Fournier said he would try to schedule something for the second week of February. Chairman Levy asked that the Council get a copy of the Land Use sections of the report, and the Town Administrator specify what they would be discussing.

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS -None

ORDINANCES AND RESOLUTIONS IN THE 1ST READING - None

CLOSING COMMENTS

Councilor Pike said he felt that the role of the Community Action Program on Abuse had been an example of the collaboration and good work being done in Newmarket. He also thanked the School for the amount of work they had put into Facilities to try to come up with something that would meet the needs of the

Town Council Regular Meeting
December 21, 2016

community. He said he felt the Council had a good year, thanked Chairman Levy for his leadership, and thanked the citizens for the great deal of good work being done in Newmarket.

Councilor Weinstein said a lot of work had been done over the last year and a half by the Community Action Program on Abuse. She said the collaborative effort was not just in Newmarket but also with surrounding communities. She said it was great to see people working together and to see such a huge reduction in overdoses, and felt that it highlighted the strength of their community.

Chairman Levy wished everyone a Merry Christmas and a healthy and happy New Year and holiday season.

NEXT MEETING: The next regular meeting of the Town Council is scheduled for January 4, 2016.

ADJOURNMENT

Councilor Pike made a motion to adjourn the meeting, which was seconded by Councilor Bowden. The meeting was adjourned at 8:56 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN ADMINISTRATOR

REPORT OF THE TOWN ADMINISTRATOR
January 4, 2017

Police Department Promotions: I am happy to inform the Town Council that Chief True announced two promotions created by the retirement of former Chief Cyr.

First, Rich Beaudet has been promoted to the position of Lieutenant, replacing now Chief True. Lt. Beaudet has been employed with the Newmarket Police Department for approximately 23 years. Beaudet has a degree in Criminal Justice from Hesser College. Beaudet worked in Patrol up until 2012 when he was transferred to Support Services where he currently holds the rank of Detective Sergeant. Since being transferred to Detectives he has been responsible for managing personnel within the Division to include 6 full time dispatchers, 1 detective and 1 school resource officer, all part-time employees including the departments police prosecutor. He also serves as a liaison between the department and Circuit Court. He handles criminal arraignments as well as the grand jury process. He serves at the Department spokesperson in the Chiefs absence.

Second is the promotion of Greg Jordan to the position of Sargent. Sgt. Jordan has been employed with the Newmarket Police Department since February 1999 thru July of 2005 when he left to take a police officer position with the Mashpee Massachusetts Police Department. While in Mashpee, Jordan was promoted to the rank of Master Officer and was one of the departments field training officers. Jordan returned to NH in October of 2008 after accepting a police position with the Stratham Police Department and ultimately was promoted to the rank of corporal. He ultimately returned to the Newmarket Police Department in October 2012. Jordan is a field training officer. Jordan recently graduated from the Command Training Series, Mid-Management Course at Roger Williams University.

House Bill to Allow Charter Towns to Appoint Town Clerk: With the beginning of the New Year also come the beginning of the new legislative session. One bill that is being introduced by Rep. Keith Murphy of Bedford is to allow the seven towns that operate under the Town Council form of government (Newmarket, Durham, Bedford, Merrimack, Londonderry, Derry and Hooksett) to be able to determine for themselves if they would like to have their Town Clerk's appointed or elected. This was a point of discussion during the last charter commission.

The cities and towns in New Hampshire have the right to determine which forms of government fit best for their communities. This bill would clarify for those towns that operate under RSA 49-D whether or not their Clerks can be appointed or elected.

Finance Director: I am happy tonight to introduce to the Town Council Lisa Ambrosio, the Finance Director for the School and for the Town starting March 1. Lisa comes from the Town of Amherst, NH where she served as the Finance Director. Previously, she worked for the Amherst School District as their Business Administrator.

School Facilities: The Superintendent of School will be attending the meeting to present to the Town Council the School Facilities upgrade plan that will be presented to the voters in March.

MRI Efficiency Study: MRI will be attending the meeting to present their findings from the efficiency study to the public.

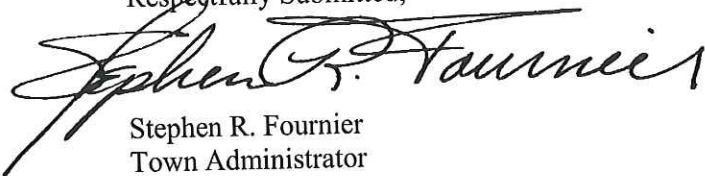
ONGOING PROJECTS

*****This section will not be reported on orally to the Town Council at the meeting, but will use this as a chance to update on any developments in ongoing projects. *****

Water and Sewer Capacity: We have signed these documents and will begin work shortly.

Additional Wells: We are currently working with a property owner on boundary line adjustments in order to secure an additional well.

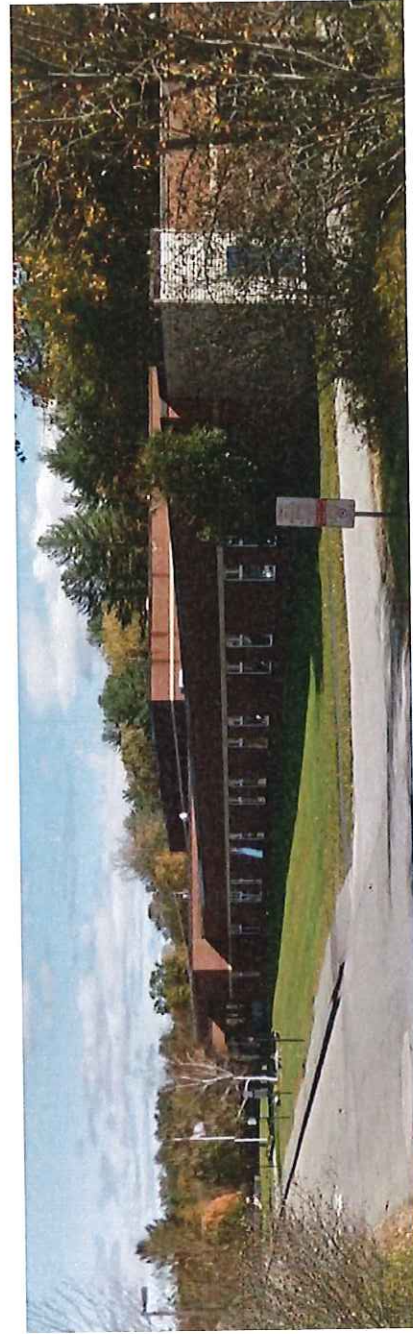
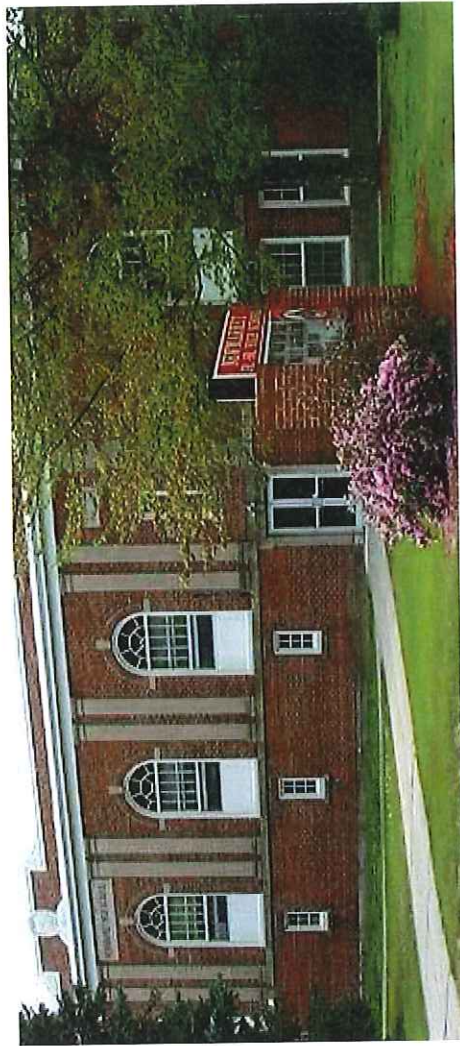
Respectfully Submitted,

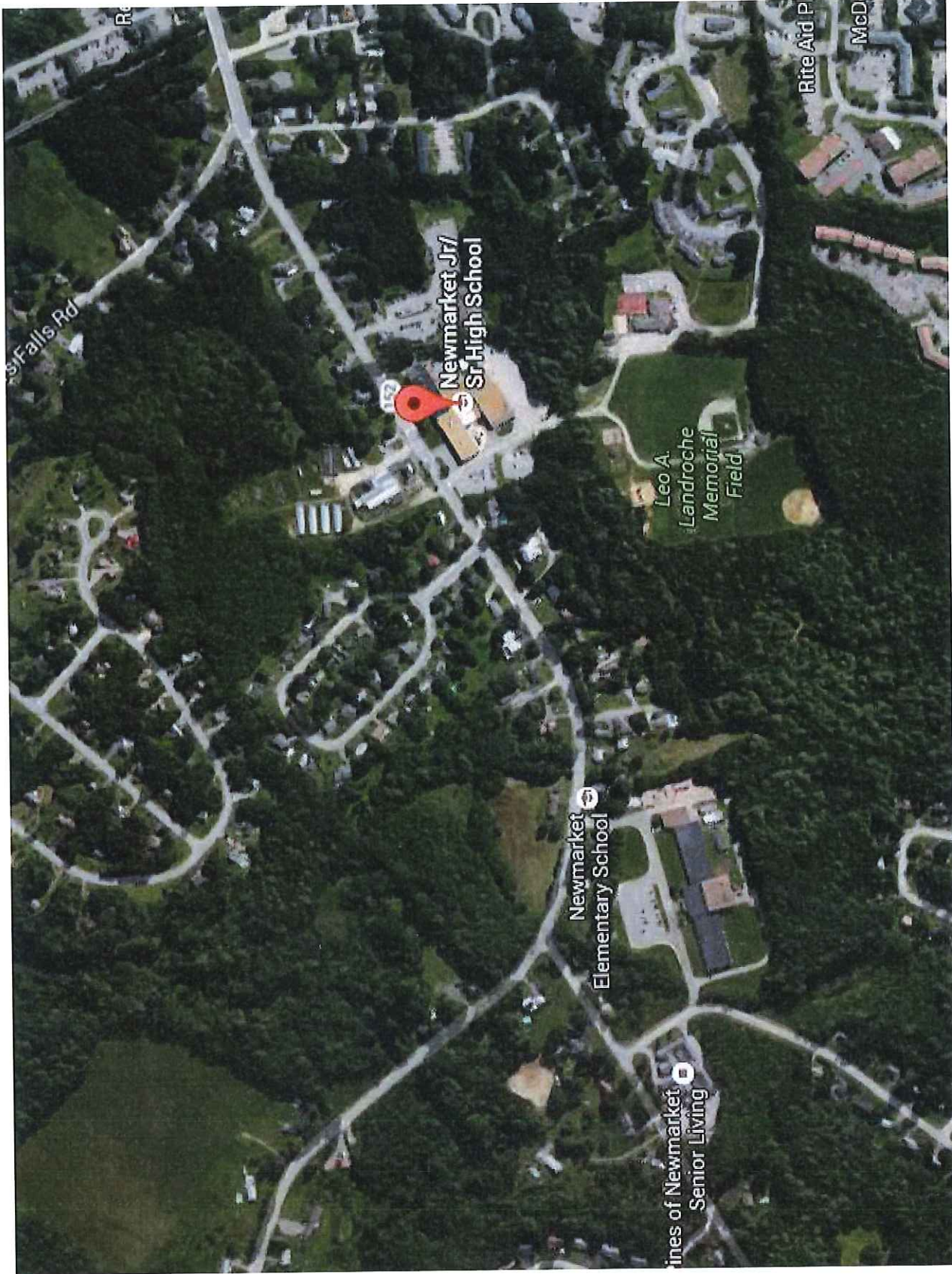


Stephen R. Fournier
Town Administrator

Newmarket Schools

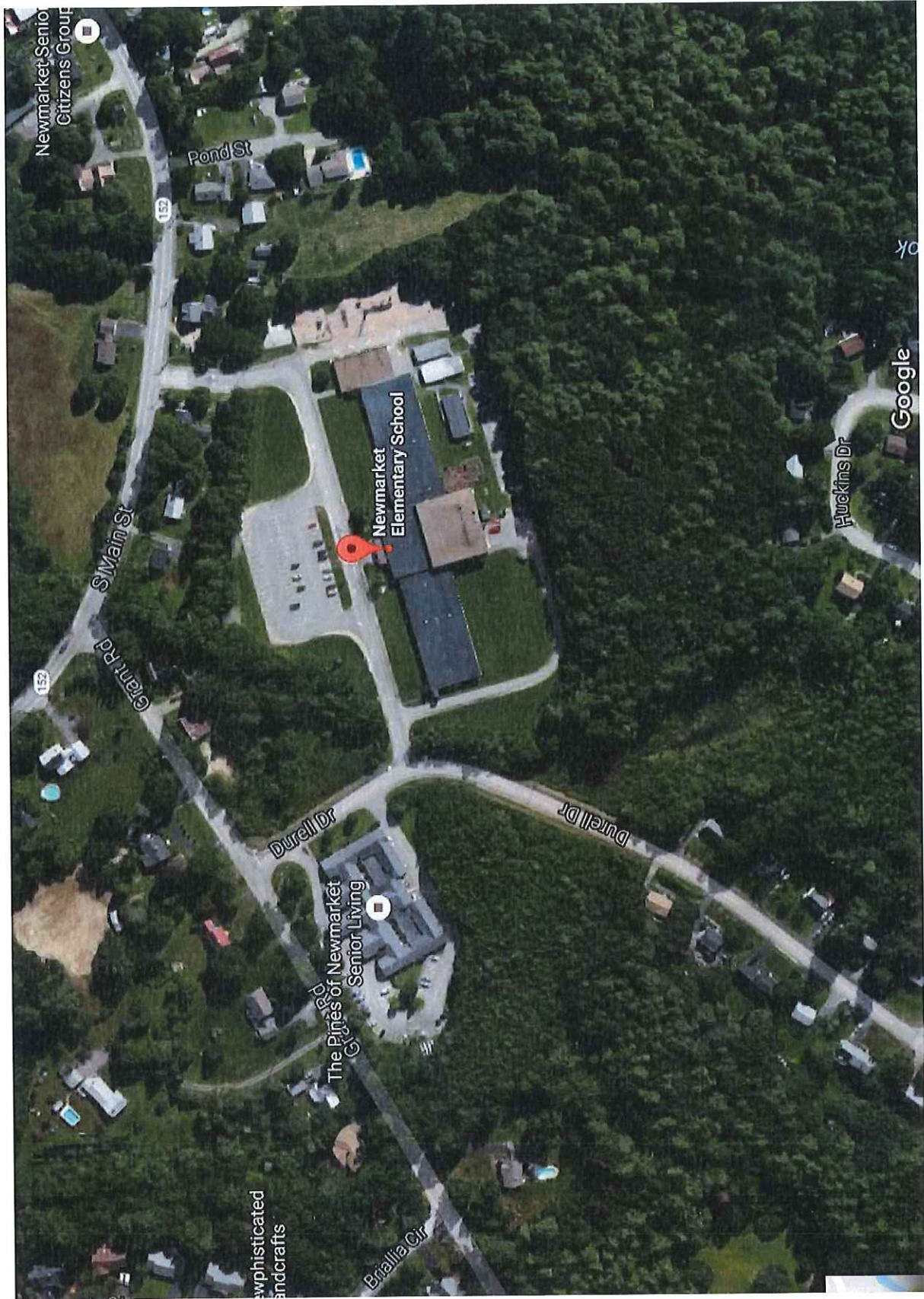
Newmarket, NH





Newmarket Elementary School





Elementary Renovations to include:

- New Gym
- Updated and expanded kitchen
- Classrooms out of portables
- Right sizing special education needs, admin, nurse
- MEP upgrades
- Expanded sprinkler coverage for code
- Security upgrades
- Bus and car drop off separation
- Additional parking

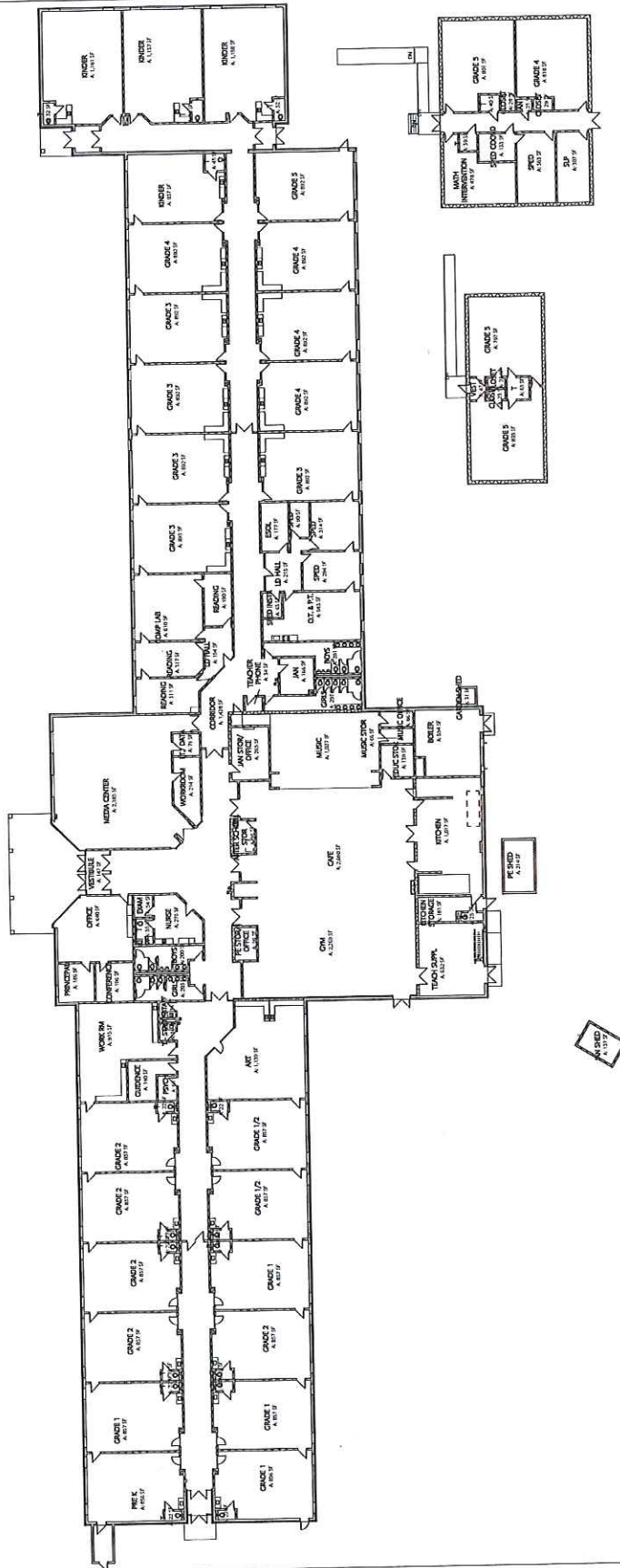
NEWMARKET
ELEMENTARY SCHOOL
NEWMARKET, NEW HAMPSHIRE
OVERALL SITE PLAN



PARKING CALCULATIONS:

SCHOOL LOT:
150 PROPOSED SPACES





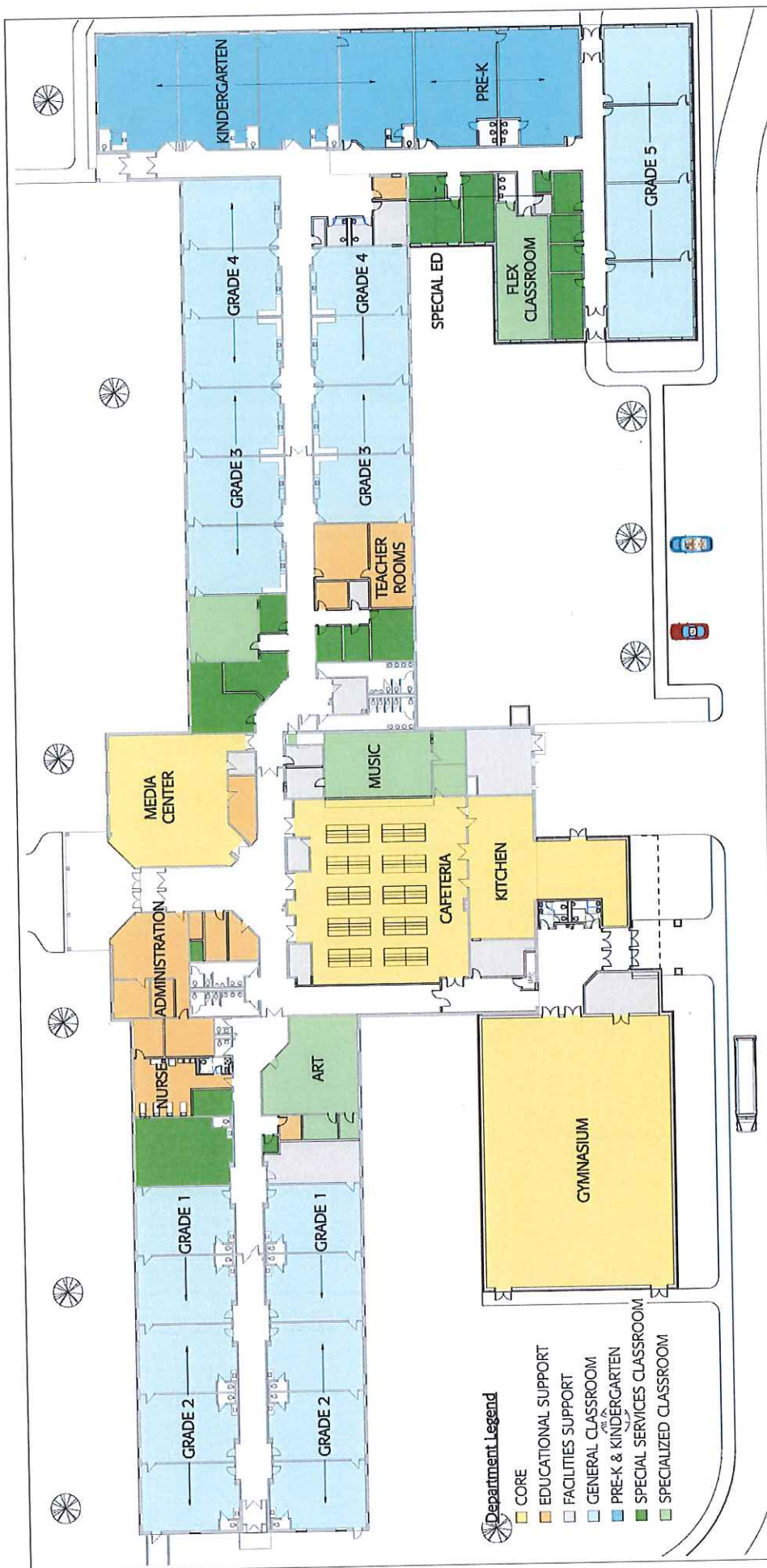
2 USBL L. OFFICE PLAN
 SCALE: 1/16" = 1'-0"

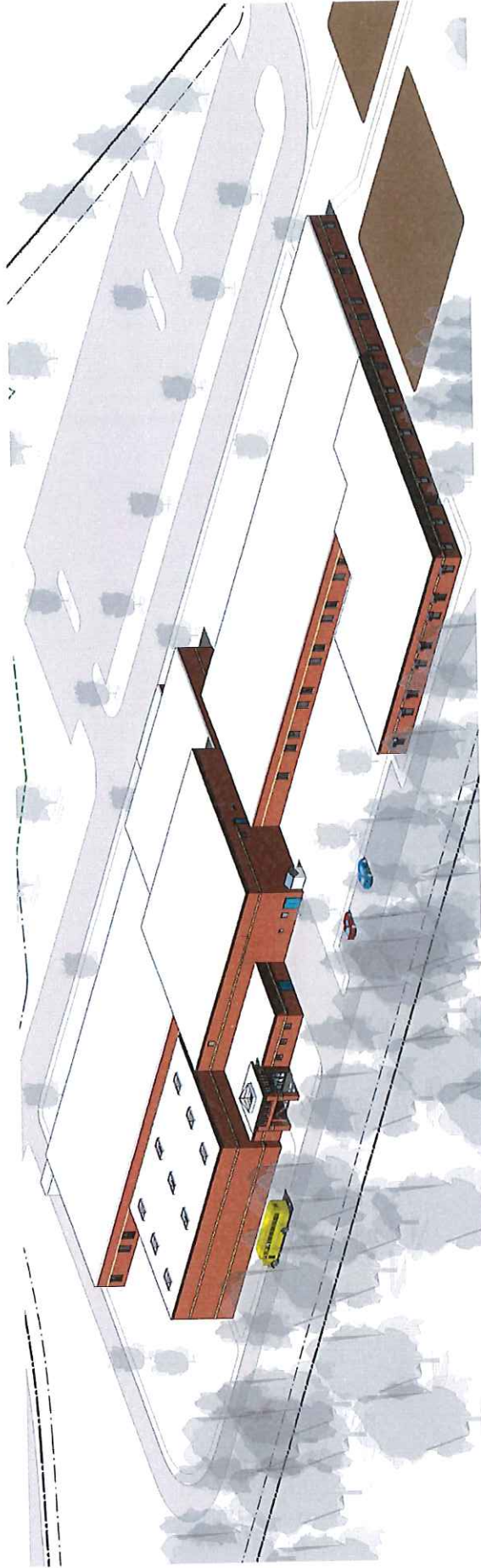
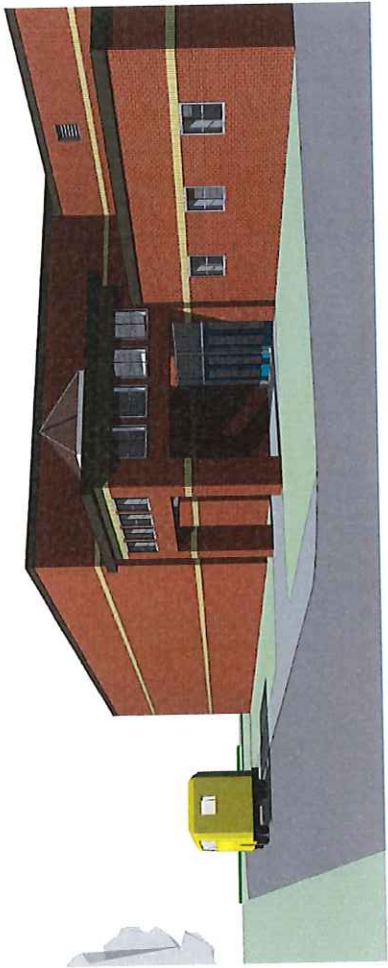
EXISTING ELEMENTARY SCHOOL
 EXISTING BUILDING AREA: 55,771 SF

NEWMARKET ELEMENTARY SCHOOL
 243 SOUTH MAIN STREET,
 NEWMARKET, NH 03857

6/17/2016







OPTION 3

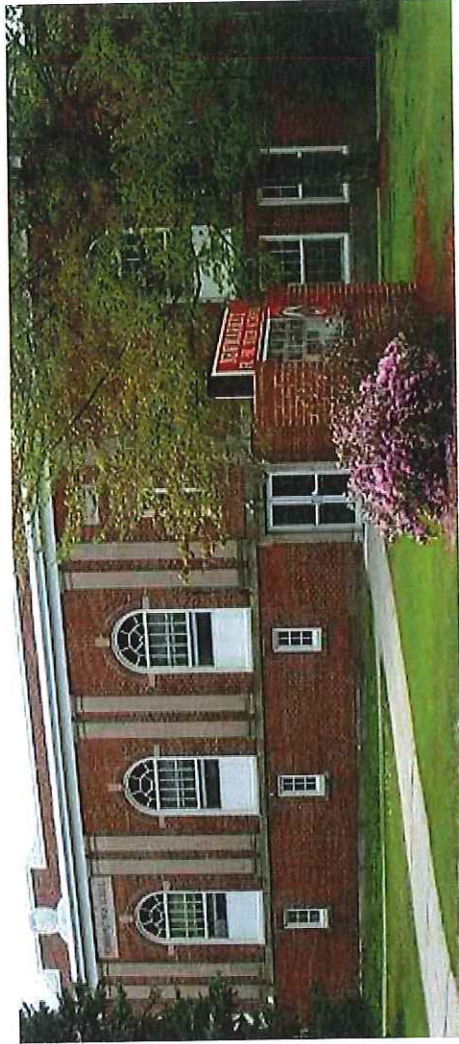
NEWMARKET ELEMENTARY SCHOOL

243 SOUTH MAIN STREET,
NEWMARKET, NH 03857

12/8/2016



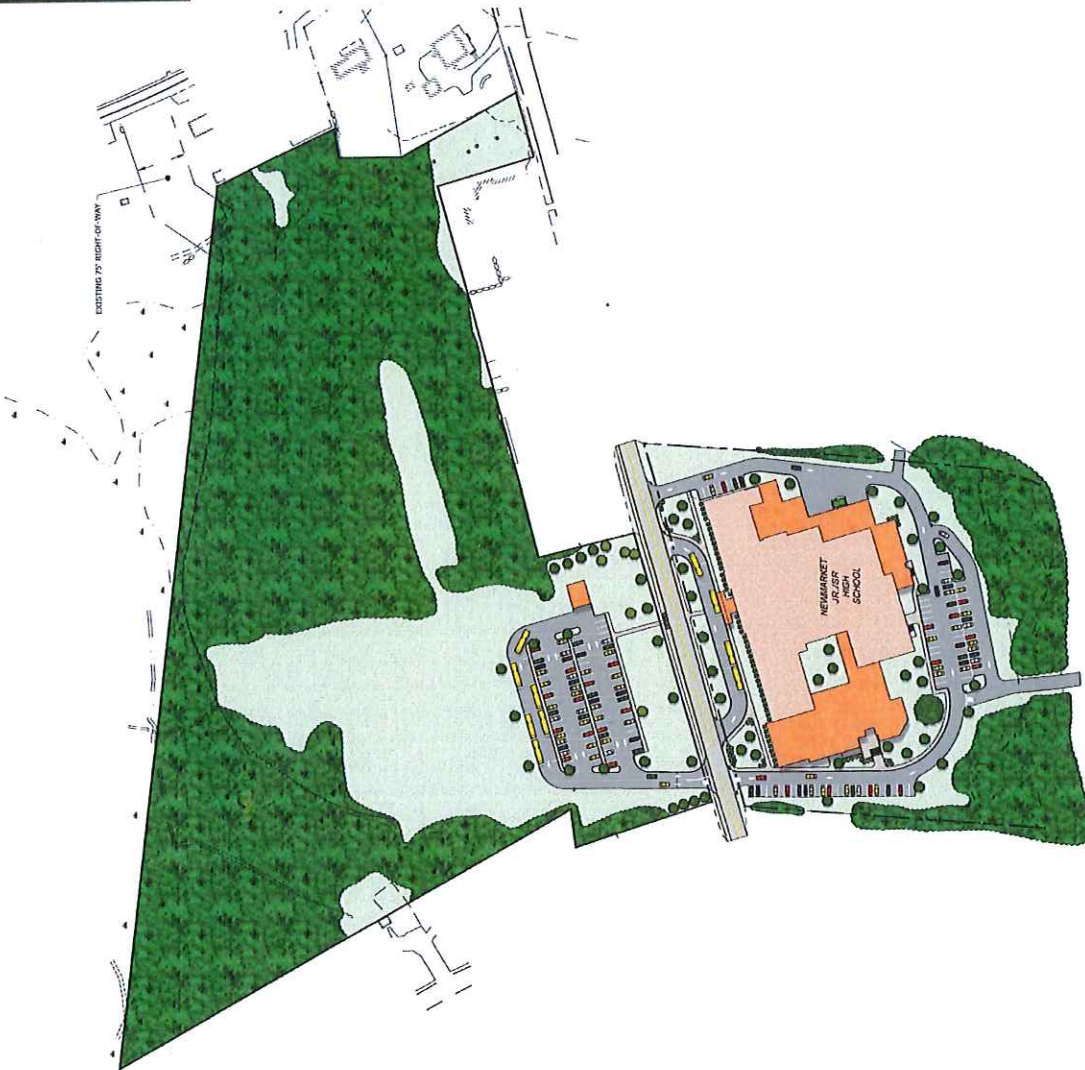
Newmarket Junior Senior High School



Renovations to include:

- Additions for new spaces
- Renovate existing rooms for new program layout
- Envelope upgrades (wall insulation, windows)
- New mechanical, electrical, fire alarm
- Updated sprinkler layout
- Additional parking
- Improved bus and car drop off
- Additional athletic field (Alternate)
- New main entry at front of building (security)
- New larger kitchen
- Renovation of existing stage for cafetorium
- New consolidated science wing
- Addition of code required rest rooms

NEWMARKET JUNIOR/SENIOR
HIGH SCHOOL
NEWMARKET, NEW HAMPSHIRE
OVERALL SITE PLAN
OPTION 1C RENOVATION

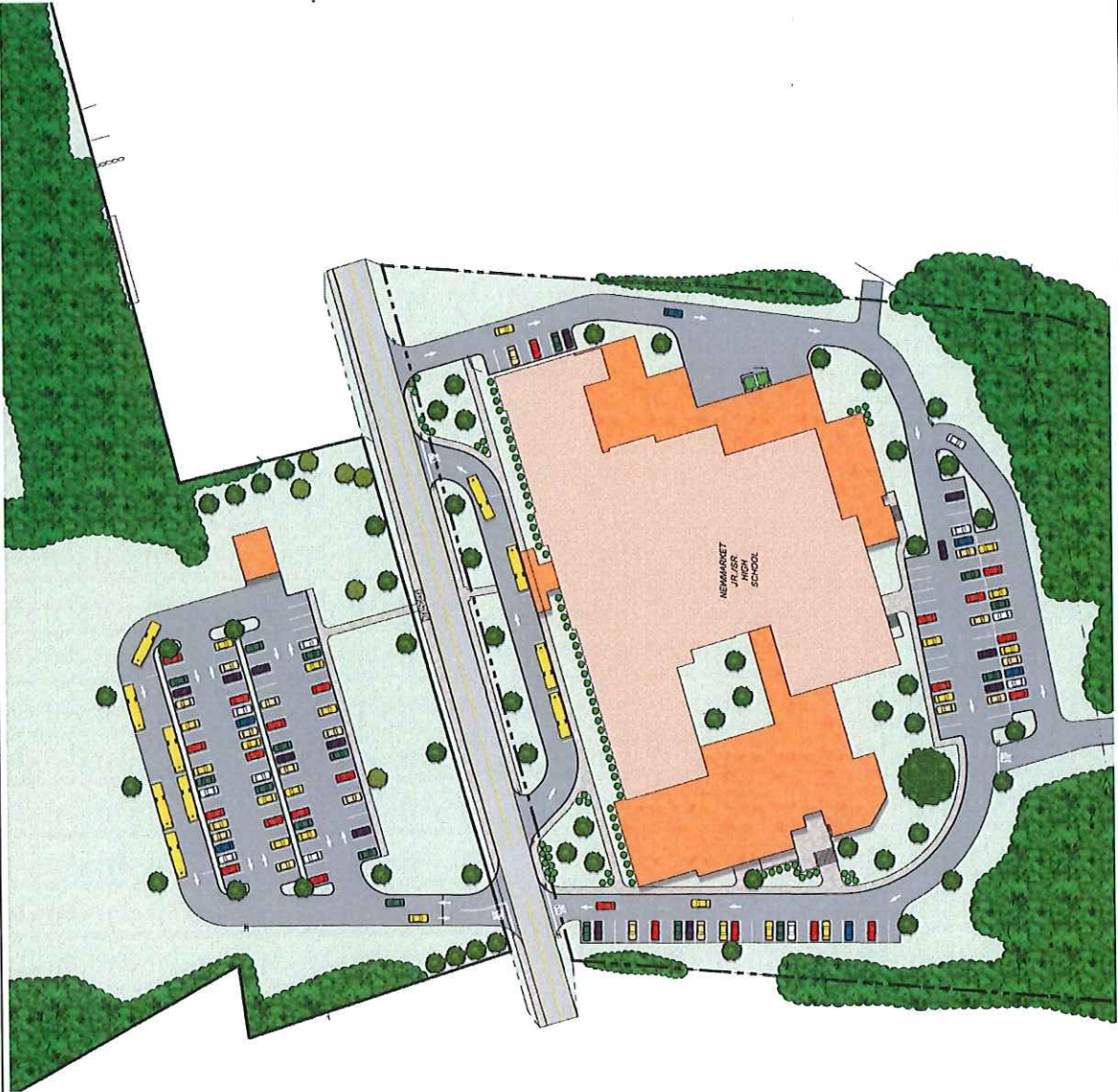


PARKING CALCULATIONS:
NORTH LOT:
90 PROPOSED SPACES
8 BUS SPACES
SCHOOL LOT:
90 PROPOSED SPACES
TOTAL PARKING:
180 PROPOSED SPACES
8 BUS SPACES

SCALE: 1" = 100'
GRAPHIC SCALE
Tighe & Bond
Consulting Engineers
12295-11 HIGHWAY CORP. RD. UNIT 100
NEW HAMPSHIRE 03055

NEWMARKET JUNIOR/SENIOR
HIGH SCHOOL
NEWMARKET, NEW HAMPSHIRE

SITE PLAN
OPTION 1C RENOVATION



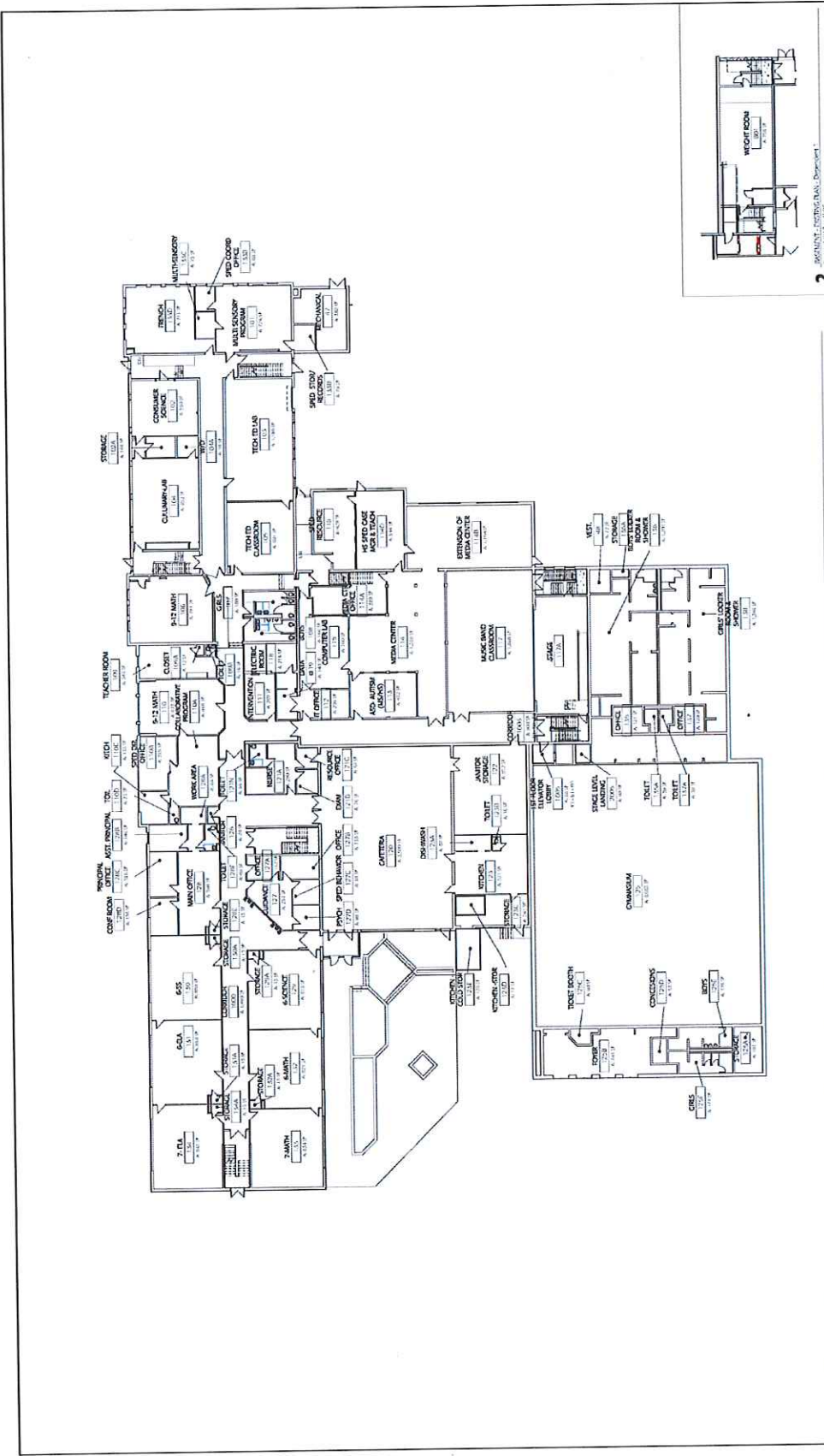
PARKING CALCULATIONS:

NORTH LOT:
90 PROPOSED SPACES
8 BUS SPACES

SCHOOL LOT:
90 PROPOSED SPACES

TOTAL PARKING:
180 PROPOSED SPACES
8 BUS SPACES

Tighe & Bond
Consulting Engineers
10291-1 10th Ave, Concord, NH 03301



1 LEVEL 1 & BASEMENT, Basement 2
Scale: 1/16" = 1'-0"

EXISTING HIGH SCHOOL

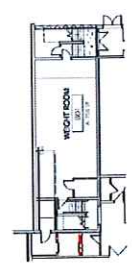
LEVEL 1 & BASEMENT
BASEMENT: 1,646 SF
LEVEL 1: 54,753 SF
LEVEL 2: 27,754 SF
BASE BUILDING TOTAL AREA: 84,155 GSF

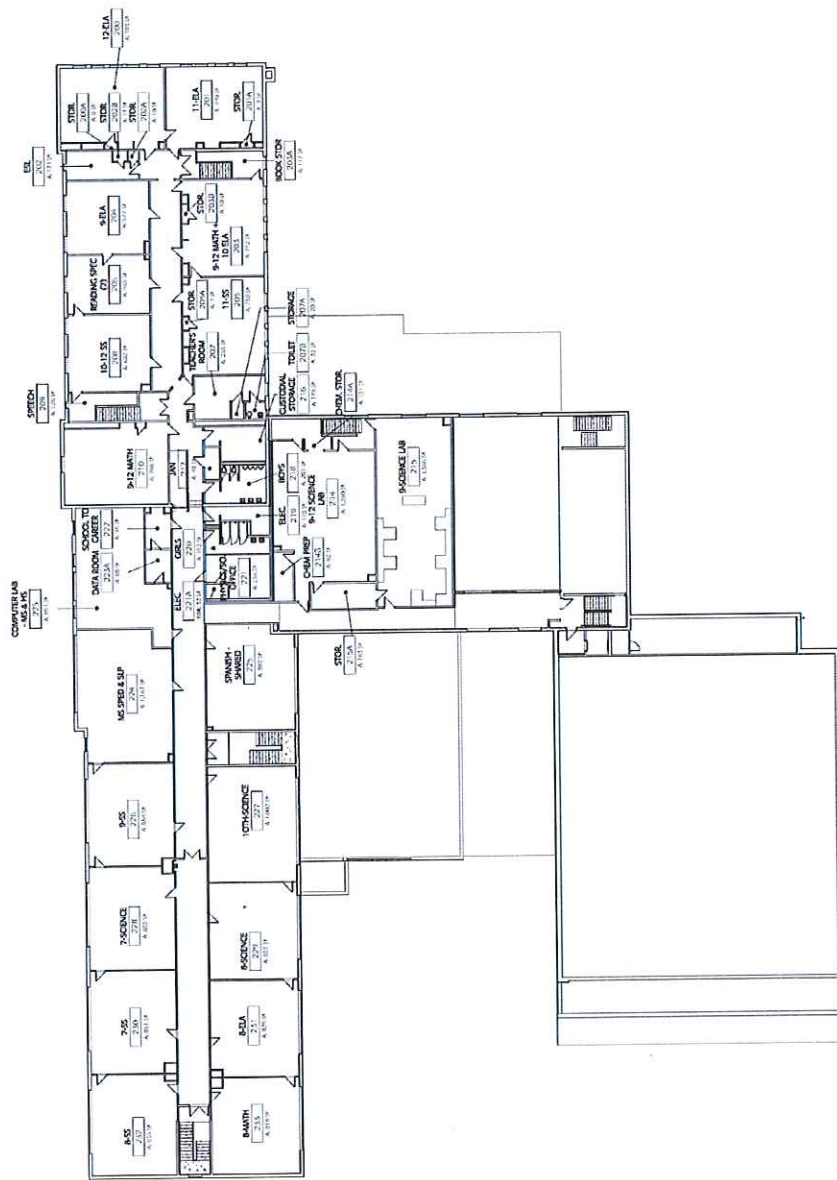
NEWMARKET JUNIOR/SENIOR HIGH SCHOOL

213 S MAIN STREET
NEWMARKET, NH
6/17/2016



2 BASEMENT, INTERIOR, Basement 1
Scale: 1/16" = 1'-0"





1 LEVEL 2 - 100% LOST TO CORRIDORS
Scale: 1/8" = 1'-0"

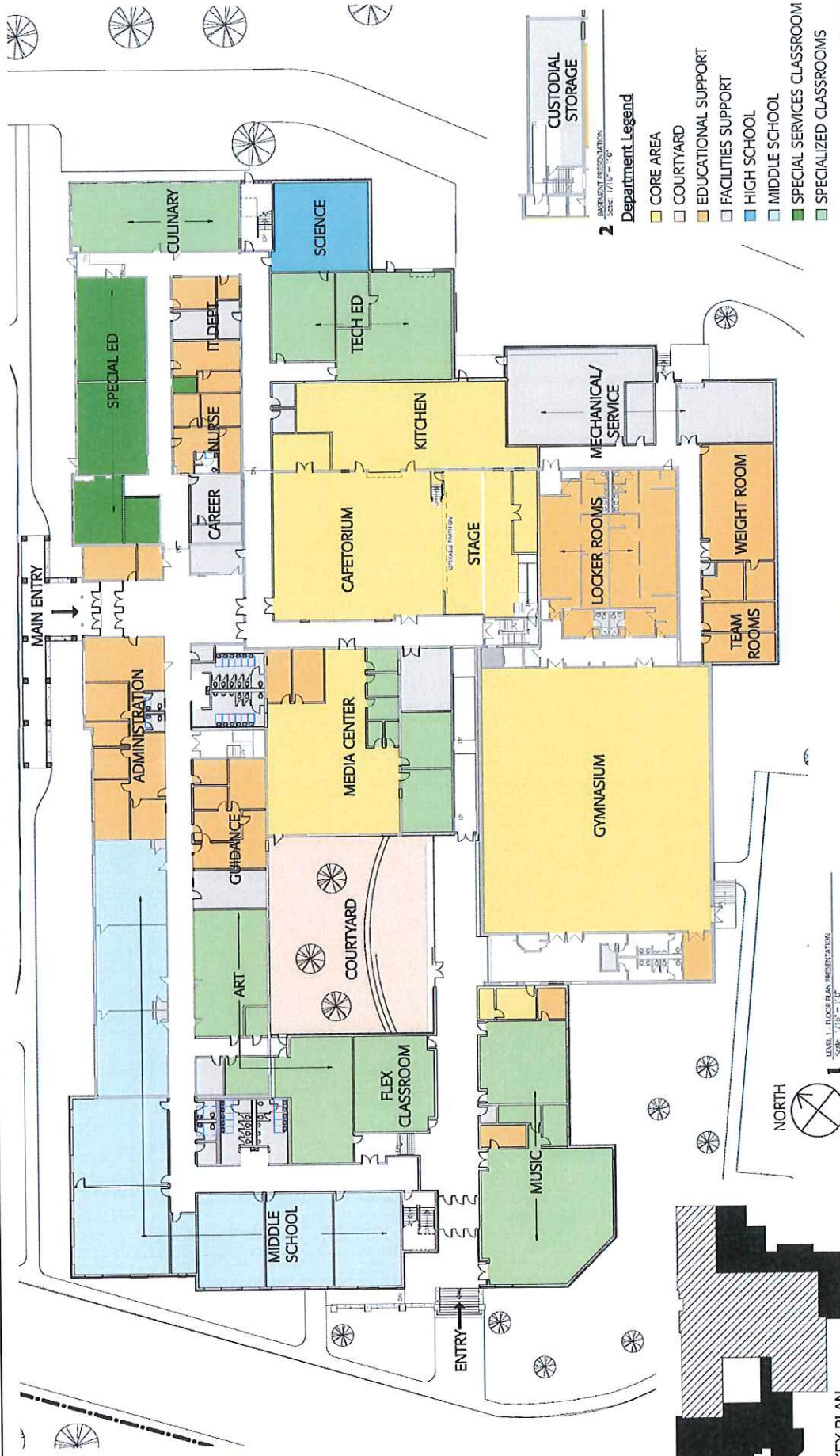
EXISTING HIGH SCHOOL

LEVEL 2
BASEMENT: 1,648 SF
LEVEL 1: 54,753 SF
LEVEL 2: 27,754 SF
BASE BUILDING TOTAL AREA: 84,155 CSF

NEWMARKET JUNIOR/SENIOR HIGH SCHOOL

213 S MAIN STREET
NEWMARKET, NH
6/17/2016





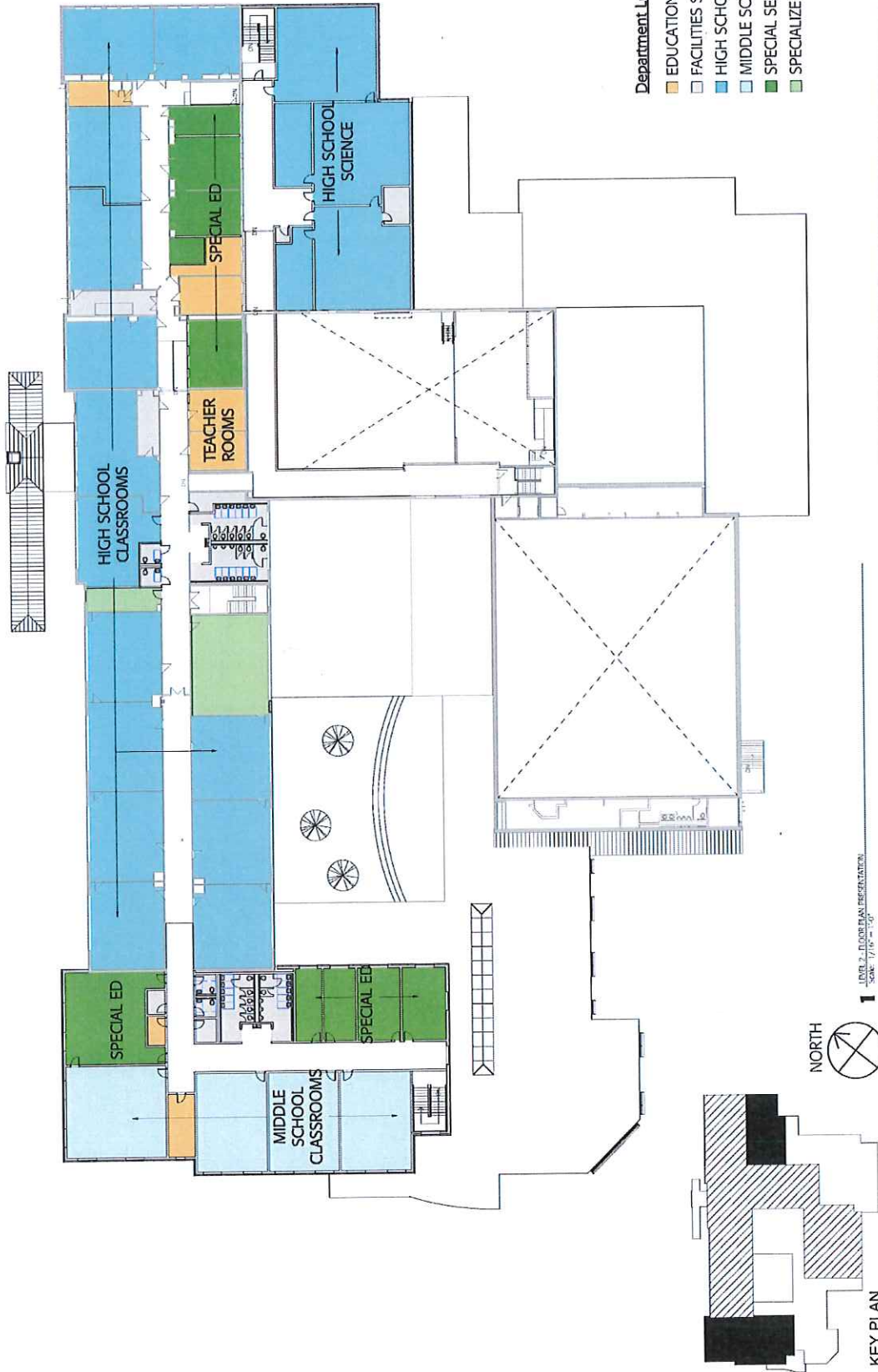
OPTION 1C **NEWMARKET JUNIOR/SENIOR HIGH SCHOOL**

213 S MAIN STREET
NEWMARKET, NH

12/9/2016

BASEMENT: 1,112 SF (RENO)
LEVEL 1: 51,404 SF (RENO) + 34,130 SF (ADDITION) = 85,534 GSF
LEVEL 2: 25,117 SF (RENO) + 16,371 SF (ADDITION) = 41,488 GSF
BUILDING TOTAL: 128,134 GSF





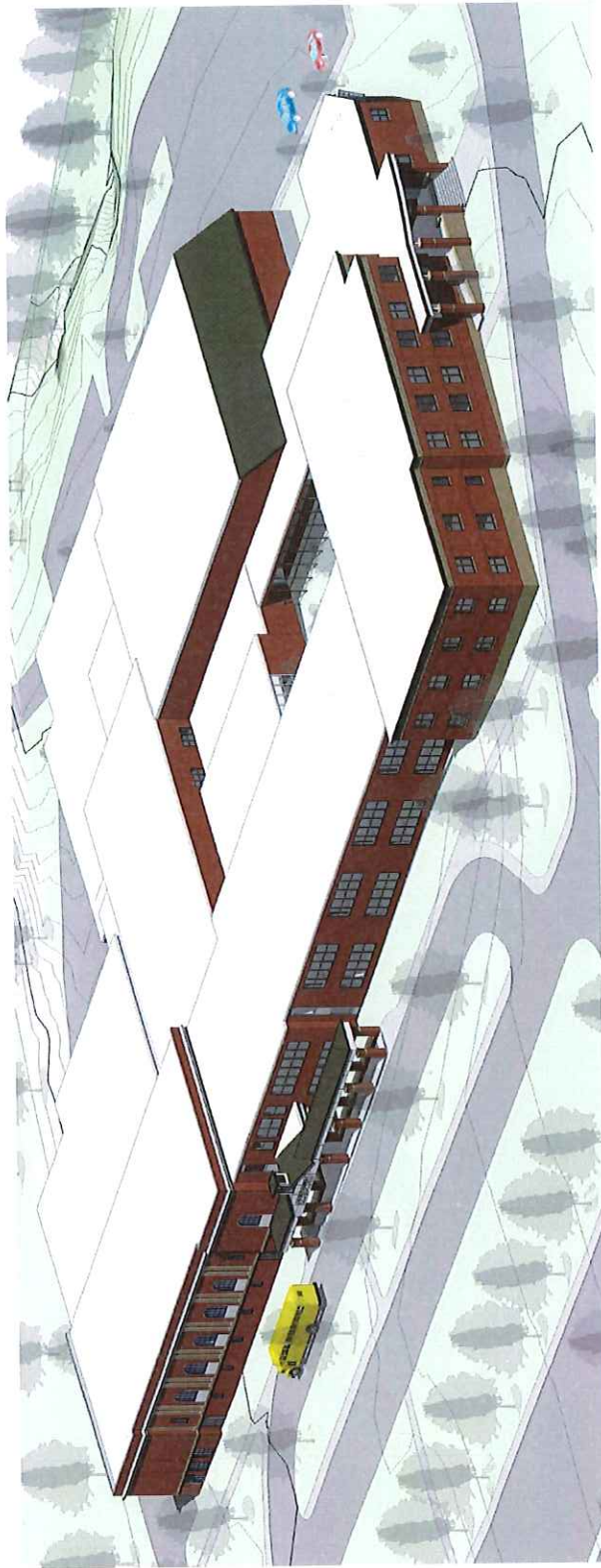
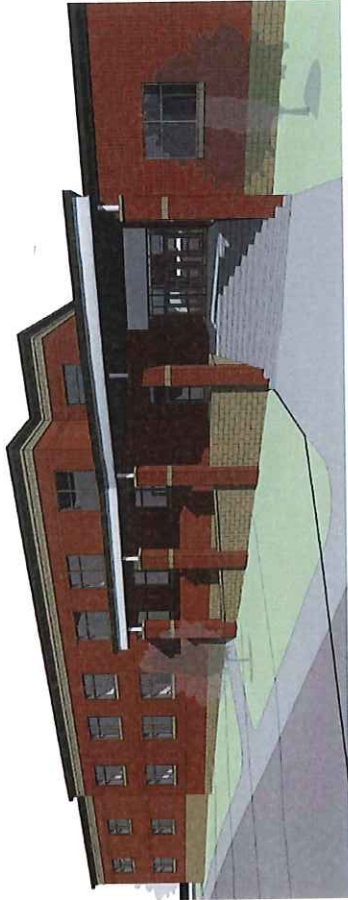
OPTION 1C

NEWMARKET JUNIOR/SENIOR HIGH SCHOOL

213 S MAIN STREET
NEWMARKET, NH
12/8/2016

BASEMENT: 1,112 SF (RENO)
LEVEL 1: 51,404 SF (RENO) + 34,130 SF (ADDITION) = 85,534 GSF
LEVEL 2: 25,117 SF (RENO) + 16,371 SF (ADDITION) = 41,488 GSF
BUILDING TOTAL: 128,134 GSF





OPTION 1C

NEWMARKET JUNIOR/SENIOR HIGH SCHOOL

213 S MAIN STREET
NEWMARKET, NH
12/8/2016



Construction Phasing

Preliminary Phasing Plan Proposed Additions and Renovations at the Newmarket Elementary School



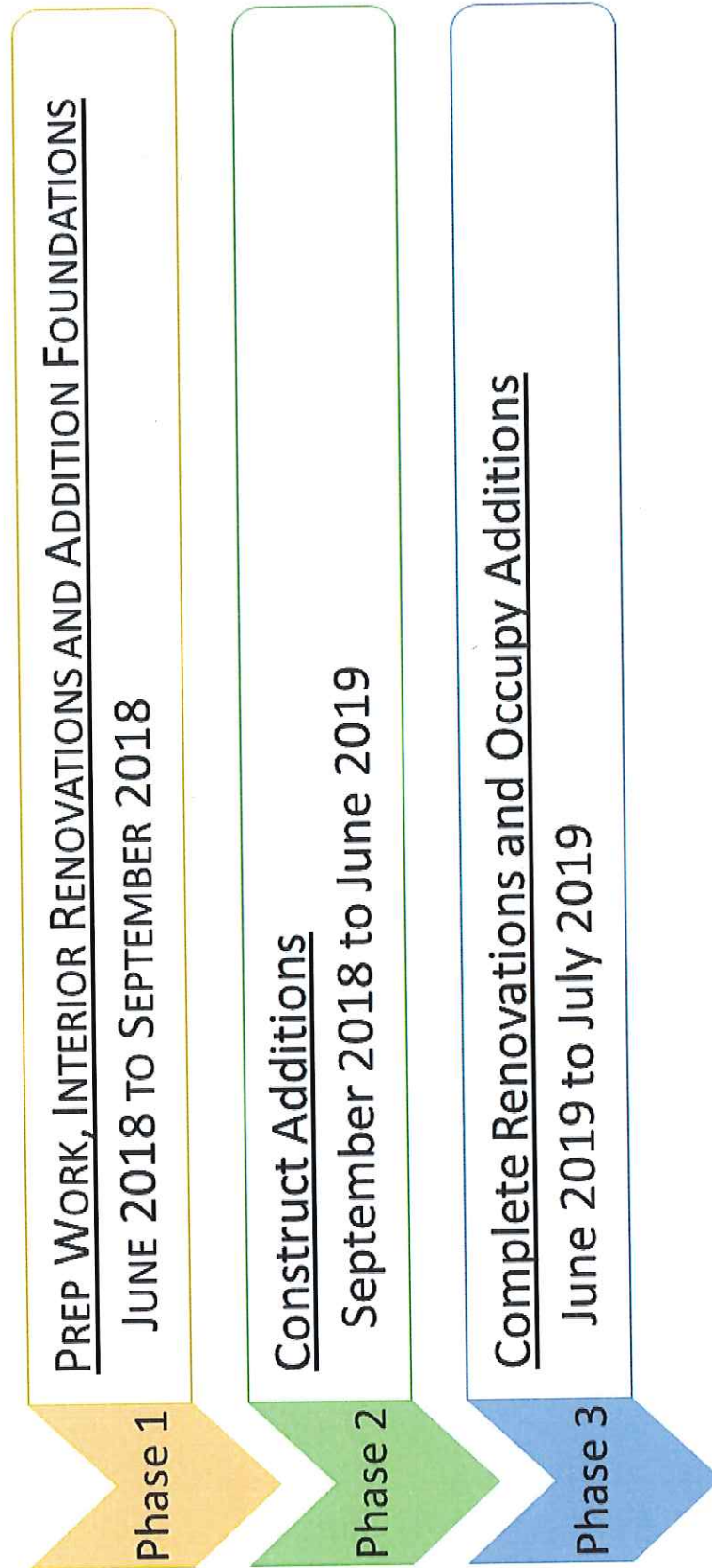
ECKMAN
CONSTRUCTION

12/5/2016

banwell
ARCHITECTS



Phasing Overview



Phase 1A: June 2018 – July 2018

Demolition and
Clearing at
Neighborhood Property
Curb Cut and Site Prep
for New Bus Loop Road

1

2



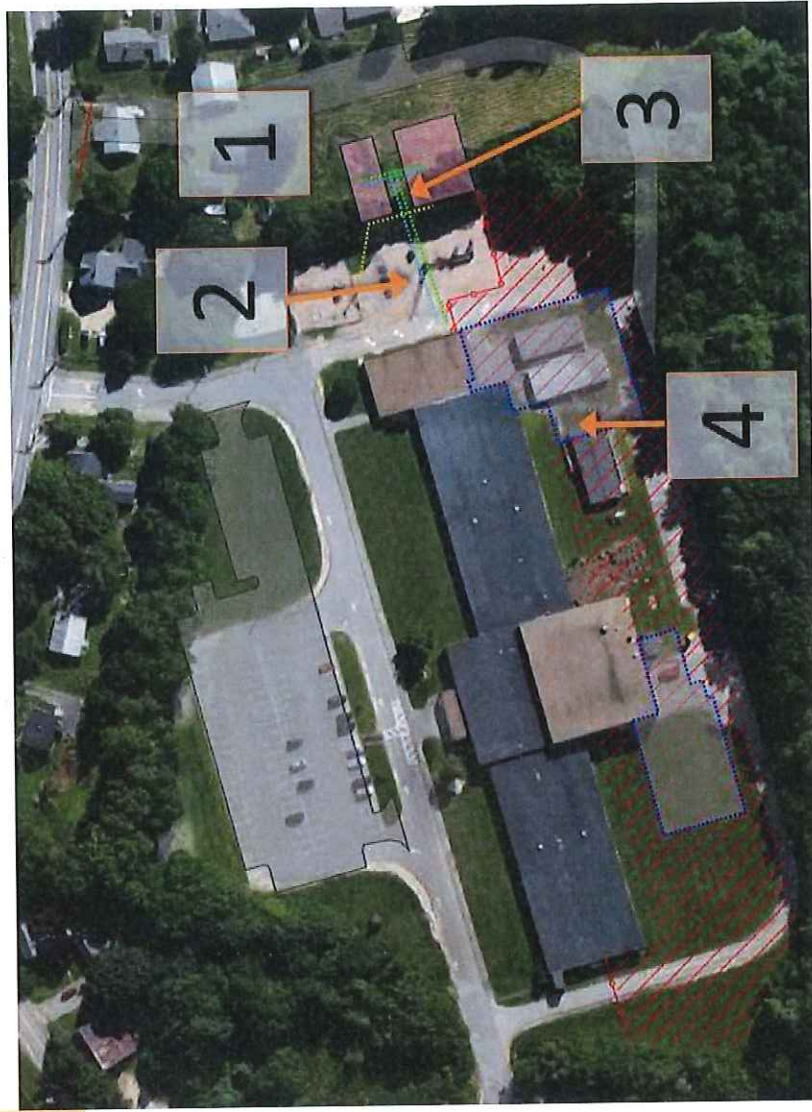
Phase 1B: July 2018-Sept. 2018

1 Pave Bus Loop Road
and Parking

2 Extend Utilities to New
Temporary Classroom
Location

3 Relocate Temporary
Classrooms (by School)

4 Relocate Underground
Utilities



Phase 1B: July 2018-Sept. 2018

5

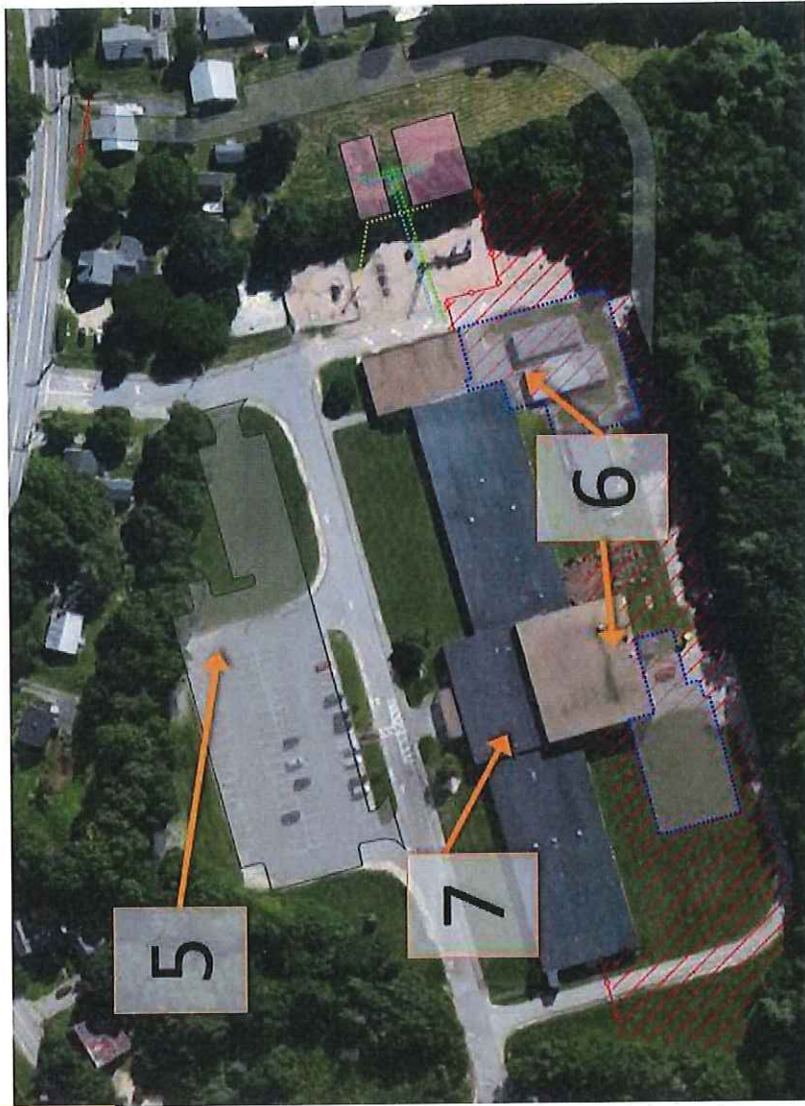
Reconfigure Main
Parking Lot

6

Addition Foundations

7

Interior Renovations



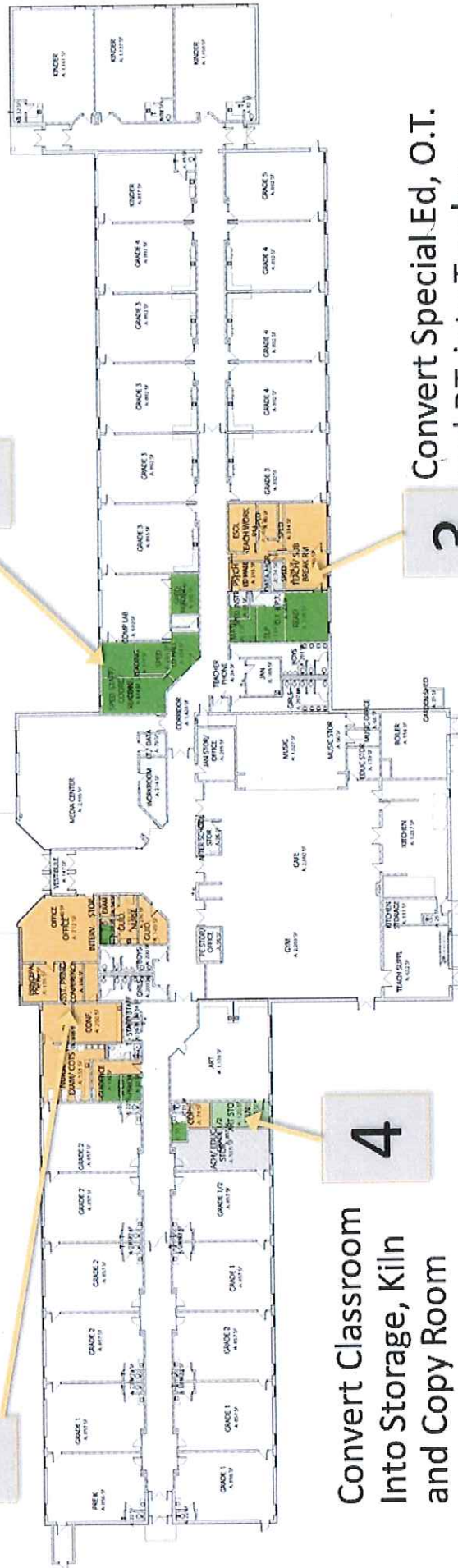
Phase 1B: June 2018 – Sept. 2018: Interior Renovations

1 Reconfigure Spaces for Nursing and Guidance Offices

2 Convert Reading Rooms to Special Ed

4 Convert Classroom Into Storage, Kihn and Copy Room

3 Convert Special Ed, O.T. and P.T. into Teacher Work Rooms and Educational Spaces



Phase 2:
September 2018
to June 2019

1 Construct Additions



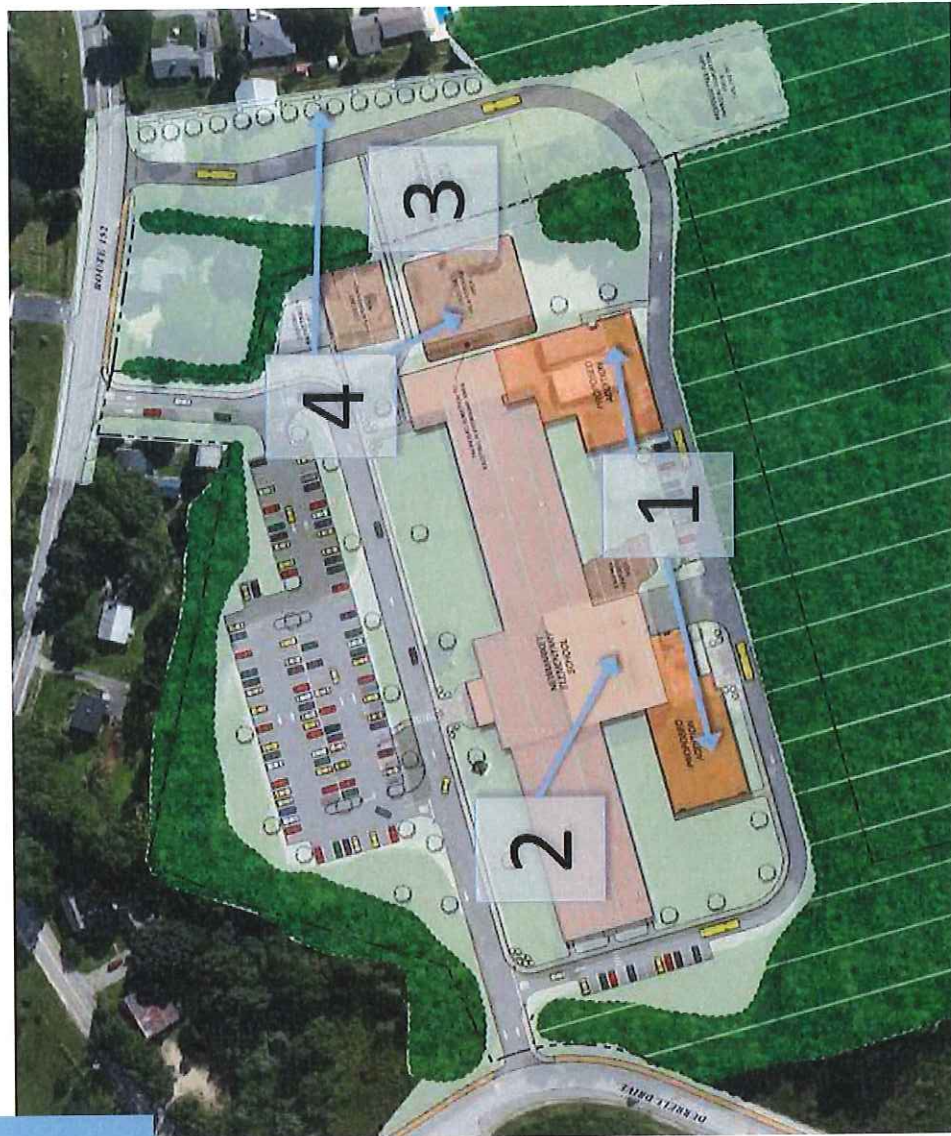
Phase 3: June 2019 – July 2019

1 Occupy Additions

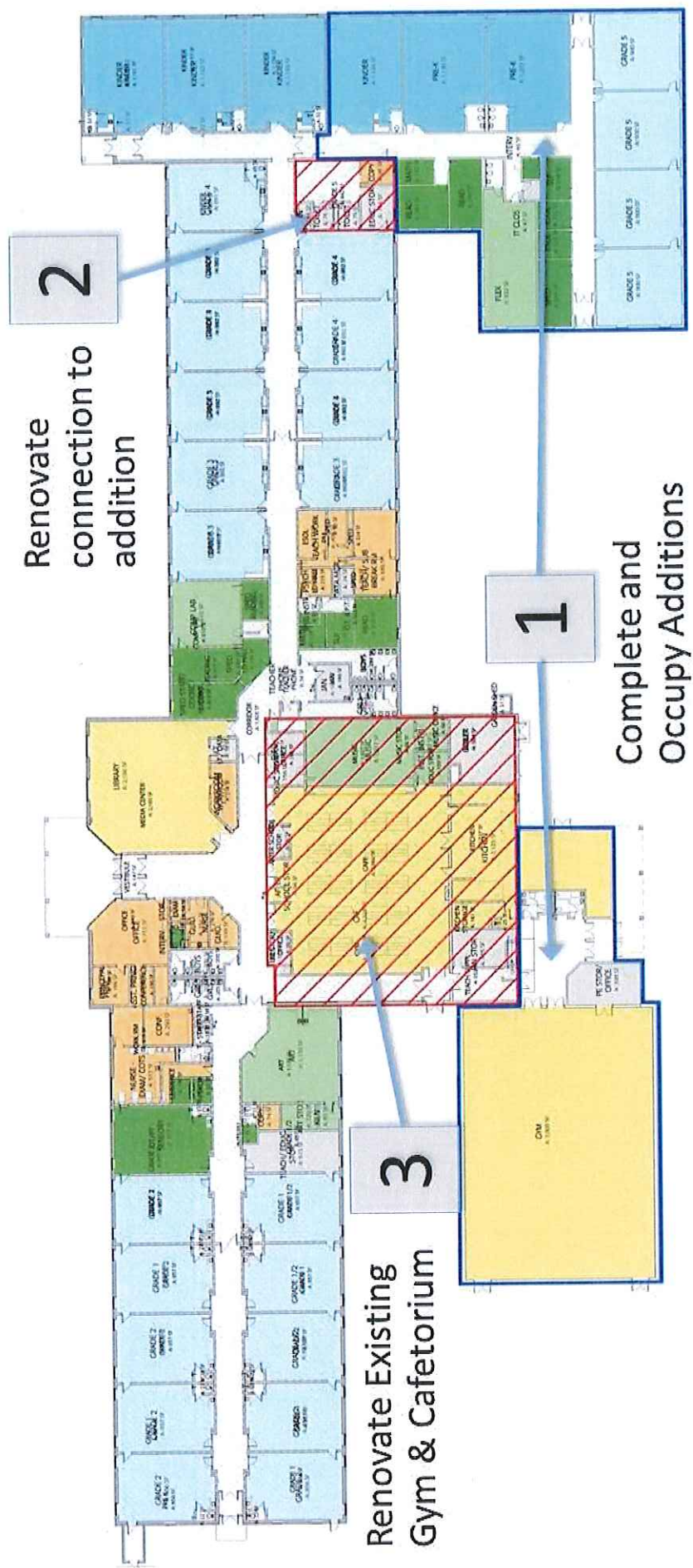
2 Complete Renovations

3 Remove Temporary Classrooms (by School)

4 Complete Site Finishes, Playground and Landscaping



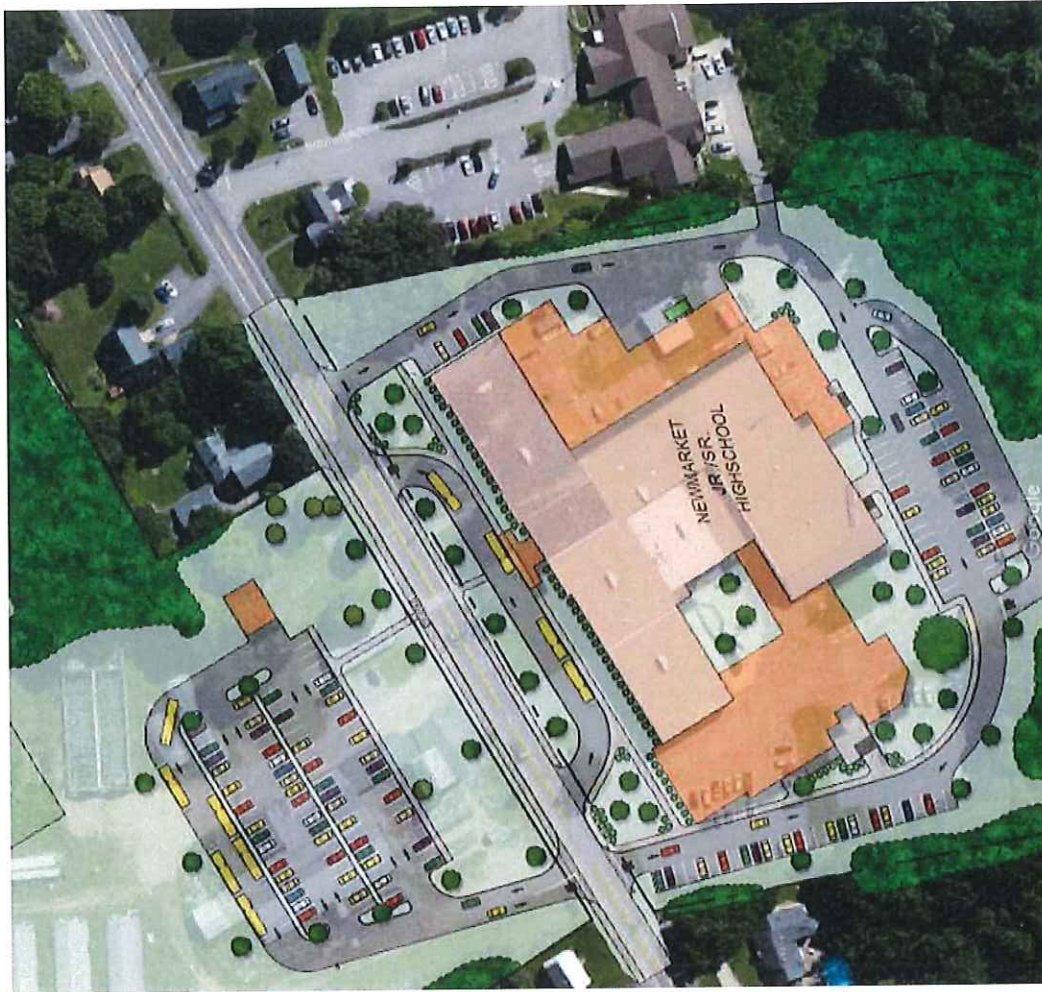
Phase 3: June 2019 – July 2019: Final Interior Renovations



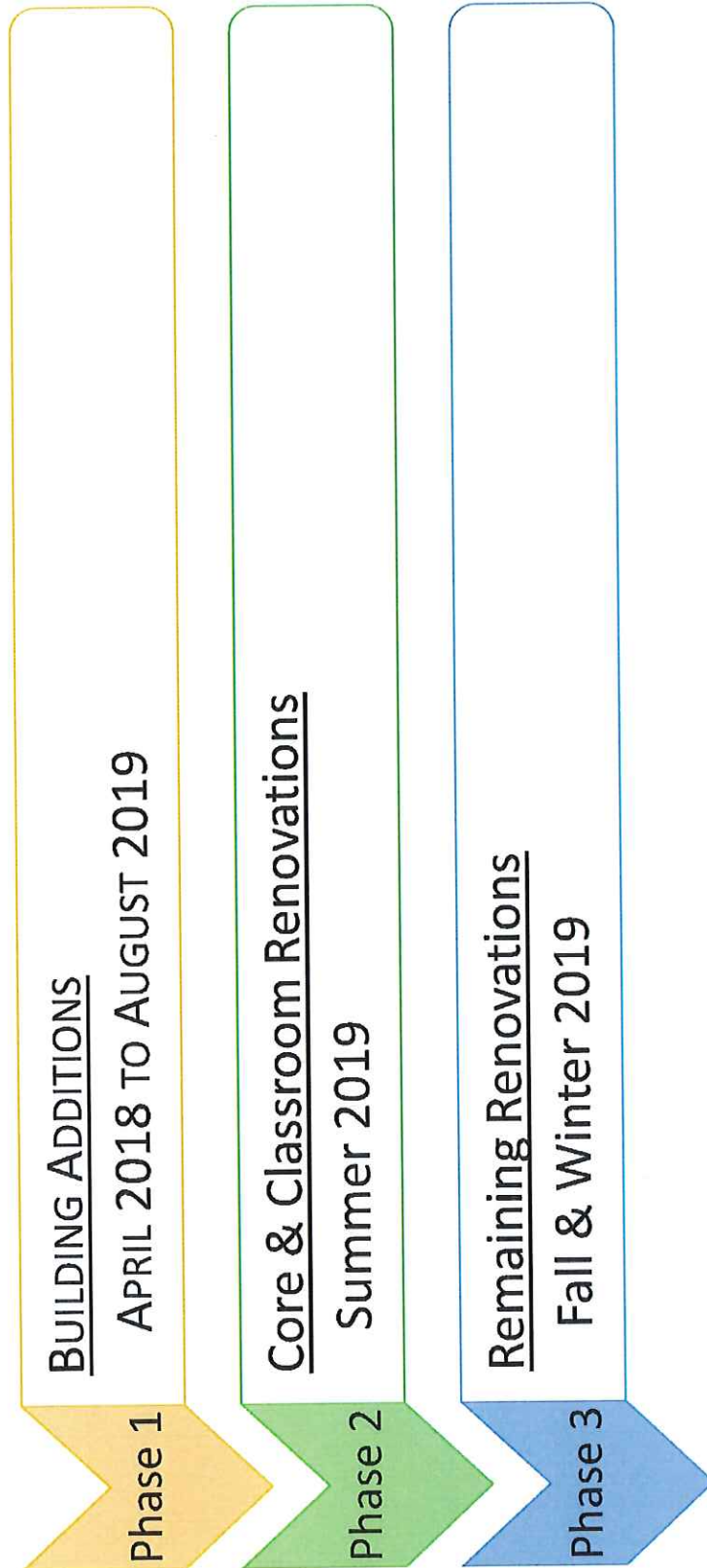
Preliminary Phasing Plan
Proposed Additions and
Renovations at the
Newmarket Jr/Sr High
School

ECKMAN
CONSTRUCTION

11/11/2016



Phasing Overview

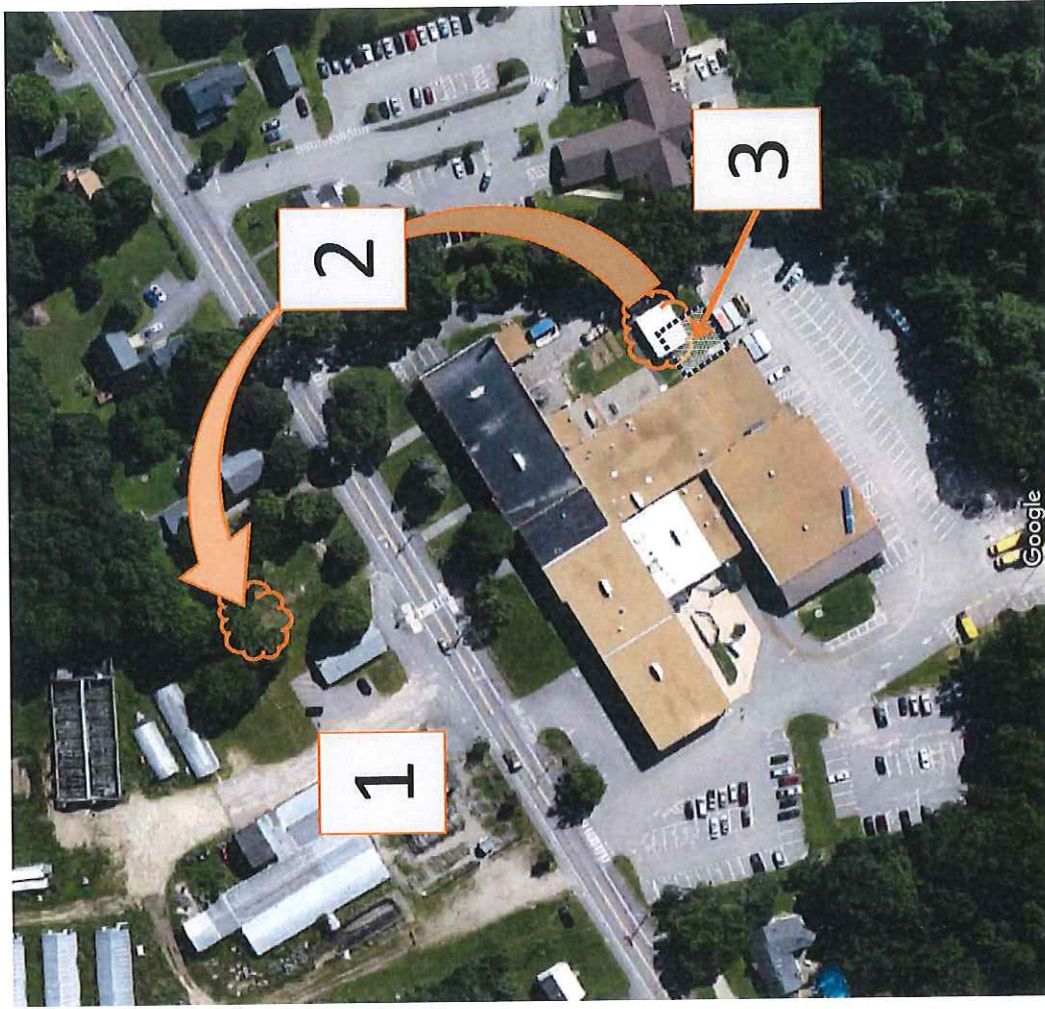


Phase 1A: April 2018 – July 2018

1 Site prep for parking lots at Carpenter property.

2 Relocate storage building to Carpenter property.

3 Begin construction of new Boiler Room addition.



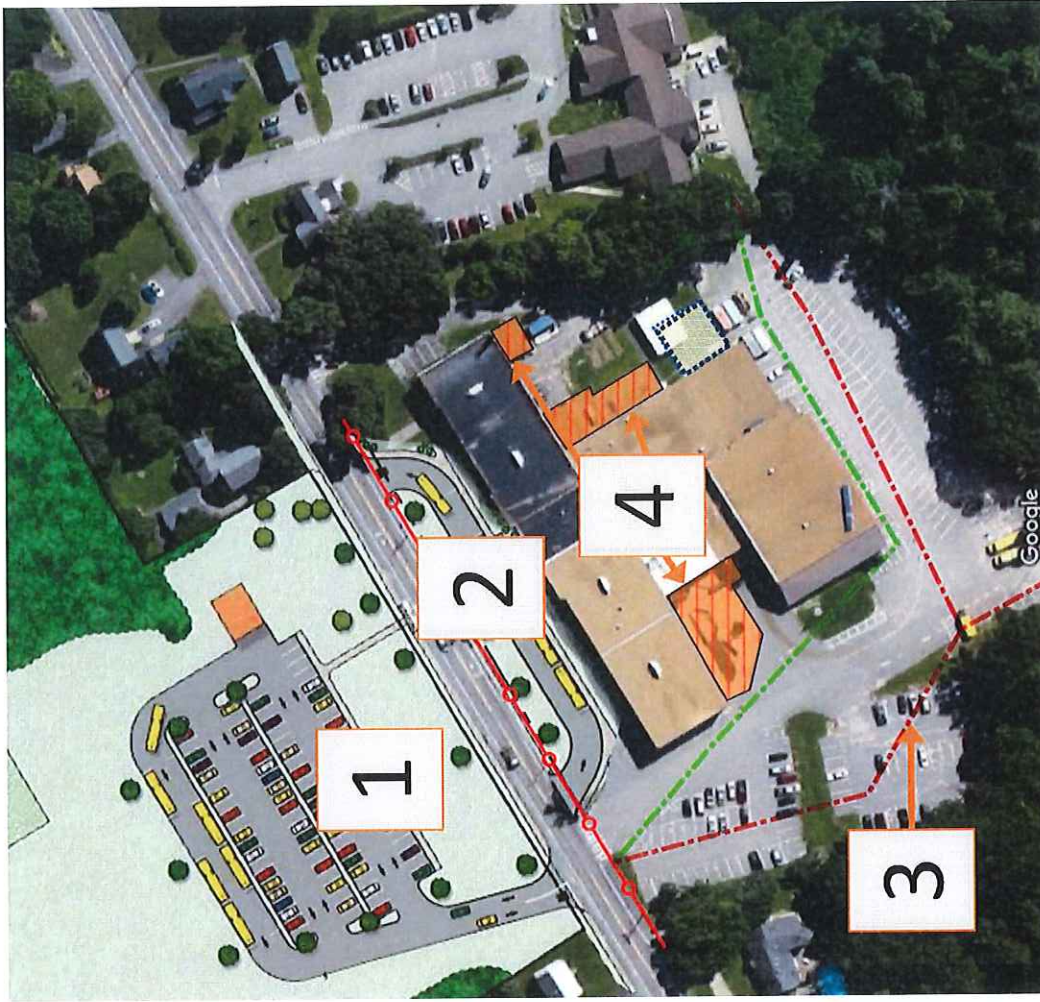
Phase 1B: Summer 2018

1 Complete parking lot at Carpenter property.

2 New Main Entrance and drop-off loop.

3 Relocate sewer line.

4 Building demolition.

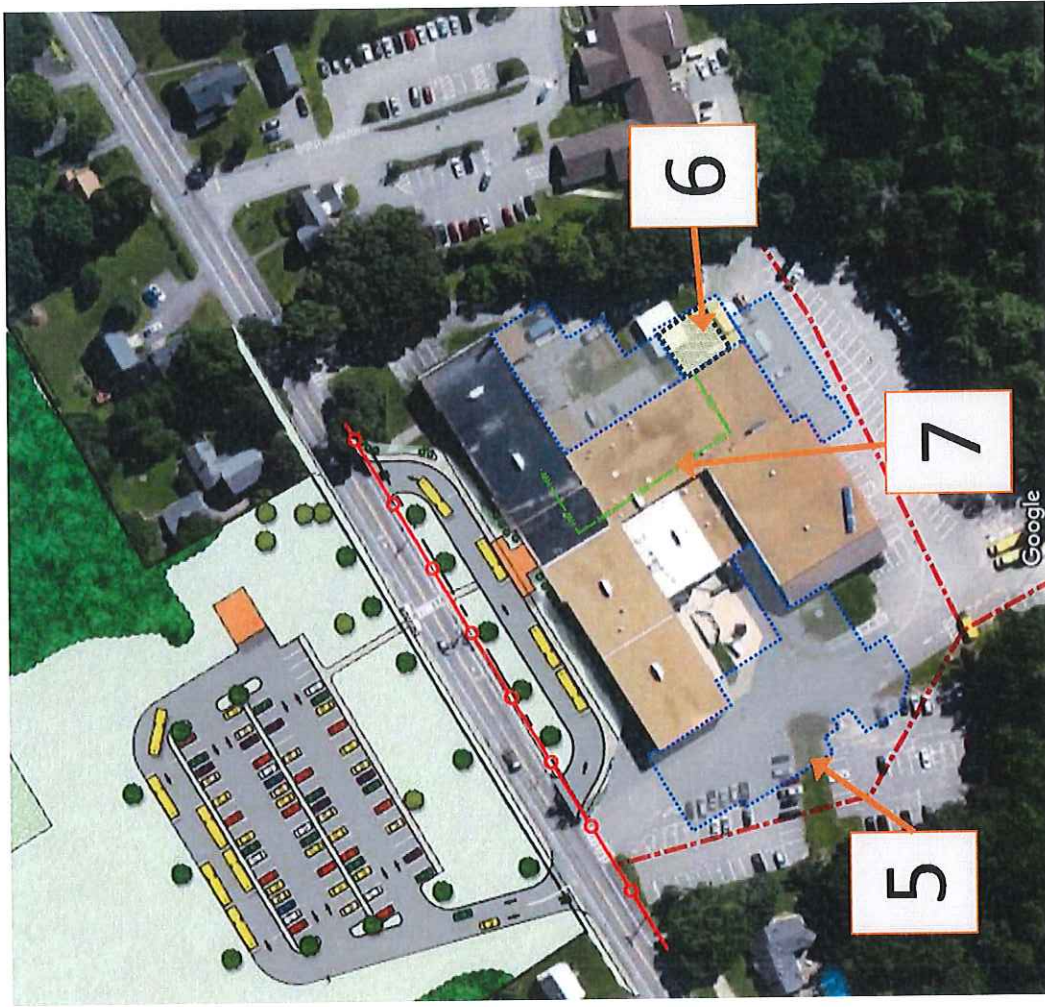


Phase 1B: Summer 2018

5 Site prep and foundations.

6 New Boiler Room shell.

7 Piping connections to new Boiler Room.

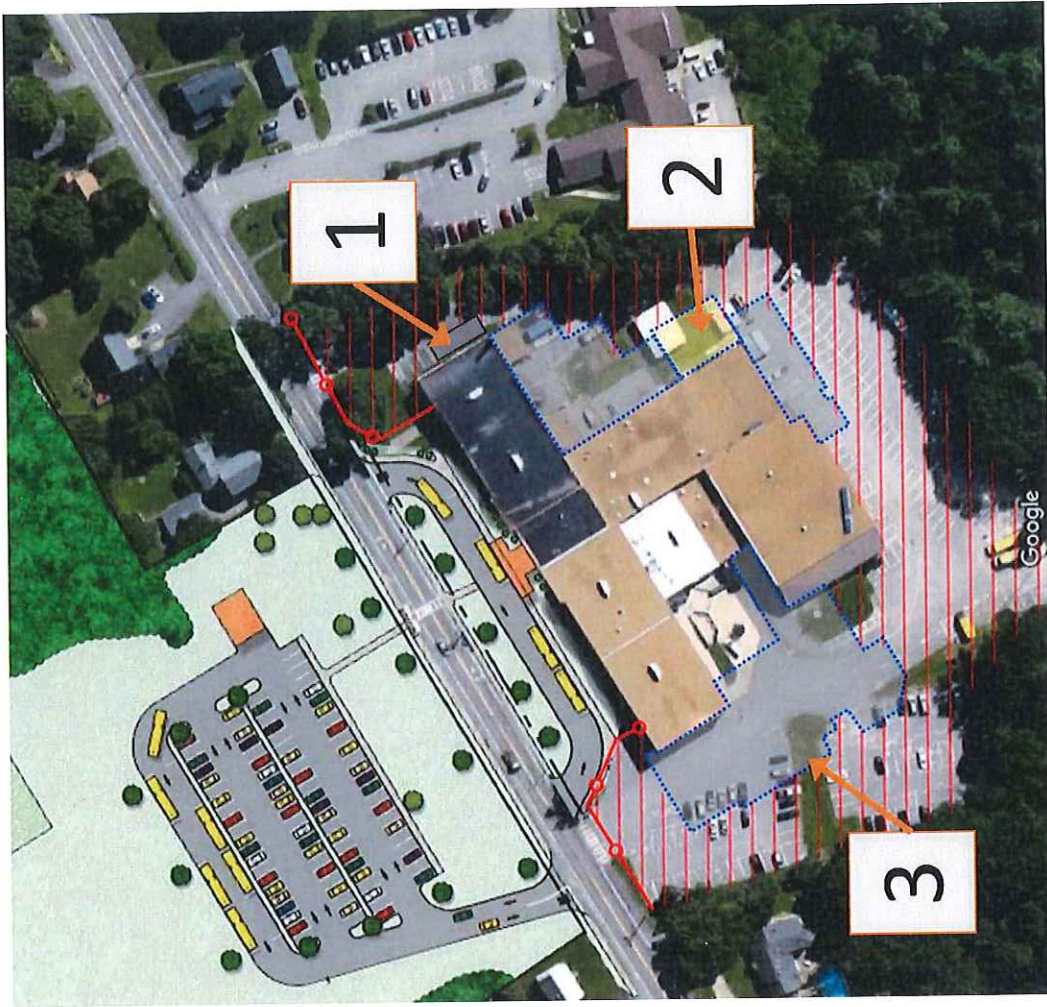


Phase 1C:
September 2018
to June 2019

1 Hook-up temporary
boiler trailer.

2 Complete and start-up
Boiler Room.

3 Construct Additions.

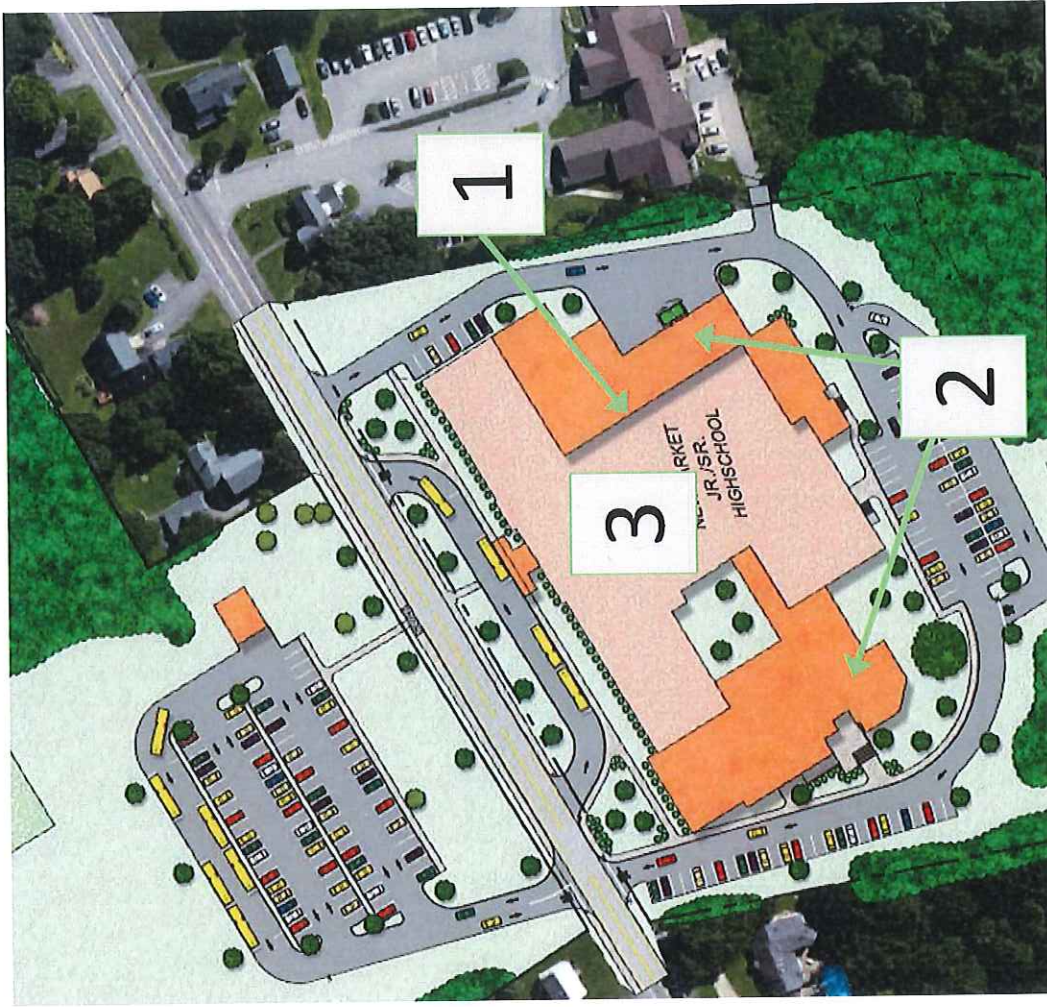


Phase 2: Summer 2019

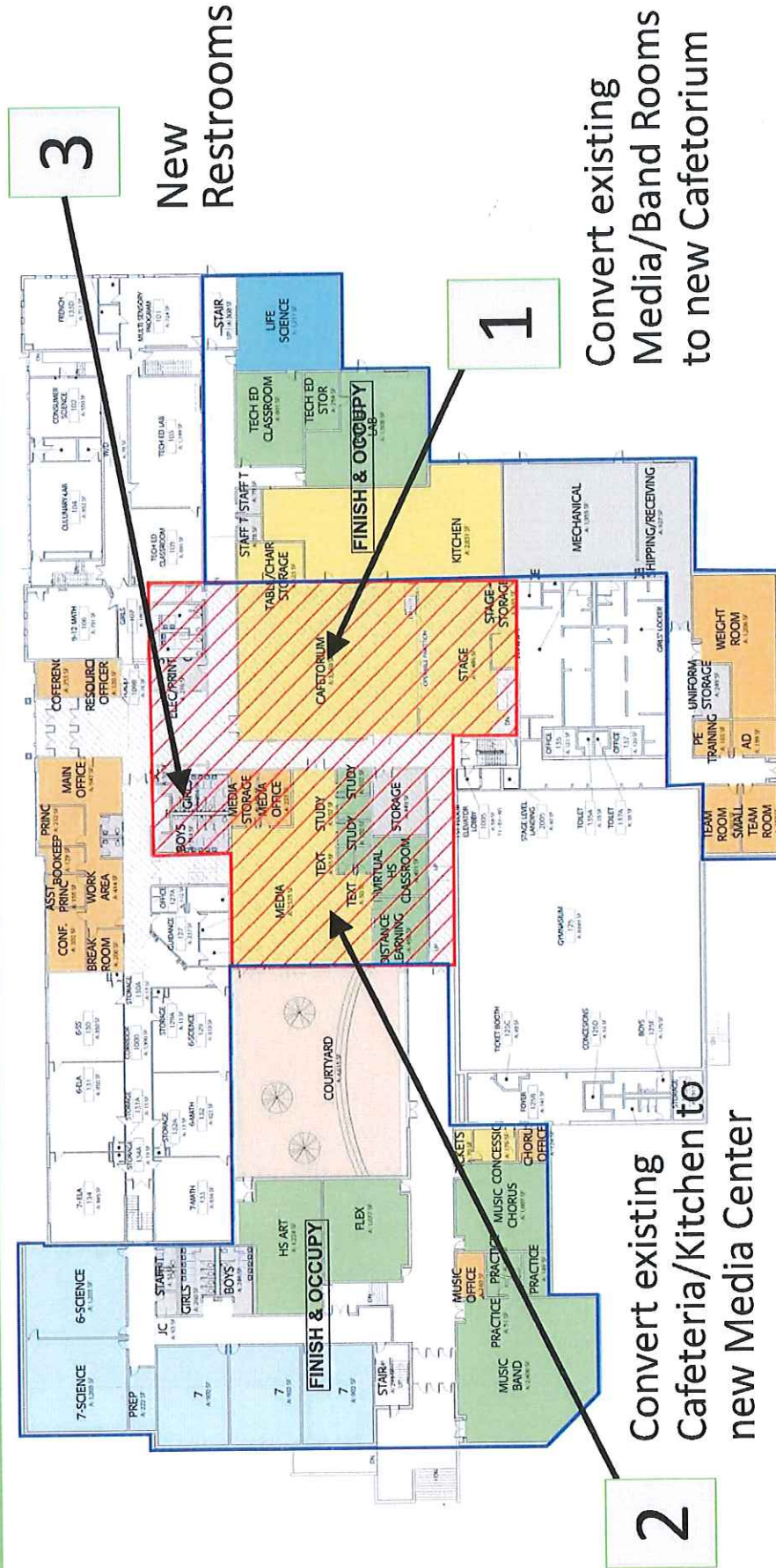
1 Complete new addition tie-ins to existing.

2 School moves in to new addition.

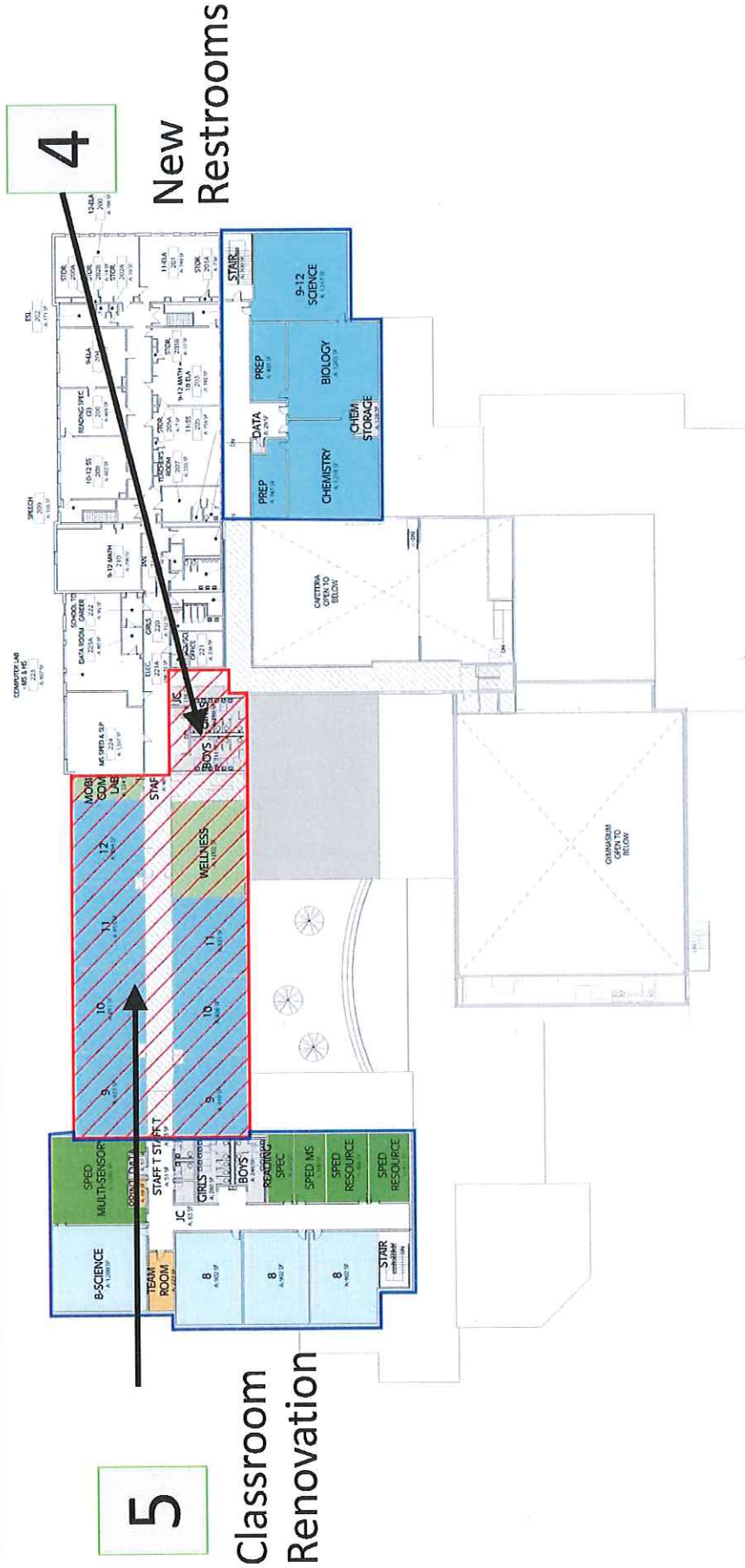
3 Interior renovation of core spaces



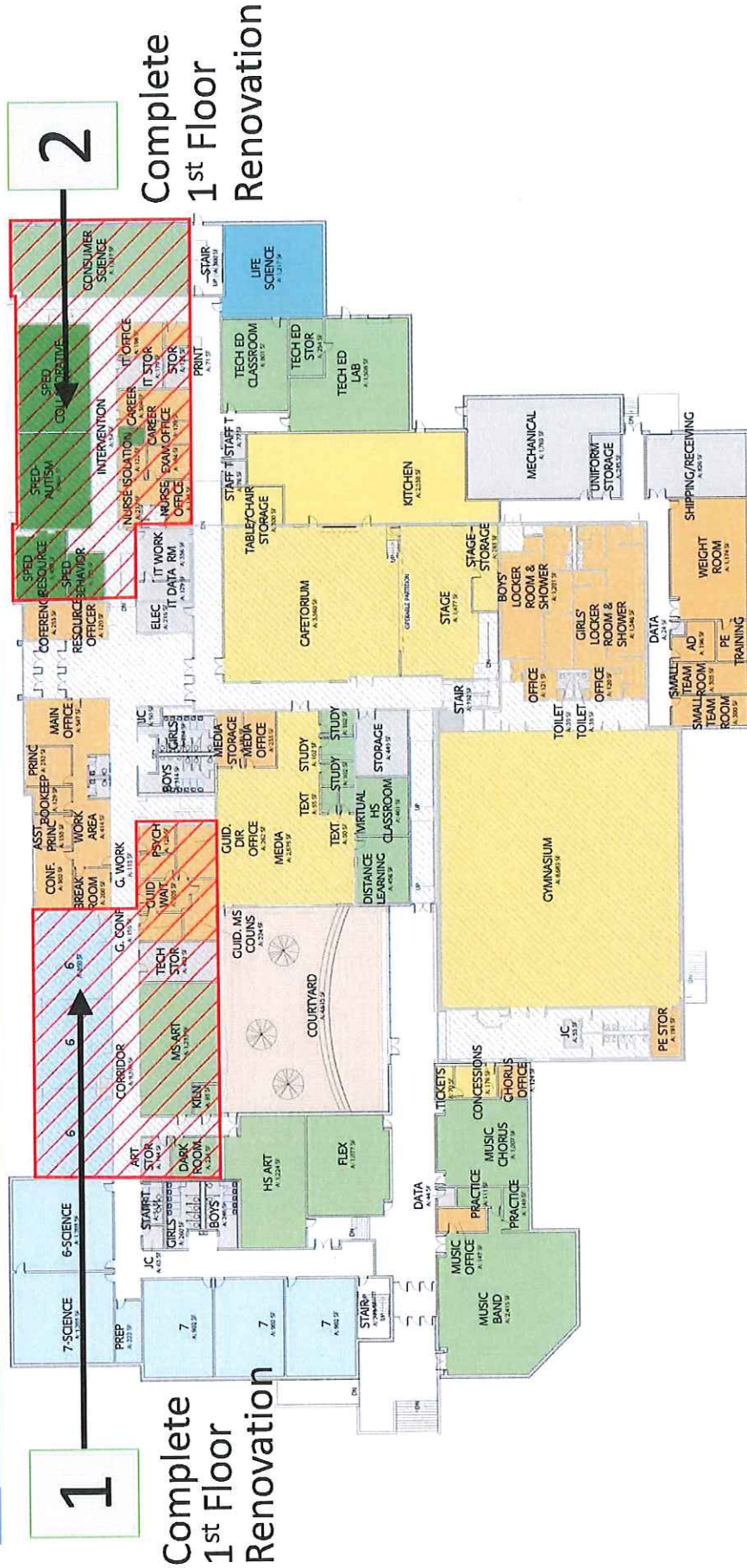
Phase 2: Summer 2019 – 1st Floor Renovations



Phase 2: Summer 2019 – 2nd Floor Renovations



Phase 3: Fall & Winter 2019 – 1st Floor Renovations



3 Complete 2nd Floor Renovation



SUMMARY OF COSTS:

TOTAL ES PROJECT COST: \$10,502,402

TOTAL J/S HS PROJECT COST: \$28,440,681

TOTAL BOND COST: \$38,943,083

ELEMENTARY SCHOOL - COST ESTIMATE

Site Costs: \$1,551,600
Construction Costs: \$6,986,800
Owner Project Costs: \$1,283,899
Owner Contingency: \$426,920
Escalation Costs: \$253,183

TOTAL ES PROJECT COST: \$10,502,402

Base Building Construction Cost

Estimated Construction Costs

	\$/SF	Area	Total
New Construction	\$ 193	22,693	\$ 4,379,700
Medium Renovations	\$ 57	8,635	\$ 492,200
Light Renovations	\$ 41	2,871	\$ 117,700
Classroom door hardware and chalkboards			\$ 60,000
Demolition of Misc Buildings			In Sitework
Two New Stairs			Not Required
Kitchen Renovation			In Medium Reno
Tie-in To Ballasted Classroom Roof			\$ 20,000
Two New Storage Sheds on Slabs			\$ 15,000
Gym Entry Canopy			\$ 10,000
Boiler Room Equipment			\$ 200,000
Heating and Ventilation Units			\$ 200,000
Fire Sprinkler Coverage in Mezzanine	\$ 4	3,800	\$ 15,200
ES Improvements (Sub-total)	\$ 161	34,199	\$ 5,509,800

Site Construction Costs

Landscaping Allowance	\$ 10,000
Oil Tank Remove and Replace	Not Included
Site Electrical	\$ 21,000
Sitework Estimate	\$ 1,520,600
Site Construction Cost Sub-total	\$ 1,551,600

ES Construction Summary

Building Costs	\$ 5,509,800
Site Costs	\$ 1,551,600
General Conditions (assume 13 months)	\$ 650,000
Relocate Portable Classrooms	by owner
Relocate Playground Equipment	by owner
Temp Work and Protection	\$ 20,000
Winter Conditions	\$ 50,000
CM/Estimating Contingency (5%)	\$ 385,500
Builder's Risk Insurance (by owner)	-
Bonds & General Liability Insurance	\$ 143,000
CM Fee	\$ 228,500
ELEMENTARY SCHOOL CONSTRUCTION COSTS TOTAL	\$ 8,538,400

JR/SR HIGH SCHOOL ADD/RENO COST ESTIMATE

Site Costs: \$2,688,900
Construction Costs: \$21,174,100
Owner Project Costs: \$2,926,314
Owner Contingency: \$954,520
Escalation Costs: \$696,847

TOTAL J/S HS PROJECT COST: \$28,440,681

Base Building Construction Cost			Estimated Construction Costs		
	\$/SF	Area	Total		
New Construction: Single Story	\$	193	17,765	\$	3,428,600
New Construction: Two Story	\$	181	32,735	\$	5,925,000
Renovations: Heavy	\$	132	44,452	\$	5,867,600
Renovations: Medium	\$	93	17,683	\$	1,644,500
Renovation: HVAC Only	\$	20	15,499	\$	310,000
Credit for Recently Renovated Classrooms				\$	(50,000)
Entry Canopy				\$	10,000
Building Demolition	\$	15	5,700	\$	85,300
HS Improvements (Sub-total)	\$	134	128,134	\$	17,221,000

Site Construction Costs			Not Included		
Playing Fields					
Sewer Pump Station Allowance					
Landscape Allowance				\$	20,000
Ledge Removal Allowance (At Existing Building)				\$	20,000
Site Electrical				\$	46,900
Sitework Estimate				\$	2,602,000
Site Construction Cost Sub-total				\$	2,688,900

HS Construction Summary			HS RENOVATION OPTION CONSTRUCTION COST TOTAL		
Building Costs	\$	17,221,000			
Site Costs	\$	2,688,900			
General Conditions	\$	1,365,000			
Hazardous Material Removal (Allowance)	\$	100,000			
Undefined Structural Upgrades (Allowance)	\$	50,000			
Portable Classrooms (By Owner if required)	\$	-			
Vehicle Garage (not in scope)	\$	-			
Relocate Maintenance Building	\$	50,000			
Temp Work and Protection	\$	100,000			
Temp Boiler Rental	\$	100,000			
Winter Conditions	\$	150,000			
Estimating/CM Contingency (5%)	\$	1,000,000			
Builder's Risk Insurance (By Owner)	\$	-			
Bonds & General Liability Insurance	\$	399,431			
CM Fee	\$	638,669			
HS RENOVATION OPTION CONSTRUCTION COST TOTAL	\$	23,863,000			

C. PROJECT RELATED COSTS		
C.1 FFE and by Owner		
TOTAL FURNITURE allowance	\$200,000	
Cafetorium Lighting (Allowance)	\$35,000	
Music Risers/Stands	\$25,000	
Closet shelving and storage units	\$5,000	
Floor Mats	\$0	capital budget
Trash/recycling	\$2,500	
Propane tank	\$0	
Exterior signage (Allowance)	\$0	
Landscaping	\$0	
Site Furnishings (Allowance)	\$0	
Playground Equipment and Footing (Allowance)	\$0	
Scoreboards (Allowance)	\$0	
Technology (data/Wireless)	\$100,000	
Telephone (Allowance)	\$20,000	
Cable TV (Allowance)	\$0	
Portables	\$100,000	
Security (Allowance)	\$40,000	
Moving services	\$7,500	
	\$535,000	
C.1a Subtotal Equipment		
C.1b Kitchen Equipment	\$200,000	
C.1b Subtotal Kitchen Equipment by Owner	\$200,000	
C.2 Soft costs		
Administrative Costs / Permits / Misc. (Allowance)	\$10,000	
Water/sewer hook up fees	\$0	
Electric transformer fee	\$0	
Bond costs	\$25,000	
Geotechnical Engineering	\$15,000	
Civil Engineering	\$100,000	
Architecture, structural, mechanical, electrical, plumb	\$1,861,314	
Additional design services	\$0	
Reimbursables	\$15,000	
Construction Testing (Allowance)	\$35,000	
Owners Rep (Allowance)	\$100,000	
Builders Risk Insurance (Allowance)	\$20,000	
RF Audit Survey for Fire Dept	\$5,000	
Hazardous Material Survey (Allowance)	\$5,000	
Hazardous Material Abatement (Allowance)	\$0	
Total Soft Costs	\$2,191,314	in Eckman estimate
C.2		
TOTAL PROJECT RELATED COSTS		\$2,926,314

Projected Tax Impact

Based on current local property valuation of \$731.7M

Projected taxpayer impact of \$39M bond over 30 years			
Assessed home value	Increase to tax rate/\$1000	Additional annual cost to homeowner	
\$250,000	\$3.15	\$788	
\$300,000	\$3.15	\$945	
\$350,000	\$3.15	\$1,103	
\$400,000	\$3.15	\$1,260	
\$450,000	\$3.15	\$1,418	
\$500,000	\$3.15	\$1,575	
* Assumes level debt and projected interest rate of 4.25%			
Total cost of \$69,878,942			
Projected taxpayer impact of \$39M bond over 30 years			
Assessed home value	Increase to tax rate/\$1000	Additional annual cost to homeowner	
\$250,000	\$2.91	\$728	
\$300,000	\$2.91	\$873	
\$350,000	\$2.91	\$1,019	
\$400,000	\$2.91	\$1,164	
\$450,000	\$2.91	\$1,310	
\$500,000	\$2.91	\$1,455	
* Assumes level principal, 4.25% interest--initial tax impact of \$4.00 declining to \$1.81 over 30 years (approximately \$.07/year); average tax impact of \$2.91			
Total cost of \$64,833,979			

Goals:

Bond Vote – March 2017
Long Term Needs of Both Schools
Educationally and Fiscally Responsible
NHDOE Compliant
ADA Compliant
21st Century Learning
Flexible
Public Input

Future meetings

- **Thursday, December 15, 2016:** School Board adoption of warrant articles, 7 P.M.
- **Monday, December 19, 2016:** Budget committee review of warrant articles, 8 P.M.
- **Thursday, January 12, 2017:** School Bond/Budget hearing, 7 P.M.
- **Saturday, February 4, 2017:** Deliberative Session (first session)
- **Tuesday, March 14, 2017:** Voting day (second session)

-
- **Saturday, January 7, 2017:** School Bond informational session, 10 A.M.
 - **Thursday, January 26, 2017:** School Bond informational session, 7 P.M.
 - **Wednesday, February 15, 2017:** School Bond informational session, 9 A.M.

Additional informational sessions will be scheduled for February and March

Questions

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For more information:

www.newmarketschoolprojects.com

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution 2016/17 - 18

Authorizing the Town Administrator to an Application for a Community Development Block Grant for Housing Upgrades at Great Hill Terrace and to Sign the Town Housing and Community Development Plan and Residential and Anti-displacement and Relocation Plan

- WHEREAS: The Newmarket Housing Authority is seeking a Community Development Block Grant through the Community Development Finance Authority to rehabilitate existing low to moderate income in Great Hill Terrace, and
- WHEREAS: The Town of Newmarket is required to apply for these funds on the Housing Authority's behalf, and
- WHEREAS: A public hearing will be held on January 18, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:

The Town Council authorizes the Town Administrator to sign an application for a community development block grant application to rehabilitate housing at Great Hill Terrace. The estimated cost is \$500,000 and the Town Council authorizes the following:

1. Authorizes the Newmarket Housing Authority to continue as authorized agent of the Town of Newmarket in all matters relating to community development for this project until it is completed.
2. Authorizes the Town Administrator to enter into an agreement with the Newmarket Housing Authority for the administration and supervision of this project until it is completed.
3. Authorizes the Town Administrator to execute any and all other documents with the State of New Hampshire, Office of Community Development Finance Authority (CDFA), which will be necessary to effectuate the purposes of this resolution.

BE IT FURTHER RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:

The Town Council hereby adopts the Housing and Community Development Plan and the Residential Anti-Displacement and Relocation Plan.

First Reading: *January 4, 2017*

Second Reading:

Approval:

Approved: _____
Gary Levy, Chairman Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Town Clerk