



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

**WEDNESDAY, FEBRUARY 21, 2018, 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 – Pursuant to RSA 284:51. I (b) - Petitioned Warrant Article – to allow the operation of keno games within the town of Newmarket.**
4. **Town Council to Consider Acceptance of Minutes**
 - a. February 14, 2018 (not included in packet)
5. **Report of the Town Administrator**
6. **Committee Reports**
7. **Old Business**
 - a. **Resolutions/Ordinances in the 2nd Reading**
 - i. **Resolution #2017/2018- 31** – Enter into a Contract with Electrical Installation for Water & Sewer Supervisory Control and Data Acquisition (SCADA) System Improvements.
 - ii. **Resolution #2017/2018-32** – Withdrawal of Water and Wastewater Department Capital Reserve Funds for Water and Sewer Supervisory Control and Data Acquisition (SCADA) System Improvements.
 - iii. **Resolution #2017/2018-33** – An Engineering Contract for Bennett and Sewall Well Improvements.
 - iv. **Resolution #2017/2018-34** – Withdrawal of Water Department Capital Reserve Funds for Bennett and Sewall Well Improvements Project.
 - 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 - None

c. Correspondence to the Town Council

d. Closing Comments by Town Councilors

e. Next Council Meeting – March 7, 2018

9. Adjournment



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN CLERK and TAX COLLECTOR

January 10, 2018

Re: Petition Warrant Article

Dear Members, Newmarket Town Council:

Yesterday, January 9, 2018, a 1-page application for a petitioned warrant article was presented to me as Town Clerk. It was presented as one instrument of endorsement and included 3 1-page applications with signatures. The Petition (copy attached) is stated as follows:

"The below signed residents would like the following decision given to the voters of Newmarket for their decision on the issue. We request that it be placed before the 2018 Town Meeting through the deliberative session and on the 2018 Town of Newmarket, NH Ballot. The Warrant Article should read to the effect of: "Shall we allow the operation of keno games within the town or city?""

As Town Clerk, I have verified the number of registered voters signing the petition as follows:

30 signatures
- 2 signatures of people not on voter checklist
28 signatures of people on voter checklist

This verification results in there being sufficient signatures necessary to meet the "25 or more registered voters" required by NH RSA 39:3.

I hereby certify 28 valid signatures of Newmarket registered voters as per NH RSA 39:3.

Respectfully submitted,

Terri J. Littlefield
Town Clerk-Tax Collector

cc: Philip Nazzaro, 7 Raymond Ln
(First Signer of Petition)

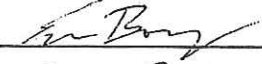
Petitioned Article to Allow Keno in the town of Newmarket, NH

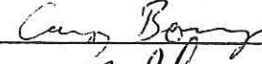
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"Shall we allow the operation of keno games within the town or city?"


Voter Name	Voter Signature	Voter Address
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Philip Nazzaro		7 Raymond Lane, Newmarket
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Erin Bonney		16 Ladyslipper Dr. Newmarket
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Caisey Bonney		16 Ladyslipper Dr. Newmarket
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Michael P. MacLellan		31 Riverbend Rd Newmarket
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Julie McKinnon		3 Forest St Newmarket
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CHAD POMEROY		27 NICHOLS AVE NEWMARKET
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BRITTANY D'AMICO		103 SO. MAIN ST. NEWMARKET
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Mike Bolin		14 Lamprey River Rd
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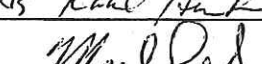
Rachel Paulin		14 Lamprey River Rd
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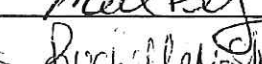
Bethany Eaton		125 East Street
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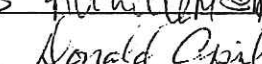
George Devine		25 North Main Street Apt 224 Newmarket
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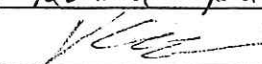
KELSEY MORSE		26 North Main St. Apt 224 Newmarket, NH 03857
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Andrea Blanchette		10 Mount Pleasant St. Newmarket NH 03857
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Robert Hawkins		28 Nichols Ave Newmarket 03857
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Mark Pelczar		11 Oak St.
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Rochelle M. Sharps		10 Lamprey River Park
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Donald April		3 Gentry Ave P.O. Box 208
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Matt Kelley		11 Bay Rd. #2
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Jim MASTIN		4 Carolyn Dr. Newmarket
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Jessica Mastin		4 Carolyn Dr. Newmarket
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Petitioned Article to Allow Keno in the town of Newmarket, NH

The below signed residents would like the following decision given to the voters of Newmarket for their decision on the issue. We request that it be placed before the 2018 Town Meeting through the deliberative session and on the 2018 Town of Newmarket, NH Ballot. The Warrant Article should read to the effect of:

"Shall we allow the operation of keno games within the town or city?"

Voter Name

Voter Signature

Voter Address

David Sanborn	Blade Reichen	15 Chennery Way New Market 03857
Mike Ambrogio	Mike Ambrogio	100 Ash Swamp Rd Nwkt 03857
Gary Pomeroy	Gary Pomeroy	27 Ladyslipper Dr Newmarket NH 03857
Richard Harcler	Richard Harcler	101 Exeter Rd Newmarket
Kenneth Frey	Kenneth Frey	3108 meadhill Rd Newmarket NH 03857
Lauren Nazzari	Lauren Nazzari	7 Raymond Lane Newmarket
Penay Botterman	Penay Botterman	8 Raymond Lane Newmarket NH
Mary Nazzari	Mary Nazzari	Cl Wake Farm Center Newmarket NH
Mary Sakowski	Mary Sakowski	Cl Wake Farm Center Newmarket NH

Petitioned Article to Allow Keno in the town of Newmarket, NH

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Voter Name

Voter Signature

Voter Address

Paul Yarusitz Paul Yarusitz 48 Spring St Newmarket



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE *of the* TOWN ADMINISTRATOR

REPORT OF THE TOWN ADMINISTRATOR
February 21, 2018

FY18 Budget: At the end of January, we have expended 60% of the total operating budget. There is nothing out of the ordinary at this time.

As for revenues, we are on track as well.

I am attaching the expense and revenue report.

LED Lighting: We have had some comments about the new LED lights being too bright and there has been a number of articles lately saying that LED lighting is not environmentally friendly.

First, the lighting that we use for our lights are Dark Sky Friendly and are the kind recommended by the American Medical Association in the recent articles about color temperatures.

In addition, we have been asked if we can dim them. The answer is that our lights are future proofed so yes we can dim them, when we are allowed to. Currently, the Public Utility Commission and Eversource will not allow us to install the system that lets us dim the lights. We can dim the downtown lights because they are decorative.

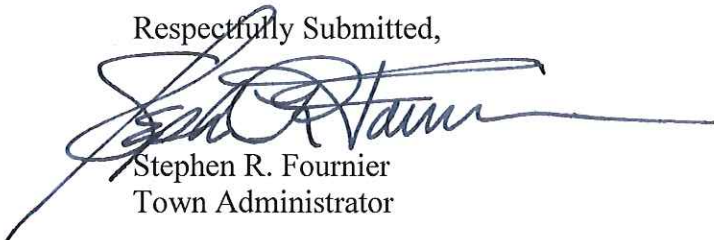
ONGOING PROJECTS

*****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. *****

Financial Software Upgrades: This will be a large project this coming year. We held the kick off meeting on February 1.

Homeland Security Grant: We have been approved.

Respectfully Submitted,



Stephen R. Fournier
Town Administrator



Department Heads Monthly Reports to the Town Council and Town Administrator

Report of the Police Department to the Newmarket Town Council January, 2018

Activity

Newmarket Police 3 year comparable statistics for month of **January**.

	<u>2018</u>	<u>2017</u>	<u>2016</u>
Total calls for service	1914	1514	1446
Motor vehicle stops	653	464	349
Arrests	12	23	19
Offense reports	21	18	30
M/V accidents	7	12	10
Parking tickets	82	64	57
Drug Overdoses	1	4	2
Alarms	23	13	26
Unattended death/Suicide	2	1	2

During the month of January, the Newmarket Police Dispatch Center documented 1914 calls for service. We have investigated 26 criminal complaints that require active investigations in all 21 of the complaints. These criminal complaints include offenses such as domestic violence, assault, fraudulent use of credit cards, criminal mischief, theft, identity fraud, bench warrant cases and sexual assault. We investigated only 2 unattended death (one is

still currently under investigation) and no suicides. Numerous motor vehicle complaints were also investigated. In January, patrol officers conducted 653 motor vehicle stops which led to arrests or citations for charges such as driving after suspension, suspended registrations, conduct after accident, false inspection/registration stickers, as well as many other citations. Officers conducted a number of welfare checks, house checks and nightly business checks. The patrol division issued 82 parking tickets.

Personnel

Dispatcher Nicolas Espo recently completed 15 weeks of field training in the Emergency Dispatch Center and has since been released for a solo assignment. Dispatcher Espo possesses all of the traits that are expected of a member of the police department. He has shown that he is a true team player.

Officer O'Brien attended a pistol instructor training class at Sig Sauer Academy in Epping, NH. This training was free of cost to the Police Department and ensures our officers have the most up to date training on safety and techniques.

The Seacoast Emergency Response Team (SERT) was activated on two (2) occasions during the month of January. We have two active members, Detective Scott Kukesh and Officer Jeffrey Donnis who are part of the SERT team and I am a member of the board of directors. The first activation was on January 16th in Portsmouth for a domestic related issue that turned into barricaded subject. This individual was taken into custody without incident and without any injury to himself or SERT members. The second SERT activation was on January 27th in Brentwood where the SERT team executed a high risk arrest warrant for an individual who is alleged to have robbed two banks in recent months, one being in Stratham. This individual was taken into custody without incident and without any injury to himself or any SERT members.

It is important to point out that the mobile command unit for the Seacoast Fire Chiefs and the SERT team is housed here at the Newmarket Fire Department. When that vehicle is called to a scene, it is the Newmarket Fire Department members who are trained in its operation to bring this important piece of equipment to the scene and set it up as a mobile command vehicle. I have witnessed firsthand the professionalism of our Newmarket Fire Fighters during these events. They do an outstanding job and their professionalism does not go unnoticed by the outside agencies who participate in SERT.

Parking Violations

As reported earlier in this report, patrol officers issued 82 parking tickets during the month of January. The winter parking ban is in full force now for the remainder of the winter. Our police officers work closely with the member of the public works department to ensure the streets are cleared during snow plowing and snow removal operations.

Motor Vehicle Accidents

During the month of December we responded to 7 motor vehicle accidents. One of the accidents that was investigated by our officers was a rare and challenging event. On January 17th, officers were dispatched to a five (5) car accident with personal injuries on Route 108. Needless to say, a car accident scene such as this on the main corridor of our community can be challenging. The officers who responded along with the members of the Newmarket Fire Department and Newmarket Ambulance worked together in unison to ensure the well-being of all drivers and passengers of the vehicles and to rush those with personal injury to the hospitals. Route 108 was shut down for approximately 70 minutes and detours were set in place to ensure a minimal impact on commuters.

Fleet

All vehicles in the fleet are currently working and are being closely monitored by supervisors. There are two vehicles that we intend on replacing this year, one being a 2014 line car with over 100,000 miles on it and a 2005 crown victoria that we keep sinking money into. One of the vehicles will be replaced through the CIP and the other will be replaced through the revolving detail account. In January, I requested Auto Excellence do a in depth inspection of the 2005 cruiser. I learned that this car has a slow oil leak, will need new transmission lines and fuel lines as they are rusted out. I also learned that the vehicle has severe rust on the undercarriage.

Police Station Maintenance:

The police department facility is in good working condition however we recently learned that a propane heater in the sally-port had failed and was emanating carbon monoxide. The heater has been taken offline and will be replaced. Facilities Director Marles met with HVAC representative regarding this issue. The department of public works continues to do an outstanding job keeping our parking lot clear 24 hours a day as we do not close!

Drug related issues

During the month of January we responded to one opiate related overdose. Unfortunately, the victim was deceased upon arrival and was unable to be brought back to life. These cases are treated like any other suspicious death or homicide and the Attorney General's office was notified immediately. We are still awaiting toxicology results to confirm the manner and cause of death.

I am pleased to report the following statistics for Heroin/Opiate related overdoses and deaths since the inception of the Newmarket Alliance for Substance Abuse Prevention (N-ASAP);

2015- 45 Overdoses with 4 deaths resulting
2016- 22 Overdoses with 2 deaths resulting
2017- 15 Overdoses with 2 death resulting
2018- 1 Overdose with 1 death resulting (thus far)

Officers still continue to seize illegal drugs as well as drug related paraphernalia throughout the course of their duty.

I have consistently added the foregoing paragraph in my last few reports as I feel that it is important for anyone reading this report to understand the philosophy this agency has relative to this epidemic.

The police department's culture with regards to the opiate epidemic has evolved from "arrest and incarcerate" to "intervene and assist with recovery" when it comes to individuals who are addicted to opiates. It is my personal and professional belief that we cannot arrest our way out of this epidemic. Even if we tried that route, the cost to the taxpayers would be astronomical. Furthermore, the county jails and the state prison could not house all arrested "users". With that being said, we will **NOT** tolerate anyone who sells, distributes or dispenses any of this poison that is in our community. If anyone is caught selling, distributing or dispensing narcotics we will prosecute them to the fullest extent of the law.

Miscellaneous

On January 15th, I had the pleasure of attending a celebration of life breakfast and

ceremony for Dr. Martin Luther King Jr. at the South Church in Portsmouth, NH. This event was sponsored by the Seacoast Chapter of the NAACP and the American Civil Liberties Union. Several Police Chiefs joined me such as Chief Merner of Portsmouth, Chief Shupe of Exeter, Chief Bilodeau of Newington, Chief Sawyer of Hampton and Chief Walsh of Rye.

On January 24th, a meeting was held in my office between myself and Rogers Johnson of the Seacoast chapter of the NAACP and Andrew Smith who holds the official title of Disproportionate Minority Contact Coordinator for the NH Department of Health and Human Services. Johnson was recently tapped by Governor Sununu to oversee a newly formed Civil Rights Advisory Council within the NH Attorney General's office. What was meant to be a 15 minute meet and greet turned into 2 hour conversation about the challenges law enforcement has with recruitment and retention. Their experience and insight working with law enforcement here in NH and across the country was valuable and inspiring.

In January I received letters and cards from a few different residents thanking specific officers for their professionalism and assistance when responding to calls for service at their homes. One call for service in particular shows that our officers will go above and beyond that of "traditional police work" to help our fellow citizens in need. During the beginning weeks of January we had a distinct and almost unnatural cold snap of weather. An elderly resident from Town was unable to get an oil delivery truck into her driveway due to snow and ice conditions. Officer Joe Bozek went above and beyond traditional police work to ensure her driveway was cleared of snow and properly sanded for the delivery truck.

Fiscal Year 2017/2018 Budget:

We are seven months into fiscal year 2017-2018. We are within our projected budget having expended approximately 54.6 % of the operating budget.

POLICE

<u>FISCAL YEAR 2018</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,338,426.00	135,961.16	704,820.06	633,605.94	53%

<u>FISCAL YEAR 2017</u>				
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,322,707.00	128,493.05	720,780.00	601,927.00	54%

Fire and Rescue Department

For the month of January, the department responded to 94 calls for service; 54 of which were medical calls, transporting 47 patients to area hospitals. The ambulance responded to Newfields for seven medical calls, transporting six patients; and Durham once, transporting one patient. It was a busier month than usual for mutual aid request. The ladder responded to building fires in Dover, Durham and Exeter. The tanker responded to Nottingham for a building fire. The ambulance responded to Kensington for coverage. The command truck responded to Portsmouth for a SERT call out. There was a multi-motor vehicle accident on Exeter Road that required multiple ambulances for 5 patients.

The department recognized Al's Automotive and Truck Service Center for their continued support. Al's has provided the department with vehicles and the use of their facility for auto extrication training for many years free of charge. This training is conducted annually and would be very costly to the department otherwise.

The department will be conducting ice rescue training this month on the Lamprey River. This will take place in the area of the Piscassic Street boat ramp.

We have been selected by the State Fire Academy to host a Fire 1 class. Classes have commenced and will be training frequently on weekends at 54 and 56 Exeter Road. There will be no interruptions to traffic but there will be a lot of activity at the site over the next couple of months.

I will be working on a proposal to finish the second floor of the fire station and will be creating a live-in program for the department, which will increase staffing and coverage. There are several departments in NH that have successful live-in programs, including Brentwood, which is our only competition in this area.

On March 1st Newfields Fire will be moving back to Newmarket Dispatch and will be coming over to Newmarket Fire's radio frequency. This will improve communication greatly for both departments as we cover all medicals for Newfields with our ambulance. The current situation with Rockingham Dispatch and Newfields on the seacoast fire frequency has been very complicated and ineffective. I have personally been working on this for over a year and am glad that it is finally happening.

FIRE

FISCAL YEAR 2018

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
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376,958.00	37,560.83	242,964.35	133,993.65	64%
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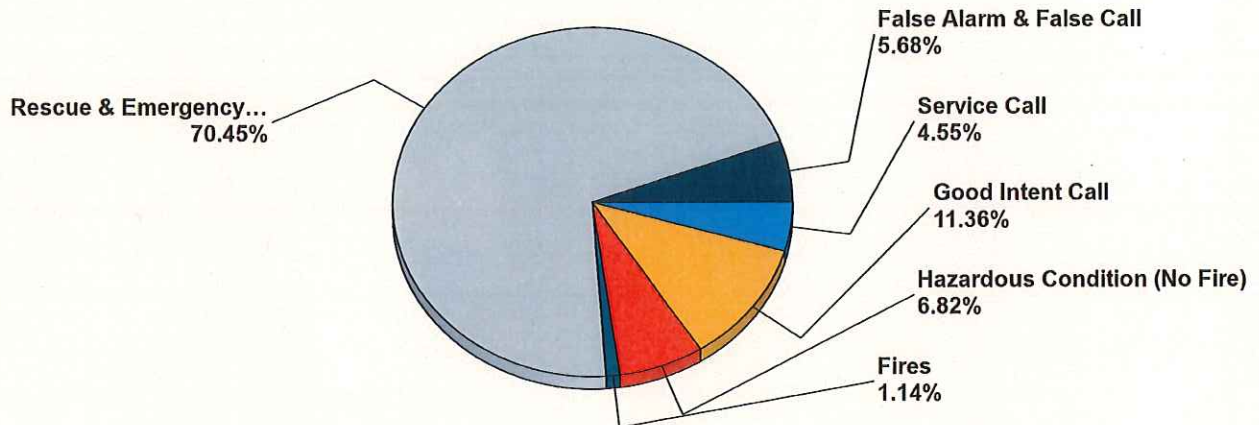
FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
358,762.00	33,582.92	197,845.83	160,916.17	55%

Newmarket Fire & Rescue



Breakdown by Major Incident Types for Date Range



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
5	1	%
0	0	%
0	6	%
5	4	%
5	0	%
0	5	%
TOTAL	88	100.00%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.14%
300 - Rescue, EMS incident, other	3	3.41%
321 - EMS call, excluding vehicle accident with injury	55	62.50%
322 - Motor vehicle accident with injuries	1	1.14%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	1.14%
324 - Motor vehicle accident with no injuries.	2	2.27%
400 - Hazardous condition, other	1	1.14%
424 - Carbon monoxide incident	1	1.14%
444 - Power line down	4	4.55%
500 - Service Call, other	1	1.14%
554 - Assist invalid	3	3.41%
600 - Good intent call, other	2	2.27%
611 - Dispatched & cancelled en route	8	9.09%
700 - False alarm or false call, other	1	1.14%
735 - Alarm system sounded due to malfunction	1	1.14%
736 - CO detector activation due to malfunction	1	1.14%
745 - Alarm system activation, no fire - unintentional	2	2.27%
TOTAL INCIDENTS:	88	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Newmarket Fire & Rescue

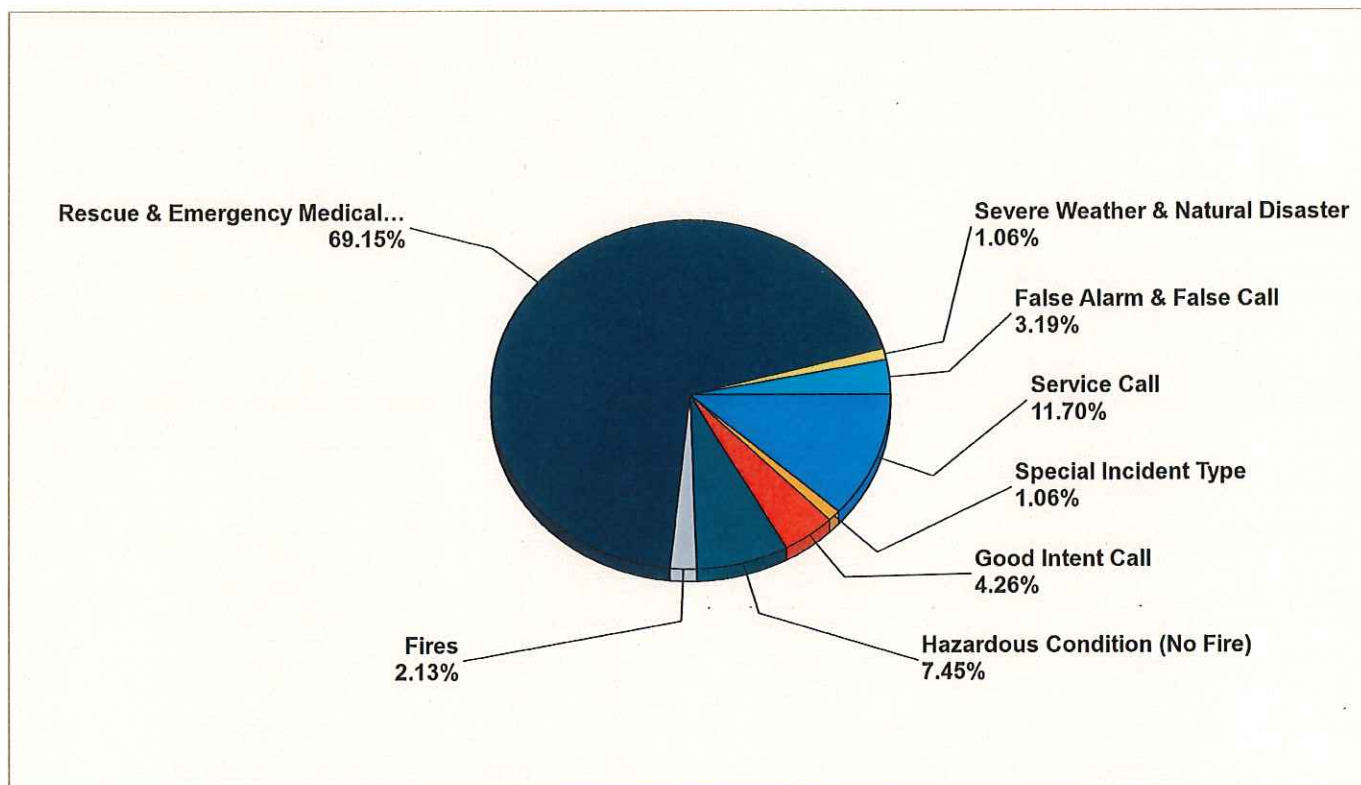
Newmarket, NH

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2018 | End Date: 01/31/2018



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.13%
Rescue & Emergency Medical Service	65	69.15%
Hazardous Condition (No Fire)	7	7.45%
Service Call	11	11.70%
Good Intent Call	4	4.26%
False Alarm & False Call	3	3.19%
Severe Weather & Natural Disaster	1	1.06%
Special Incident Type	1	1.06%
TOTAL	94	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.06%
114 - Chimney or flue fire, confined to chimney or flue	1	1.06%
320 - Emergency medical service, other	5	5.32%
321 - EMS call, excluding vehicle accident with injury	58	61.70%
322 - Motor vehicle accident with injuries	1	1.06%
324 - Motor vehicle accident with no injuries.	1	1.06%
410 - Combustible/flammable gas/liquid condition, other	1	1.06%
412 - Gas leak (natural gas or LPG)	2	2.13%
424 - Carbon monoxide incident	4	4.26%
500 - Service Call, other	2	2.13%
511 - Lock-out	1	1.06%
520 - Water problem, other	2	2.13%
522 - Water or steam leak	1	1.06%
571 - Cover assignment, standby, moveup	5	5.32%
600 - Good intent call, other	1	1.06%
611 - Dispatched & cancelled en route	1	1.06%
622 - No incident found on arrival at dispatch address	1	1.06%
652 - Steam, vapor, fog or dust thought to be smoke	1	1.06%
715 - Local alarm system, malicious false alarm	1	1.06%
733 - Smoke detector activation due to malfunction	1	1.06%
735 - Alarm system sounded due to malfunction	1	1.06%
812 - Flood assessment	1	1.06%
900 - Special type of incident, other	1	1.06%
TOTAL INCIDENTS:	94	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

Newmarket Fire & Rescue

Newmarket, NH

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Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 01/01/2018 | EndDate: 01/31/2018

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Mutual aid given				
01/02/2018	2018-3	20 Court ST	571 - Cover assignment, standby, moveup	1 - Station 1
01/02/2018	2018-6	10 Hobart ST	571 - Cover assignment, standby, moveup	1 - Station 1
01/12/2018	2018-41	5 Oak Ridge RD	571 - Cover assignment, standby, moveup	1 - Station 1
01/15/2018	2018-49	575 Bay RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
01/30/2018	2018-85	46 Collage RD	571 - Cover assignment, standby, moveup	1 - Station 1
01/30/2018	2018-091	2 Arbor DR	111 - Building fire	1 - Station 1

Percentage of Total Incidents:

6.38%

AID TYPE: Mutual aid received				
01/03/2018	2018-7	10 Folsom DR	424 - Carbon monoxide incident	1 - Station 1
01/03/2018	2018-9	176 Exeter RD	114 - Chimney or flue fire, confined to chimney or flue	1 - Station 1
01/05/2018	2018-16	70 Exeter Road	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
01/12/2018	2018-042	7 Hillside LN	812 - Flood assessment	1 - Station 1
01/17/2018	2018-55	9 Grant RD	321 - EMS call, excluding vehicle accident with injury	1 - Station 1
01/17/2018	2018-56	109 Exeter RD	322 - Motor vehicle accident with injuries	1 - Station 1

Percentage of Total Incidents:

6.38%

Displays all incidents with aid given or received, and excludes incidents with neither. Percentages calculated from total number of incidents for parameters provided. Only REVIEWED incidents included.

Newmarket Fire & Rescue

Newmarket, NH

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Incident Type Count per Station for Date Range

Start Date: 01/01/2018 | End Date: 01/31/2018

INCIDENT TYPE	# INCIDENTS
Station: 1 - STATION 1	
111 - Building fire	1
114 - Chimney or flue fire, confined to chimney or flue	1
320 - Emergency medical service, other	5
321 - EMS call, excluding vehicle accident with injury	58
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
410 - Combustible/flammable gas/liquid condition, other	1
412 - Gas leak (natural gas or LPG)	2
424 - Carbon monoxide incident	4
500 - Service Call, other	2
511 - Lock-out	1
520 - Water problem, other	2
522 - Water or steam leak	1
571 - Cover assignment, standby, moveup	5
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	1
622 - No incident found on arrival at dispatch address	1
652 - Steam, vapor, fog or dust thought to be smoke	1
715 - Local alarm system, malicious false alarm	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
812 - Flood assessment	1
900 - Special type of incident, other	1

Incidents for 1 - Station 1:

94

Only REVIEWED incidents included.



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 857

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Newmarket Fire & Rescue

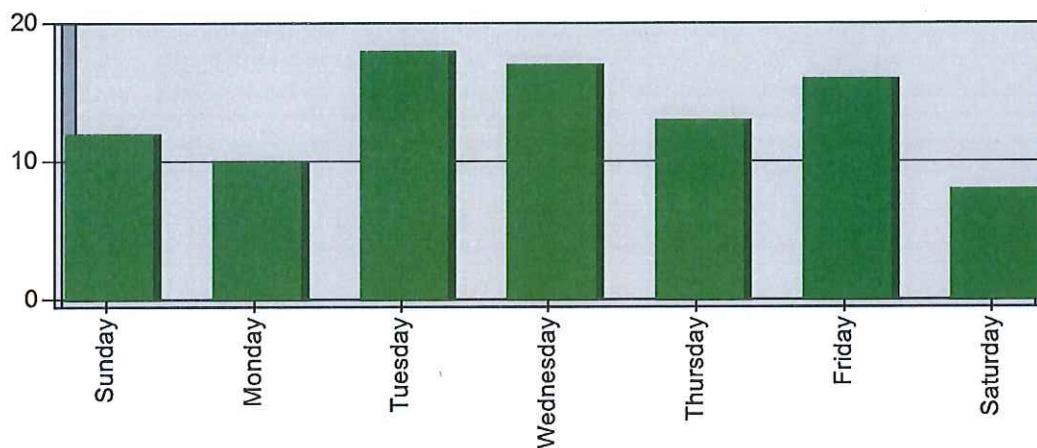
Newmarket, NH

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Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 01/01/2018 | End Date: 01/31/2018



DAY OF THE WEEK	# INCIDENTS
Sunday	12
Monday	10
Tuesday	18
Wednesday	17
Thursday	13
Friday	16
Saturday	8
TOTAL	94



**EMERGENCY
REPORTING**

emergencyreporting.com

Doc Id: 1284

Page # 1

Newmarket Fire & Rescue

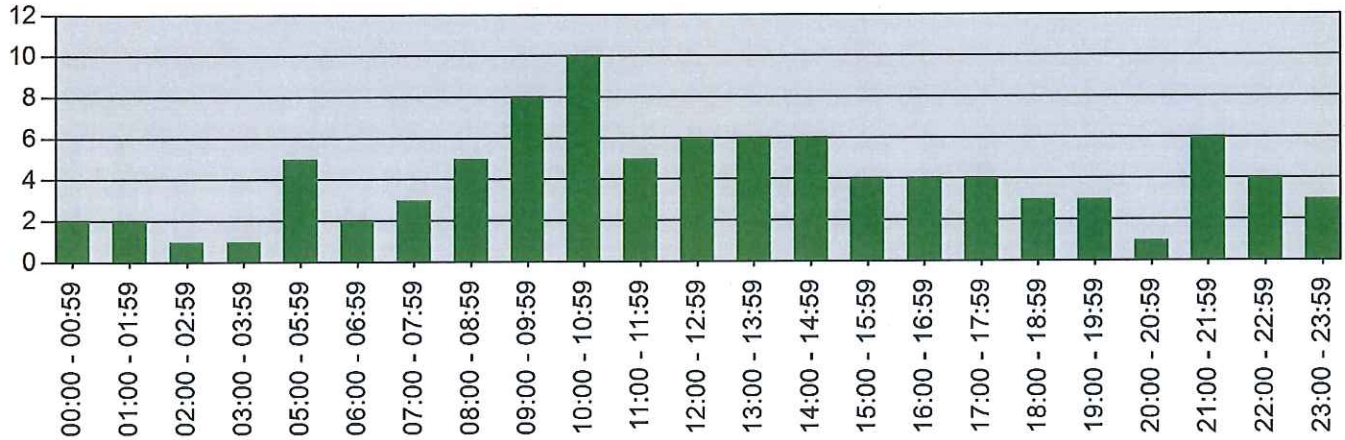
Newmarket, NH

This report was generated on 2/13/2018 1:55:01 PM



Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 01/01/2018 | End Date: 01/31/2018



Hour	# of CALLS
00:00 - 00:59	2
01:00 - 01:59	2
02:00 - 02:59	1
03:00 - 03:59	1
04:00 - 04:59	0
05:00 - 05:59	5
06:00 - 06:59	2
07:00 - 07:59	3
08:00 - 08:59	5
09:00 - 09:59	8
10:00 - 10:59	10
11:00 - 11:59	5
12:00 - 12:59	6
13:00 - 13:59	6
14:00 - 14:59	6
15:00 - 15:59	4
16:00 - 16:59	4
17:00 - 17:59	4
18:00 - 18:59	3
19:00 - 19:59	3
20:00 - 20:59	1
21:00 - 21:59	6
22:00 - 22:59	4
23:00 - 23:59	3
TOTAL:	94

Only REVIEWED incidents included.

Public Works Department

In January we had multiple ice storm events that were long in duration, causing us to use a lot of product while repeatedly treating roads, which has depleted the salt budget. On a positive note, the extended forecast for the rest of February shows warmer temps and no snow. The freeze/thaw cycle and rain events have been causing serious potholes, which we have been trying to keep up with. Between storms, the crew has been at the landfill processing and moving the compost piles.

Our existing street sweeper needs replacement, and we will soon be demoing new equipment. The current sweeper is a mechanical sweeper, we will be looking at transitioning to a vacuum type sweeper. The vacuum sweeper has less wearing parts than a mechanical sweeper. We will weigh the pros and cons before making a final decision. I have been researching what other communities are using, it seems to be a fifty-fifty split between the two types.

Eversource has been removing hazardous trees that are in danger of causing power outages. Work has been being completed on Lang's Lane and Ash Swamp Road, and they will be working on Grant Road and New Road next.

Crews will soon be cutting down trees between the upper and lower parking lots at town hall. These trees are rotten and need to be cut before they fall.

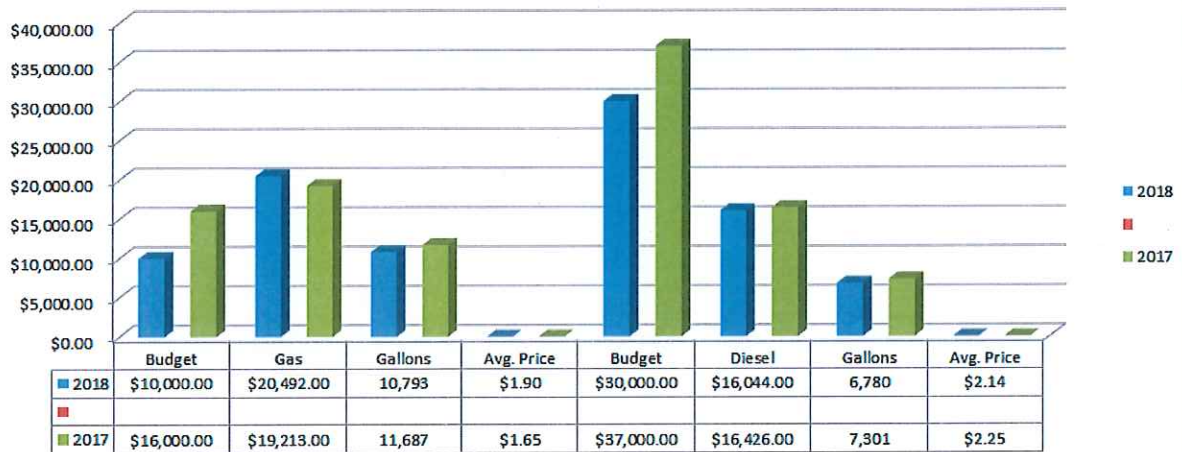
A couple of crosswalks on Main Street have settled slightly. These will be repaired when the weather is warmer. We will be using a different contractor to make repairs than in the past.

The paving bids will be going out for the 2018-2019 season. The current bid is good until June 30th of this year.

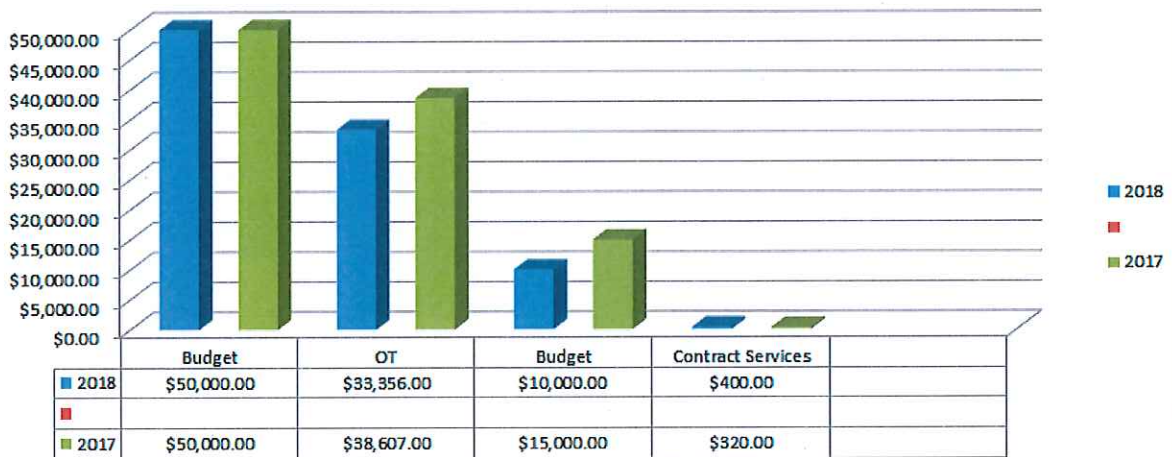
DPW ADMIN	<u>FISCAL YEAR 2018</u>				
	Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
	434,282.00	67,605.80	261,785.90	172,496.10	60%

	<u>FISCAL YEAR 2017</u>				% Spent
	Budget	MTD Transactions	YTD Transactions	Balance Year	
	427,516.00	64,315.09	262,621.65	164,894.35	
ROADS & SIDEWALKS	<u>FISCAL YEAR 2018</u>				% Spent
	Budget	MTD Transactions	YTD Transactions	Balance Year	
	520,270.00	24,314.87	408,299.85	111,970.15	
	<u>FISCAL YEAR 2017</u>				% Spent
	Budget	MTD Transactions	YTD Transactions	Balance Year	
	330,970.00	16,527.82	145,815.38	185,154.62	
STREET LIGHTS	<u>FISCAL YEAR 2018</u>				% Spent
	Budget	MTD Transactions	YTD Transactions	Balance Year	
	49,000.00	4,139.85	22,806.62	26,193.38	
	<u>FISCAL YEAR 2017</u>				% Spent
	Budget	MTD Transactions	YTD Transactions	Balance Year	
	49,000.00	3,478.09	25,603.97	23,396.03	
CEMETERIE S	<u>FISCAL YEAR 2018</u>				% Spent
	Budget	MTD Transactions	YTD Transactions	Balance Year	
	38,132.00	2,115.36	12,202.72	25,929.28	
	<u>FISCAL YEAR 2017</u>				% Spent
	Budget	MTD Transactions	YTD Transactions	Balance Year	
	37,253.00	2,253.61	17,738.39	19,514.61	

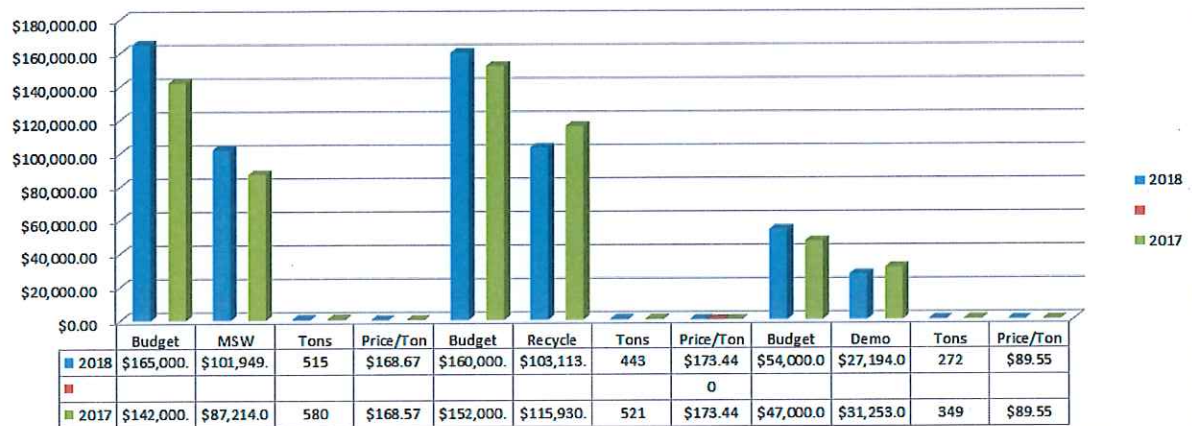
Public Works Department YTD Gas/Diesel



Public Works Department YTD Overtime/Contract Services



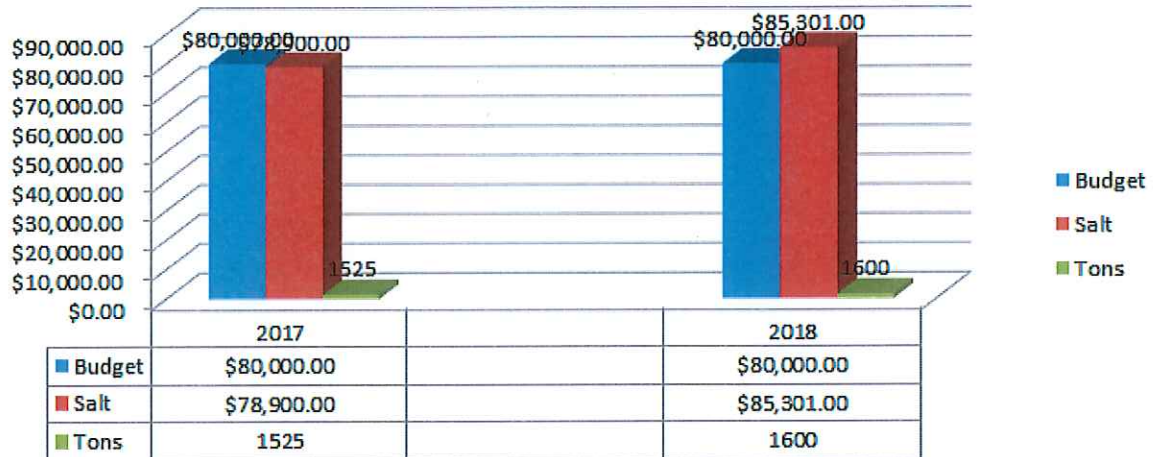
Public Works Department YTD Solid Waste



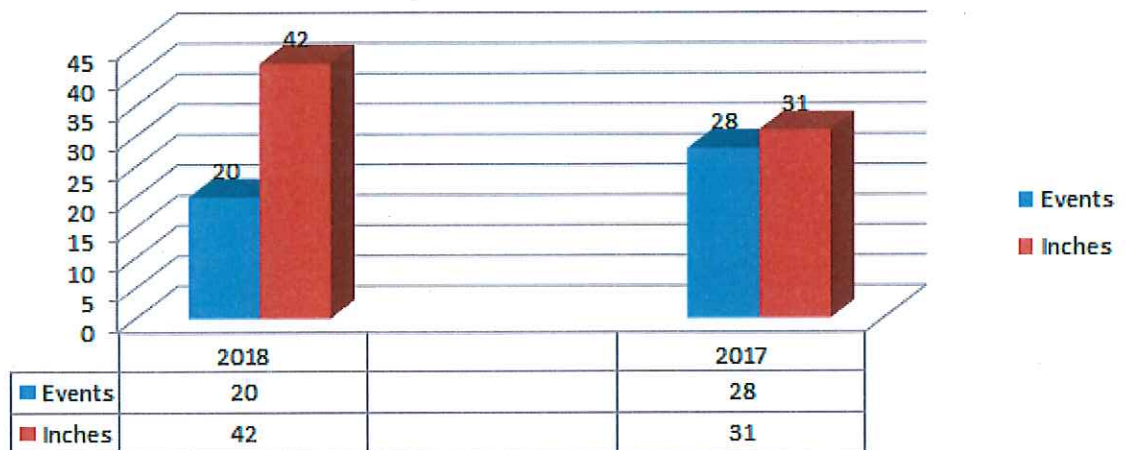
Public Works Department YTD Equipment/Vehicle Maintenance



Public Works Department YTD Salt



Public Works Department YTD Snow Events



Facilities Report

We have had a very busy month, the new Town Hall access system is up and running; we continue to make adjustments to fine tune the system. We have the new camera system and access system in place at the Community Center and are in the testing phases. We did however have several equipment failures that we are working on; with three units having cracked heat exchangers. The Police Department Sally port unit has a crack allowing for the products of combustion to enter the space. We have shut down the unit and are working on a replacement plan for this unit. At the Public Works building parking garage we had another unit heater failure which has also been shut down. This unit is one of several units in the space so we are able to maintain space conditions at this time while we look at pricing the replacement unit. The largest failure comes from a cracked heat exchanger in the Community Center. This unit has been shut down with the other two unit generally maintaining a certain level of heating. This unit poses a much larger problem as the existing unit is no longer manufactured and is 25 years old with its twin brother in poor condition of the same vintage. We have brought in Energy Efficient Investments (EEI) to look at putting together a Performance Contract to update all three units in the building as well as lighting, building envelope, and controls. The repair to the failed unit will require a minimum of four (4) to six (6) weeks to have a custom made exchanger on a unit that is 25 years old. We are hoping to have more information shortly on a good plan of attack for the units at the Community Center.

Facility surveys continued this month and we are working toward a draft report sometime in April, with a final report in May.

We have completed the small renovation project for the school offices with the exception of a few small punch list items. The town office renovations have been completed less punch list items and the Council Chamber project will be starting February 19 lasting for 3 weeks.



Certification programs for stormwater inspection/inspector, stormwater plan reviewer certification, and green infrastructure program training have been completed with a remaining multi day program and

testing for the final certification. We have projected that this training and certification will be completed in January/February of 2018.

Karen Bloom's crew have been hard at work keeping up with outside property maintenance as well as responding to service requests along with Brian's and Jamie's crews working hard at the schools. Shared services is gaining more and more as time moves forward with many additional gains still coming forth. This is more evident with not only services being shared, such as labor forces, but with monthly Town Council reporting having school project and informational updates. Winter is coming so all crews are working towards getting ready for the snow and yes we will have snow.

The school project is bidding stage with Eckman Construction with first GMP number due at the end of February. Groundbreaking is still on schedule for April 2018 with a project completion in a 2 1/2 year time frame. We have just put out 3 "Request for Proposal" for the school project with several more to be issued over the next month.

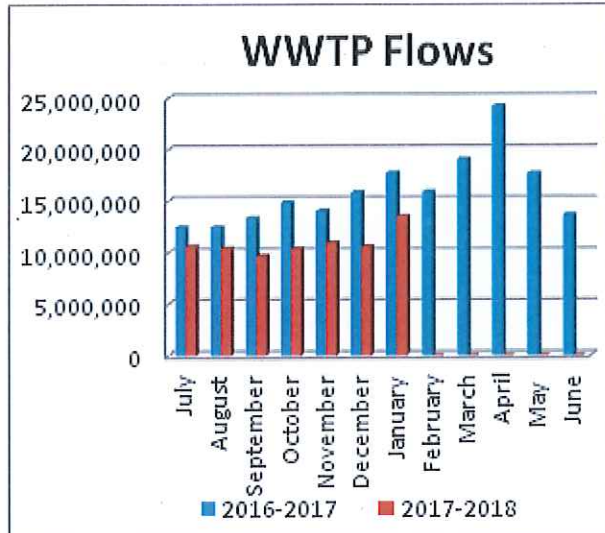
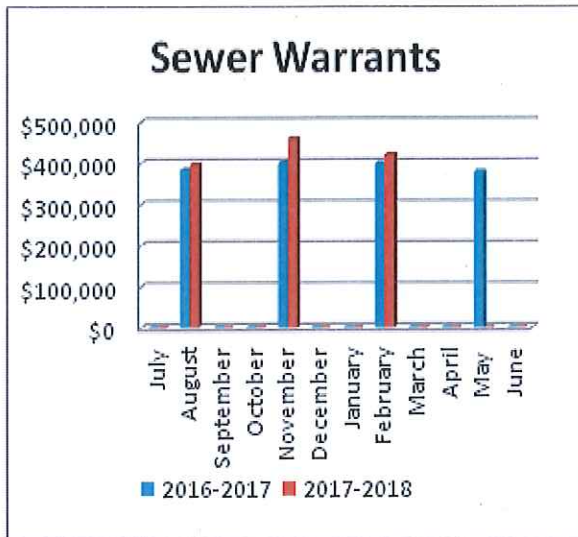
The Building and Grounds crews continue to do regular maintenance and grounds care throughout the town. The School based custodial staff are back into their regular routine.

FACILITIES

Budget	<u>FISCAL YEAR 2018</u>		Balance Year	% Spent
	MTD Transactions	YTD Transactions		
545,965.00	52,513.08	307,362.60	238,602.40	56%

Budget	<u>FISCAL YEAR 2017</u>		Balance Year	% Spent
	MTD Transactions	YTD Transactions		
482,233.00	30,135.74	260,543.10	221,689.90	54%

Environmental Services Department System Report



Bay Road Generator

The wastewater operator, while exercising and performing routine maintenance on the pumping station generators, found that the Bay Road generator was not running properly. A loud noise was coming from the generator's engine. He immediately shut down the generator and called in a service technician. The technician found that two of the pistons had seized in the engine. The technician is working on getting parts for the generator. It is estimated that it will take approximately four weeks to get the parts and repair the generator. We have installed a temporary generator to serve as backup power while the other the generator is out of service.

Creighton Street Pump Station Pumps

It is time to send out Creighton Street Pumping Station's pump #3 for service. Town staff tried to lift the pump off its pedestal, but the lifting hooks in the ceiling began to pull out of the ceiling. The pumps at Creighton Street Pumping Station were installed in 1999 and weigh approximately 1,000 pounds each. The lifting hooks were installed in 1969, and I don't believe the hooks were designed to lift 1,000 pound pumps. A structural engineer is looking at the problem so that we have a proper fix and our employees can perform the removal of the pumps safely.



Monthly Operations Report

Newmarket WPCF

Permit # NH00100196

January-2018

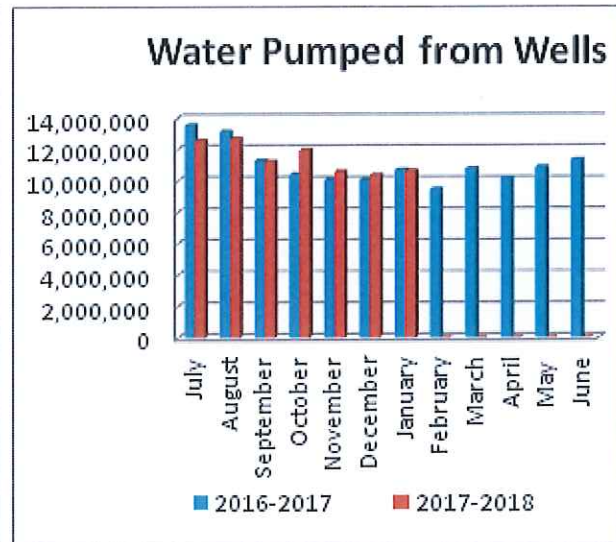
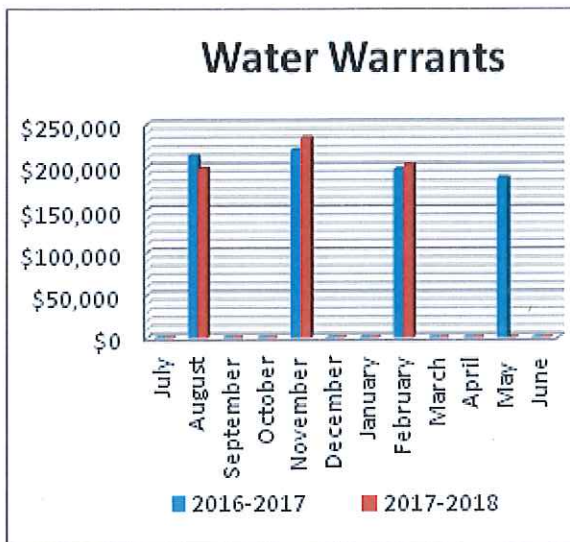
	Inf. Flow		Eff. Flow MGD		BOD		TSS		Nitrogen Effluent	PH		Fecal Colif.	Enter ococci	Chlorine	
	MGD		Min	Max	Total	Inf.	Eff.	Inf.	Eff.	Inf.	Eff.			Residual	
1	.3780	.02	0.8	.3280						7.4	6.9	<2	3	0.00	0.00
2	.3510	.00	0.8	.3310						7.9	7.1	<2	8	0.10	0.00
3	.3420	.00	0.8	.3500		8		5	5.6	7.9	6.9	96	65	0.00	0.00
4	.3590	.08	0.9	.3790		8		5	5.9	8.0	7.1	<2	1	0.00	0.00
5	.3350	.00	0.8	.3000						8.0	7.1	2	7	0.10	0.00
6	.3620	.04	0.8	.3170						7.7	6.7	<2	2	0.00	0.00
7	.3800	.04	0.8	.3440						7.7	6.7	<2	1	0.10	0.00
8	.3410	.03	0.9	.3560						7.8	6.9	2	2	0.00	0.00
9	.3510	.07	0.9	.3640		8		7	6.3	8.0	7.0	<2	5	0.00	0.00
10	.3430	.04	0.8	.3350		7		6	5.6	7.9	6.8	2	12	0.00	0.00
11	.3540	.11	1.0	.3850						7.7	6.9	<2	5	0.00	0.00
12	.4920	.06	1.6	.5130						7.9	7.1	<2	4	0.00	0.00
13	.9331	.40	1.6	.9050						6.8	6.8	<2	6	0.00	0.00
14	.6180	.22	1.2	.5750						7.2	7.1	11	2	1.63	0.00
15	.5330	.88	1.1	.4980						7.5	6.8	<2	6	0.07	0.00
16	.4570	.16	1.1	.4730						7.4	6.7	<2	10	0.00	0.00
17	.4520	.19	1.0	.4940		5		3	4.3	7.6	6.9	<2	3	0.00	0.00
18	.4340	.12	0.9	.4190		5		2	7.2	7.8	6.8	1	4	0.00	0.00
19	.4200	.08	0.9	.3920						8.0	6.6	<2	4	0.00	0.00
20	.4400	.11	1.0	.4230						7.5	6.6	1	1	0.00	0.00
21	.4610	.10	1.0	.4400						7.8	6.9	<2	<1	0.09	0.00
22	.4060	.15	3.0	.4030						7.9	6.9	<2	91	0.00	0.00
23	.3260	.10	1.4	.5440		4		4	6.2	7.8	7.0	1	1	0.00	0.00
24	.4960	.21	1.4	.5210	272	4	269	5	7.4	7.1	6.9	3	3	0.09	0.00
25	.4590	.18	1.2	.4900						7.8	7.0	<2	6	0.00	0.00
26	.4400	.10	1.1	.4260						7.8	7.1	<2	2	0.06	0.00
27	.4580	.10	1.1	.4450						7.9	7.1	<2	5	0.00	0.00
28	.5060	.09	1.1	.5070						7.8	7.0	<2	2	0.00	0.00
29	.4470	.00	1.3	.4590		6		9	6.3	7.7	6.8	4	34	0.00	0.00
30	.4340	.00	1.1	.4340	278	5	256	6	5.1	7.7	6.9	<2	6	0.00	0.00
31	.4210	.37	1.0	.4310						8.0	6.9	2	1	0.00	0.00

Average Wastewater Flow Discharged: 0.4381 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 98%

Total Suspended Solids (TSS) Removal: 98%

Total Nitrogen (TN) Average Discharge per day: 6.0 mg/L, 21.9 pounds



Water Projects Capital Improvement Plan

Currently the water Department is working on its Capital Improvement Plan for the next 10 years. We are working with Underwood Engineers to establish costs for the MacIntosh Well Blending Facility, Tucker Well, and water main replacement. We will be ranking the projects and creating a 10 year schedule. We will also establish the necessary rate increases and their impacts to the water users.

Water Trust Fund

The State of New Hampshire has created a \$276 million trust fund from the MTBE settlement. The purpose of the Trust Fund is to provide sustainable, long-term funding for the protection, preservation, and enhancement of the drinking water and groundwater resources of the state. The Drinking Water and Groundwater Advisory Commission was established to administer the Trust Fund. I will be attending a public hearing on February 16, 2018 on the draft applications for the program. Applications for these funds are due in May of 2018. The monies will be awarded in the Fall of 2018.

JANUARY 2018 WELL PUMPING TOTALS							
Date	Bennett		Sewall		Mac Well		
	Hrs	Gallons	Hrs	Gallons	Hrs	Gallons	Total
1	9.6	79,904	9.7	120,939	8.4	151,100	351,943
2	8.9	75,026	8.9	111,106	9.6	175,400	361,532
3	9.2	76,624	9.3	115,951	7.8	142,700	335,275
4	9.4	78,911	9.3	116,919	10.1	183,700	379,530
5	7.6	63,981	7.6	95,671	7.4	133,100	292,752
6	10.2	86,422	10.2	129,814	10	181,800	398,036
7	9.5	79,388	9.5	118,913	9.2	168,200	366,501
8	7.9	66,346	7.9	99,250	7.7	140,100	305,696
9	11.6	99,684	11.6	144,621	9.4	169,400	413,705
10	9.8	81,998	9.8	122,746	7.9	143,600	348,344
11	7.5	87,188	7.5	94,060	9.5	172,200	353,448
12	10.4	76,308	10.4	130,287	7.2	132,500	339,095
13	9.1	71,216	9.1	114,337	10.1	183,400	368,953
14	8.5	76,582	8.5	106,829	8.9	161,700	345,111
15	9.6	81,480	9.7	118,065	8.3	150,400	349,945
16	9.9	79,620	9.9	121,620	8.4	157,100	358,340
17	7.9	61,620	7.9	94,800	7.7	145,530	301,950
18	7.8	27,494	7.8	93,611	7.7	143,800	264,905
19	9.7	75,236	9.7	115,792	9.3	176,800	367,828
20	8.5	66,396	8.5	102,095	8.3	157,200	325,691
21	9.7	75,515	9.7	116,195	9.5	179,500	371,210
22	7.8	60,748	7.8	93,525	7.6	143,500	297,773
23	13.9	108,579	14	168,051	3.6	68,300	344,930
24	9.3	72,259	9.2	109,396	7.4	145,500	327,155
25	8.1	63,062	8.1	97,026	7.9	149,100	309,188
26	7.8	60,662	7.8	93,285	7.5	143,000	296,947
27	10.4	80,739	10.4	124,184	10.1	190,000	394,923
28	9.7	75,506	9.7	116,092	9.4	179,200	370,798
29	7.9	61,503	7.9	94,663	7.7	145,400	301,566
30	8.2	63,442	8.3	98,911	7.6	142,900	305,253
31	9.7	75,424	9.6	114,468	9.4	178,200	368,092
Total	285.1	2,288,863	285.3	3,493,222	260.6	4,834,330	10,616,415
Avg. Day	9.20	73,834	9.20	112,685	8.41	155,946	342,465

WATER

FISCAL YEAR 2018

Budget MTD Transactions YTD Transactions Balance Year % Spent

1,137,780.00	42,382.54	828,199.81	309,580.19	73%
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FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
932,813.00	26,641.42	606,310.77	326,502.23	65%

SEWER

FISCAL YEAR 2018

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
2,182,426.00	80,296.60	993,557.12	1,188,868.88	46%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
1,177,968.00	60,280.45	686,090.15	491,877.85	58%

Information Technology

1. Tracking an odd issue that has happened twice in the past week where a user cannot read USB thumb drives plugged into the system. Regardless of the make and model, no thumb drive can be read. Drivers appear to be out of date on the PC, updating them renders the PC unbootable where Windows must then be reinstalled. Microsoft acknowledges receiving a lot of these after the last batch of updates, but it is sporadic with only a couple systems affected. So far.
2. Our new equipment for Channel 13 is in and Tim, our station manager, is working to get it all installed and configured. The new microphones seem to be fixing a lot of issues. We also added another evening recording person, so we should be able to record two meetings on the same day whenever necessary.
3. Possible failure of a piece of equipment in one of the Police cruisers where a docking station is utilized with the rugged notebook. I am working with Ossippee Mountain on resolving this issue. They sent me a temporary replacement which seems to work, so now we will wait for the new replacement.
4. Moving on with the new Accounting system and all it will need. Starting in the Town Clerk office where we had removed a "cash register" PC. We will need to put that back in as the new system doesn't allow credit cards at each desk like we do now.
5. I finally got the new connection to Concord activated. In typical fashion, Tyler (new Accounting software) told me we must have a dedicated IP address for them. This means I can ask my ISP for new IP addresses and ask Concord to configure for these new IPs. It only took four months the last time, what's a few more months between friends?
6. We will have to configure Newfield's cruisers to work with our system, but only for certain functions. Hoping this part goes smoothly.
7. Have started the conversation with our website provider on making RFPs and RFQs much easier to post and follow up on.
8. Several instances of wiring failing at Town Hall. Rodents? Either way, some areas could use some additional cabling anyways, so I have started the process on that.

IT

<u>FISCAL YEAR 2018</u>					
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent	
139,422.00	10,725.69	92,698.11	46,723.89	66%	

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
135,558.00	10,882.66	90,440.80	45,117.20	67%

Office of Building Safety, Health and Zoning Enforcement

Previous Month Activities

Permits Issued			
4	Building	\$1730	
8	Electrical	\$595	1 paid w/ building permit
2	Plumbing	-	Both paid w/ building permit
5	Mechanical	\$105	3 paid w/ building permit

Total Permit Revenue **\$2430**

- Conducted 22 regular construction inspections
- Attended meetings and fielded requests for information pertaining to the High School and Elementary School Renovations
- Attended Monthly Strafford Regional Planning Commission Transportation Advisory Committee meeting.
- Assisted Newmarket Main Street Corporation with design development for a new large scale historic photographic plaque to be located
- Investigated and took corrective action on three trash complaints
- Worked with several property owners on renovation and re-use of properties

**BUILDING
INSPECTION**

		<u>FISCAL YEAR 2018</u>		
Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
70,731.00	7,975.69	40,998.91	29,732.09	58%

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
69,755.00	7,540.41	40,666.71	29,088.29	58%

Town Clerk - Tax Collector

TAXES

Total Committed 2017	\$19,905,115	Tax 1 & Tax 2
Total Collected thru 1/31/18	\$19,607,791	Principal & Interest

TAX LIENS

	2016 Liens	2015 Liens	2014 Liens
	<u>(Deed 2019)</u>	<u>(Deed 2018)</u>	<u>(Deed 2017)</u>
Property Tax Amount Liened	216,555	196,946	209,291
W/S Amount Liened	0	66,195	71,925
# Properties Liened	71	93	111
Uncollected thru 1/31/18	99,384	73,414	6,188

WATER & SEWER (1/1 THRU 1/31/18)

	<u>2018</u>	<u>2017</u>
Water Billed	203,072	503
Sewer Billed	420,969	857
Uncollected thru 1/31/18	515,618	74

TOWN CLERK REVENUE (7/1/17 thru 1/31/18)

	<u>Year End</u> <u>6/30/18</u>	<u>Year End</u> <u>6/30/17</u>	
Motor Vehicle (MV)	873,654	861,352	1.43% increase
Town "non-MV"	76,914	72,082	6.70% increase
State NH (MV, Vitals, Boats, Dogs)	291,922	285,294	2.32% increase

- Motor vehicles still on the upswing
- Daily activity steady; revenues continue to show steady increase
- 2018 boat registrations and dog licenses now available
- Candidate Filing Period (1/24-2/2)
- Absentee Ballot requests being received for March Election

**TOWN
CLERK**

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
168,528.00	16,906.43	92,737.96	75,790.04	55%

FISCAL YEAR 2015

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
176,442.00	18,995.10	100,387.82	76,054.18	57%

Planning Department

Planning Board Activities

Status of approved applications of the Planning Board:

Rockingham Golf, LLC (a.k.a. Chinburg Builders, Inc.) is developing a residential open space design subdivision, involving 52 house lots, at the site of the Rockingham Country Club at 200 Exeter Road. The development, "Rockingham Green", envisions the existing golf course, to remain open to the public, and the adjacent wetlands to be preserved as open space. Construction activity has moved along expeditiously at the site. Road construction is nearly complete with only the overlay to be completed. A performance guarantee has been posted in the amount of \$106,000 to assure final completion of the road and all related infrastructure improvements. The developer has received Certificates of Occupancy (COs) for forty one (41) homes in the development. Four (4) homes have building permits open and are currently under construction. The subdivision is nearly 79% built-out.

Newmarket Industrial Park Lot 6, LLC/Shearwater Investment Corporation – The owners of the Industrial Park have recently purchased parcels which front on Route 108 in order to create two new industrial sites at the Industrial Park. The applicant had previously received approval in 2015 for an expansion to the adjacent property in order to construct a 24,000 square foot addition. As part of the earlier project, the intersection of Forbes Road and Route 108 was improved with a right turn lane and larger turning radii in coordination with the NH Department of Transportation (DOT). Recently, the developer announced the tenant for the expansion on the adjacent parcel has backed out of the project. The applicant has returned to the Planning Board for consideration of a scaled down version of the project. The new project involves the construction of a 24,000 square foot stand-alone industrial building on one of new lots and a boundary adjustment in order to modify the two (2) lots so they are larger and have more frontage than required. At the November 14, 2017 meeting of the Planning Board, the application was accepted for review. At the February 13, 2018 Planning Board meeting, the application was continued until the March 20, 2018 meeting to allow the Technical Review Committee to weigh in on remaining sewer design and bank stabilization concerns.

Hayden Place - Residential Open Space Development at 74 Bald Hill Road is being developed by Chinburg Builders, Inc. The Planning Board approved a special use permit for this project in 2014. The project involves the construction of ten (10) single family homes and 650 feet of roadway at the foot of Bald Hill with adjacent lands being preserved in perpetuity as open space. A twenty-one (21) acre open space tract has been conveyed to the Southeast Land Trust (SELT) which will maintain and act as stewards of the conservation land. Road construction has proceeded expeditiously with only the final overlay to be completed. A performance guarantee has been posted to ensure the completion of road work and to allow the issuance of

building permits for the remaining houses. Certificates of occupancy for nine (9) homes have been issued and the last building permit has been issued for a single family home which is under construction. The subdivision is over 90% built-out at this time.

Jarib M. Sanderson – Robin Realty Newmarket Trust/Tuck Realty Corporation filed an application for a Special Use Permit for a residential open space design subdivision involving 11 lots at 36 Dame Road, Tax Map U2, Lot 297, and Bay Road, Tax Map U2, Lot 320, both in the R1 Zone. The special use permit was conditionally approved by the Planning Board at its July 12, 2016 meeting following a site walk and review by the Technical Review Committee (TRC) of the Planning Board. A more detailed subdivision application was submitted in the August and was conditionally approved at the November 15, 2016 Planning Board meeting.. Construction was started in April 2017. Construction has progressed and former issues with drainage and erosion control have been addressed. The first course of paving on the road was completed in early November. The Town's consulting engineers completed an inspection of the project on December 7. There remains a punch list of items that will need to be completed in the Spring of 2018 before any bonding can be released.

Eric DeWitt, 81 Exeter Road, Tax Map U3, Lot 137. The Planning Board conducted a Design Review for a mixed-use project located in the B-1 Business zone. The applicant wishes to remove the existing structures on the site and construct a two story building. The first floor would be commercial space to allow for two small businesses and the second floor would house eight studio style apartments. The project was well-received by the Planning Board which discussed issues with stormwater and driveway access. ning Board granted the request for a waiver from full site plan review requirements.

Jonathan and Caitlin Smith, 14 Woods Drive, U-1-1-50, R-2 Zone. The applicant has requested a waiver of impact fees for an accessory apartment at 14 Woods Drive, Tax Map U1 Lot 1-50, R2 Zone. There were several questions raised by Board members whether under the new RSA pertaining to Accessory Dwelling Units (ADU's) impact fees can be waived for a single unit occupancy. The application was continued to the Planning Board meeting on March 20, 2018 to allow the Planning Board to continue working on new zoning language regarding waivers from impact fees for accessory dwelling units.

Alex Capron and Kathleen West, 7 Moody Point Drive, Tax Map R2, Lot 39, R1 Zone. The applicant has requested a waiver of school impact fees. The application was continued to the March 20, 2018 to allow the Planning Board to continue working on new zoning language regarding waivers from impact fees for accessory dwelling units.

Future Land Use Plan and Zoning Changes. At its November 2016 meeting, the Planning Board prioritized action items for implementing the recommendations of the Future Land Use Chapter. The top priorities were to bring forward for consideration zoning changes for both a Continuing Care Retirement Community (CCRC) and Skilled Nursing Facility (SNF) Overlay District that had been recommended by the Economic Development Committee (EDC). The Planning Board subcommittee met several times to review reference materials related to these housing concepts and other zoning changes. The Planning Board forwarded a new Skilled Nursing Facility Overlay District on New Road to the Town Council for consideration at the end of the summer of 2017. The Town Council held a public hearing at the October 18, 2017 meeting and unanimously adopted the ordinance. At the November 14, 2017 meeting of the Planning Board, the Board set up another Zoning Subcommittee to address the remaining recommendations of the Economic Development Committee regarding the rezoning of property within the B-3 District on Route 152 to allow for a Continuing Care Retirement Community (CCRC). As a first step, the committee plans to hold a workshop meeting with landowners, real estate professionals, and other stakeholders sometime during the month of February 2018.

FEMA Floodplain Maps and Ordinances- The Federal Emergency Management Agency (FEMA) has sent the Town new Flood Insurance Rate Maps (FIRM). Whenever new maps are produced, communities, such as Newmarket, which are participating in the National Flood Insurance Program, are required to have ordinances in place which are compliant with federal regulations. The NH Office of Energy and Planning (OEP) has conducted a compliance review of our regulations and forwarded recommendations for updating our regulations. The Planning Board will need to make amendments to the zoning, subdivision and site review regulations to assure Newmarket's continued eligibility in the program. The Planning Board set up a subcommittee to work with the Community Development Director on these amendments for consideration at a future meeting. We have received word from the NH OEP that there was an appeal regarding the new floodplain maps. The deadline for adopting new maps and revising the zoning ordinance has, therefore, been postponed. Copies of the preliminary floodplain maps are available for public viewing in the Planning Office and have been posted on the Town's website. Recent discussions with the NH OEP/FEMA representative indicated that it may be another year before the maps are finalized and can be adopted.

Special Projects

Route 108 Pedestrian Crossings: The Downtown Pedestrian Crossing Improvement project is 100% complete. During the month of June, the Contractor completed several punch list items, including the resetting of pavers, and the repair of the paver depression in the

crosswalk in front of the Big Bean. In August, a pavement marking subcontractor was hired by the Town to complete crosswalk striping and street markings. A final inspection with the NH Department of Transportation was held on Friday, October 20. The Town is now in the process of collecting final project documentation from the contractor and subcontractors so the project can be closed-out.

Macallen Dam Feasibility Study: Since 2005, the Town has approved funding every year for the Macallen Dam Capital Reserve Fund in order to address deficiencies at the dam. Most recently, the Town issued a Request for Proposals (RFP) for engineering services which will look at the current stability of the dam as well as the option of raising the abutments in order to meet requirements to pass the 100 year flood. Engineering proposals from three (3) firms were received on October 2015. Awarding the contract for the stability analysis was placed on hold, for several months, while follow-up work on the hydraulic calculations was completed. The Town's consultant, Gomez and Sullivan (G&S), put together a technical memorandum regarding the design flows associated with increasing the capacity of the dam, which is one of the outstanding items in the NH Department of Environmental Services (DES) Letter of Deficiency. The Town now has a more refined model in place to evaluate various dam modifications and repairs including increasing the height of the abutment walls to meet the required design flows. With the new model, the 100 year design flow is 9,824 cfs, with a water surface elevation of 33.61 feet at the dam with the gates closed.

At a June meeting of the Macallen Dam Study Committee, with NH DES, it was clarified that if the Town just focuses on improvements to the abutment walls, a complete stability analysis would only have to be completed on that aspect of the dam and not the entire dam structure which would result in reduced costs for the Town. Also, the breach analysis would not have to be re-done resulting in further cost reductions. A final draft of the summary report, including an updated model, was submitted by G&S to the Committee during the early summer of 2017 and was approved by the NHDES.

In July 2017, the Town Administrator was authorized by the Town Council to enter into a consulting contract with GZA GeoEnvironmental to complete a stability analysis and conceptual design related to increasing the height of the abutment walls on either side of the dam. This study resulted in preliminary cost estimates for repair of the dam. A summary report has been prepared by the consultant for review and approval by the NH DES Dam Bureau.

A public presentation was held on December 6 at which GZA provided an update to the Town Council on the findings of the Macallen Dam: Stability Analysis and Conceptual Design of Remedial Alternatives. The consulting team presented three (3) options for alignment of walls on the right hand abutment, enhancements to the left hand abutment, as well as options for replacing the existing gate system with more contemporary crest gates that are hydraulically

operated and pneumatically operated, ranging in price from \$1,460,000 to \$1,540,000. A title opinion has been requested from the Town's legal counsel, which will be forthcoming shortly. There will be a public hearing in the Spring 2018 to solicit input from the citizens on the "preferred alternative" so the Town can move forward with final engineering design. The Town recently received a letter from the NH DES approving the conceptual design report prepared by the Town's consultant, GZA. The Macallen Dam Study Committee will be meeting on Thursday, February 15, 2018 to discuss next steps in the process.

MS4 Program - Planning staff continues to monitor progress with respect to the MS4 program by attending the Seacoast Stormwater Coalition Meetings. The Coalition has organized a program to assist communities in the region with meeting the minimum NPDES permit requirements to help minimize costs and prevent the duplication of services at the local level for work tasks such as outreach, the bulk purchase of water quality monitoring equipment and shared contracting for laboratory work. Newmarket will be participating in this effort to help prepare the Town for the MS4 program. On January 18, 2017 the US Environmental Protection Agency (EPA) authorized the much-debated and highly anticipated General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) for New Hampshire. The effective date of the permit is July 1, 2018, which gives Newmarket more time than expected for setting up the program and for budget planning. Meanwhile, at the Town Council meeting on May 3, 2017 the Town Council voted unanimously to join the efforts of the NH Stormwater Coalition to appeal the MS4 permit that was issued by EPA and awaits a decision from the courts on the appeal. Town staff attended MS4 stormwater training in Portland, Maine in October. Under the terms of the permit, the Town needs to submit a Notice of Intent (NOI) by October 1, 2018. The NOI provides a summary of best management practices to be employed by the Town under the five (5) year MS4 program to address public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site stormwater runoff control, post construction stormwater management, and good housekeeping and pollution prevention measures.

Stormwater Management Regulation Update - The Town has received a \$8,000 grant from the Setting Sail Program, a NOAA Project of Special Merit, to update the Town's stormwater regulations that were originally developed in 2010. The new regulations will reflect state of the art thinking about stormwater and new technologies that have been developed for stormwater management. These new regulations will assist the Town in meeting requirements under the MS4 Program as well as provide the town with more resiliency against coastal hazards, riverine flooding, and sea-level rise. Kyle Pimental of the Strafford Regional Planning Commission presented the Subcommittee's recommendations for the updated ordinance at the January 23, 2018 Planning Board Meeting. A workshop was held at the Planning Board meeting on February 13, 2018 and further clarifications were requested on the draft ordinance.

Other

Zoning Board of Adjustment - The Zoning Board of Adjustment approved an application from John and Lori Wiswell for a special exception to allow an single bedroom accessory apartment over a garage at 20 Great Hill Drive, Tax Map U5, Lot 24. The Zoning Board of Adjustment (ZBA) received an application for a variance from Mike and Elaine Mangan to permit parking associated with a accessory dwelling unit that does not meet the criteria as set forth in the criteria for a Special Exception. They also received a request from the same applicants to convert an existing duplex to a single-family dwelling with an accessory apartment at 5-7 Creighton Street, Tax Map U3, Lot 15, R4 Zone. Both of these applications are on the agenda for the March 12, 2018 Zoning Board meeting.

Community Development- Staff has been assisting the Newmarket Housing Authority in pulling together equal employment opportunity, civil rights and handicapped accessibility information and financial documents related to the Community Development Block Grant (CDBG) the Town has received involving renovations to the Great Hill Terrace.

PLANNING

FISCAL YEAR 2018

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
126,215.00	12,814.70	72,706.36	53,508.64	58%

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
122,676.00	12,451.63	71,035.57	51,640.43	58%

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:

- Fiscal Year 2019 budget work completed with a proposed budget of \$12,042,731 and default budget of \$11,632,790 both recommended/supported by the Budget Committee.
- Contract finalization of the Integrated Municipal Financial Software with Tyler completed. Interware (Motor Vehicle) contract pending final edits. Kickoff meetings will be scheduled beginning next month.
- Final work on audit completed, draft available early January.
- Beginning to develop tracking mechanism for ethnicity and other EEOC statistics in support of Rural Development-USDA civil rights compliance audit for wastewater treatment facility and a community development grant.
- Meeting with Veterans Memorial Trust Chair and Vice Chair to review budgets and trust account balances.
- Continuing support of Trustees of Trust to reconcile bank account with council approved resolutions and finalizing payout of school scholarships.
- Final payroll for calendar wage reporting completed.
- Reports compiled for IRS health insurance reporting requirements for applicable large employers along with an update of “ACA” requirements completed ahead of schedule.
- Department continues to work on account reconciliations, review and tracking of expenses.

Economic Indicators

Final water and sewer bills are an indicator of real estate sales. The following are final water and sewer bills by month.

Month	FY17 vs FY18		%		FY16 vs FY17		%	
	FY 18	FY 17	Increase/ (decrease)	Increase/ (decrease)	FY 16	Increase/ (decrease)	Increase/ (decrease)	
July	25	17	8	47.06%	22	(5)	-22.73%	
August	16	10	6	60.00%	11	(1)	-9.09%	
September	12	8	4	50.00%	12	(4)	-33.33%	
October	9	17	(8)	-47.06%	11	6	54.55%	
November	12	14	(2)	-14.29%	12	2	16.67%	
December	8	6	2	33.33%	8	(2)	-25.00%	
January		8			16	(8)	-50.00%	
February		7			10	(3)	-30.00%	
March		6			10	(4)	-40.00%	
April		9			7	2	28.57%	
May		12			12	-	0.00%	
June		12			17	(5)	-29.41%	
Total	82	126	10	7.94%	148	(22)	-14.86%	

MRI Report:

MRI identified two areas of improvement for the Finance Office with current updates follows:

1. "Paperless decentralized purchasing and invoice payment should continue to be a goal for the near future."

Update:

Approval for integrated financial software, resolution approved by Council.

2. "Consolidation of the Town and School finance/business operations. In the absence of a successful consolidation the outsourcing of the payroll function should be considered."

Update:

Consolidation of Director's position ongoing.

FINANCE

FISCAL YEAR 2018

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
227,750.00	29,665.99	110,668.74	117,081.26	49%

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
206,844.00	14,558.78	101,904.22	104,939.78	49%

HR

Budget	<u>FISCAL YEAR 2018</u>		Balance Year	% Spent
	MTD Transactions	YTD Transactions		
1,628,692.00	128,926.45	978,854.22	649,837.78	60%

Budget	<u>FISCAL YEAR 2017</u>		Balance Year	% Spent
	MTD Transactions	YTD Transactions		
1,515,143.00	70,295.08	926,890.80	588,252.20	61%

Recreation Department

Recreation Fiscal Business Report:

Our current Fiscal 2017/18 in the *Revolving Account Revenue* is at a record **\$117,037** (rounded up) collected to date. We were ahead of last year's revolving account in revenue by **\$26,986** which was at **\$90,771**.

Revolving Account Expenditures: To date we have currently expended **68%** of our \$279,115 budget, as compared to **62%** spent of last year's budget of \$243,433 at this same time. Again, it is estimated that the increase in expenditures this fiscal year as compared to last fiscal year was due to the additional monies spent at the beginning of the fiscal year July 1 due to increased payroll in summer camp as we added more campers, as well as, other field trip added options. A P&L negative offset will remain in the red until the spring of 2018 when summer camp enrollment and revenue collection once again brings us back in the black.

General

Fund Expenses are LOWER YTD and as compared to last fiscal year by **\$9,766**.

Personnel Report

We are fully staffed now that our intern is in place and working 40 hours/week until the end of the UNH school year perspective. We also have many part – time and contract instructors working for us as will in many different capacities. This is the first time in many months that we have been fully staffed and are now able to get many projects done that have been on the back burner for a while. Many of these back burner projects deal with the reorganization of the office areas and storage needs. Next month we will begin the process of hiring our seasonal summer staff. We have already received many applications and have set aside several days for interviewing. We will be holding one on one interviews for college age and above for administrative positions first and then hold a group interview on Saturday March 31, for mostly high school age counselors and the other remaining positions. All seasonal positions have been posted and applications are due March 9.

Recreation Community Events

After the New Year, we begin the countdown of running a somewhat large event every month. January is one of the two months where we do not hold a large community event. This past week on February 8, we held our annual Daddy Daughter Date night at the Rockingham Ballroom. Approximately 300 people were in attendance and overall the night went very well. For some reason we had many more registrations at the door then we typically do, which makes it hard for pre-planning of food needs. The theme was Under the Sea and the girls were very happy as not only did they get to spend the night dancing with their dads, but they also were able to take home special Under the Sea prizes including seashell necklaces and bracelets to take home for the night. Next month we will be hosting the annual Mother Son Dance at the Millspace which will have a Circus Theme this year.

Recreation Programming

We held our first Summer Camp pre-planning meeting last month. As mentioned before, the planning process for summer camp takes several months to do. The major process of hiring summer camp personnel and the onslaught of all summer camp registration unfortunately occurs at the same time in the month of March. As we expect to sell out even earlier this year, we are anticipating a mad rush to register in the first few days. We are also working on reevaluating the Monday activities during summer camp to find a way to streamline without compromising the variety for our campers. Throughout the hiring process and discovering the interests, talents, and abilities of our camp staff will help to determine the best options for this program as well. Another area in which we have now streamlined is our camp paperwork. This year for the first time ever parents will be able to do all their paperwork online. No more take home paperwork to do! However, just as we solve one problem we have been faced with another. We were just informed due to the Jr/HS construction that will be happening this summer, the Rec will not have access to either the H.S. gym (back up rainy day location) or the use of the HS parking lot. Right now, we are trying to come up with an alternate plan for a rainy day location as well as trying to secure an alternate location for our summer staff to park, while still being able to provide ample parking spaces for parents to drop off and pick up their children. Last year we had over 285 campers enrolled in summer camp. That is a lot of cars arriving and leaving in short periods of time.

This past month has been busy at the Rec with all our new 2018 programs and efforts to create more welcoming program opportunities at the community center. Current programs that started in January are still running through this month and many will wrap up in February or early March. Some programs that were highlighted in last month's report will begin new sessions and/or continue during this month. This includes cartooning club, toddler music class, beginner adult yoga, brick masters, and many others. With all of our programs, we are keeping a close eye cost analysis and profit margin so that we can be sure to have a sustainable balance of offerings to the community and the Rec department. Our current profit margins are allowing us to run these programs again and keep enrollment costs low for participants.

Some new program additions within the next month will be a toddler clowning class, disc golf, and potentially a field hockey program. The field hockey program would be a Newmarket rec program but is a collaborative effort with other Rec departments in the local area (such as Exeter, Durham, Epping, Dover, etc) to plan a large jamboree in the summer. We are still determining if this would be a successful program for Newmarket Rec and desirable from the community this spring, but regardless...this program creation process with the other towns has been beneficial and communicative.

Another program change on the horizon is our daily playgroup program (ages 3-5). This will be evolving to a three hour program beginning March 5. This change was made after reviewing other locations and listening to community families and parents. Sign-ups for this program are underway and the feedback about the longer time frame has been overly positive. Our playgroup teacher, Miss Heather, is also confident that this extra hour will be beneficial to the children's development.

Coming right up this month are some February vacation field trips through the Rec. School vacation field trips are something that the Rec has implemented for many years and is frequently appreciated by

parents in town as an option for their kids during these weeks off. In addition to the three field trips that we will be offering to the kids, we are also offering a few Hip Hop workshops for the adults in town over this school break. Anthony, our hip hop teacher, is generously donating his talent and positive energy to begin spreading the culture of hip hop in Newmarket.

At this time, we are applying to the NCEP grant opportunities in town to begin and continue some of the youth programming offerings at the Rec with all the tools that we need to do so. As soon as we have more information if these grants have been awarded and the purposes, we will include that information in the next monthly report.

Finally, as reported last month, one of our major goals in 2018 is to increase and expand adult programming at the Rec. We have achieved a large step toward this goal with the completion of our adult R.E.A.L. (*Relax, Enrich, And Learn*) room at the community center. This comfortable classroom style room has a white board, bulletin board, easel, TV, tables, chairs and bathroom. Already we have hosted a social media class with DRINKWATER Productions & Marketing (a company out of Exeter) and planning an NBA mixer in this space later this week. There are many adults in the Newmarket community who are interested in sharing their passions. Now, having this space available allows us to open up to more of these opportunities for those interested to teach and share with their fellow community members.

Sunrise Sunset Briefing

Unfortunately, there will be no Sunrise Sunset Center briefing for this month's report. We cover both January and February in the March Report.

RECREATION

FISCAL YEAR 2018

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
203,351.00	26,554.77	116,597.98	86,753.02	57%

FISCAL YEAR 2017

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
200,322.00	28,940.24	126,363.45	73,958.55	63%

RECREATION REVOLVING

FISCAL YEAR 2018

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
279,115.00	5,084.29	189,020.56	90,094.44	68%

FISCAL YEAR 2016

Budget	MTD Transactions	YTD Transactions	Balance Year	% Spent
243,433.00	10,600.33	151,183.80	92,249.20	62%



TOWN OF NEWMARKET, NEW HAMPSHIRE

By the Newmarket Town Council

Resolution #2017/2018-31

Enter into a Contract with Electrical Installations for Water and Sewer Supervisory Control and Data Acquisition (SCADA) System Improvements

WHEREAS, the water system and wastewater pump station SCADA systems are outdated and not supported; and

WHEREAS, the Water and Wastewater Departments have set aside \$50,000.00 and \$105,000.00 respectively in their Capital Reserve Funds for the SCADA improvements; and

WHEREAS, Electrical Installations bid of \$32,800.00 and \$101,700.00 was the lowest bid for the water and wastewater SCADA improvements.

NOW, THEREFORE BE IT RESOLVED, that The Newmarket Town Council does hereby authorize the Town Administrator to enter into an agreement with Electrical Installations to perform the Water and Wastewater Department SCADA Improvements for the sum of \$134,500.00.

First Reading: February 14, 2018

Second Reading: February 21, 2018

Approval:

Approved: _____
Dale Pike, Chair Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Newmarket Town Clerk



TOWN HALL
186 MAIN STREET
NEWMARKET, NH 03857

TEL: (603) 659-3617
FAX: (603) 659-8508

FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE

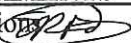
STAFF REPORT

DATE: February 1, 2018

TITLE: Resolution #2017/2018-31 & 32 - Water System and Wastewater Pumping Station Supervisory Control and Data Acquisition (SCADA) System Improvements

PREPARED BY: Sean T. Greig

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend passage of these resolutions 

BACKGROUND: The Wastewater Department has six pumping stations that are within its wastewater collection system that pump wastewater to the wastewater treatment plant (WWTP) for treatment. The Town has been using a phone line system that was installed in 1969 to receive alarms at the wastewater treatment plant. For example, if a pump failed at the Cedar Street Pumping Station, a signal would travel through the phone line to the WWTP and set-off an alarm at the alarm panel. If there was no one around at the panel to acknowledge the alarm, a signal would be sent to the Newmarket Police Dispatch Station. The dispatcher would page town staff and let them know that there is a sewer alarm. The person would only know that there is a problem. The Town staff person would not know specifically which station had the problem or what the problem was until he arrived at the wastewater plant.

The alarm 1969 panel was moved into the new electrical room at the new operations building. This system is outdated and can't be tied into our new SCADA System at the WWTP. It is set up so that the Newmarket Dispatch receives the alarms. The Department has been planning to upgrade pumping stations to the new WWTP SCADA System through the Capital Improvement Process. The new system will allow town staff to monitor and make adjustments to the pumping stations with a computer. The SCADA system will directly call out town staff and inform the staff person of the specific problem. Town staff may be able to make changes on the computer to correct the problem.

The Water Department SCADA System is located at the water treatment plant on Packers Falls Road. The system was installed in 2001. It is outdated and the system is not supported. The plan is to move the Water Department SCADA system to the wastewater treatment plant and combine it with the wastewater SCADA system to make one system. The Water and Sewer Departments will share the costs.

The Water and Sewer Department has performed the bidding process for this project. We have received bids from Electrical Installations and Ewing Electric for \$101,700.00 and \$119,453.00 respectively for the Wastewater, and \$32,800.00 and \$42,974.00 respectively for the Water SCADA Improvements.

DISCUSSION: Does the Town Council authorize the Town Administrator to move forward with the water and sewer SCADA improvements.

FISCAL IMPACT: The Water and Sewer Departments has been setting aside monies in their Capital Reserve Funds for the SCADA improvements.

RECOMMENDATION: I recommend the Town Council approve the withdrawal of Water and Sewer Department Capital Reserve Funds for the SCADA improvements. I recommend the Town Council authorize the Town Administrator to enter into an agreement with Electrical Installations to perform the SCADA Improvements.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE

By the Newmarket Town Council

Resolution #2017/2018-32

Withdrawal of Water and Wastewater Department Capital Reserve Funds for Water and Sewer Supervisory Control and Data Acquisition (SCADA) System Improvements

WHEREAS, the water system and wastewater pump station SCADA systems are outdated and not supported; and

WHEREAS, the Water and Wastewater Departments have set aside \$50,000.00 and \$105,000.00 respectively in their Capital Reserve Funds for the SCADA improvements; and

WHEREAS, Electrical Installations bid of \$32,800 and \$101,700.00 was the lowest bid for the water and wastewater SCADA improvements.

NOW, THEREFORE BE IT RESOLVED, that The Newmarket Town Council does hereby approve the withdrawal of \$32,800.00 from the Water Department Capital Reserve Funds and \$101,700 from the Wastewater Capital Reserve Funds to perform the Water and Wastewater SCADA Improvements Project.

First Reading: February 14, 2018

Second Reading: February 21, 2018

Approval:

Approved: _____
Dale Pike, Chair Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Newmarket Town Clerk



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TOWN OF NEWMARKET, NEW HAMPSHIRE


STAFF REPORT

DATE: February 1, 2018

TITLE: Resolution #2017/2018-31 & 32 - Water System and Wastewater Pumping Station Supervisory Control and Data Acquisition (SCADA) System Improvements

PREPARED BY: Sean T. Greig

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend passage of these resolutions 

BACKGROUND: The Wastewater Department has six pumping stations that are within its wastewater collection system that pump wastewater to the wastewater treatment plant (WWTP) for treatment. The Town has been using a phone line system that was installed in 1969 to receive alarms at the wastewater treatment plant. For example, if a pump failed at the Cedar Street Pumping Station, a signal would travel through the phone line to the WWTP and set-off an alarm at the alarm panel. If there was no one around at the panel to acknowledge the alarm, a signal would be sent to the Newmarket Police Dispatch Station. The dispatcher would page town staff and let them know that there is a sewer alarm. The person would only know that there is a problem. The Town staff person would not know specifically which station had the problem or what the problem was until he arrived at the wastewater plant.

The alarm 1969 panel was moved into the new electrical room at the new operations building. This system is outdated and can't be tied into our new SCADA System at the WWTP. It is set up so that the Newmarket Dispatch receives the alarms. The Department has been planning to upgrade pumping stations to the new WWTP SCADA System through the Capital Improvement Process. The new system will allow town staff to monitor and make adjustments to the pumping stations with a computer. The SCADA system will directly call out town staff and inform the staff person of the specific problem. Town staff may be able to make changes on the computer to correct the problem.

The Water Department SCADA System is located at the water treatment plant on Packers Falls Road. The system was installed in 2001. It is outdated and the system is not supported. The plan is to move the Water Department SCADA system to the wastewater treatment plant and combine it with the wastewater SCADA system to make one system. The Water and Sewer Departments will share the costs.

The Water and Sewer Department has performed the bidding process for this project. We have received bids from Electrical Installations and Ewing Electric for \$101,700.00 and \$119,453.00 respectively for the Wastewater, and \$32,800.00 and \$42,974.00 respectively for the Water SCADA Improvements.

DISCUSSION: Does the Town Council authorize the Town Administrator to move forward with the water and sewer SCADA improvements.

FISCAL IMPACT: The Water and Sewer Departments has been setting aside monies in their Capital Reserve Funds for the SCADA improvements.

RECOMMENDATION: I recommend the Town Council approve the withdrawal of Water and Sewer Department Capital Reserve Funds for the SCADA improvements. I recommend the Town Council authorize the Town Administrator to enter into an agreement with Electrical Installations to perform the SCADA Improvements.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE

By the Newmarket Town Council

Resolution #2017/2018-33

An Engineering Contract for Bennett and Sewall Well Improvements

WHEREAS, the 2011 Water System Update and Capital Improvement Plan prepared by AECOM recommended that the Town upgrade the Bennett and Sewall Wells; and

WHEREAS, the Water Department has been setting monies aside into its capital reserve funds to perform the Bennett and Sewall Well upgrades; and

WHEREAS, The Water Department would like to enter into an agreement with Underwood Engineers to perform the necessary engineering and bidding for the project for the sum of \$70,600.00.

NOW, THEREFORE BE IT RESOLVED, that The Newmarket Town Council does hereby authorize the Town Administrator to enter into an agreement with Underwood Engineers to perform the engineering and bidding for the Bennett and Sewall Wells improvements project for the sum of \$70,600.00.

First Reading: February 14, 2018

Second Reading: February 21, 2018

Approval:

Approved: _____

Dale Pike, Chair Newmarket Town Council

A True Copy Attest: _____

Terri Littlefield, Newmarket Town Clerk



TOWN HALL
186 MAIN STREET
NEWMARKET, NH 03857

TEL: (603) 659-3617
FAX: (603) 659-8508

FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE

STAFF REPORT

DATE: February 1, 2018

TITLE: Resolution #2017/2018-33 & 34 - Bennett and Sewall Well Improvements

PREPARED BY: Sean T. Greig

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend passage of these resolutions.

BACKGROUND: The 2011 Water System Update and Capital Improvement Plan prepared by AECOM identified that the Bennett and Sewall Pumping stations are undersized for the equipment they contain. As a result, there are many electrical code violations that present safety hazards to town staff. In addition, the environmental conditions with electrical panels in close proximity to moisture and chemicals will deteriorate equipment prematurely. The plan recommended that the pumping stations be expanded to provide dedicated electrical and chemical spaces. The Newmarket Town Council in October 2011 adopted six Town water goals from the 2011 AECOM Plan. This project is the only goal that has not been completed. The Water Department has set aside \$600,000 in its Capital Improvement Funds for the Bennett and Sewall Well Improvements Project.

DISCUSSION: I request the Town Council release \$70,600.00 from the Water Capital Reserve Funds to design and bid the Bennett and Sewall Well Improvements Project. I request the Town Council authorize the Town Administrator to enter into an agreement with Underwood Engineers to perform the necessary engineering for the sum of \$70,600.00.

FISCAL IMPACT: The funds for this project will be withdrawn from the Water Department Capital Reserve Funds.

RECOMMENDATION: I recommend that the Town Council move forward with this project.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

STAFF REPORT

ENGINEERING SERVICES REQUEST
AUTHORIZATION TO PROCEED

To: Underwood Engineers, Inc.
25 Vaughan Mall
Portsmouth, New Hampshire 03801

ESR No.: WS-18
File No.: N2709
Date: January 26, 2018
Description: *Well Pumping Station
Improvements*

From: Town of Newmarket
186 Main Street
Newmarket, New Hampshire 03857

Town of Newmarket Contact(s): Sean T. Greig, Water & Sewer Superintendent
Underwood Engineers Contact(s): Keith A. Pratt, P.E., President

Under agreement for Professional Services as Consulting Engineer for the Town of Newmarket, NH, (General Services Agreement UE #2025 dated March 21, 2016), the Engineer is authorized to proceed with the following work:

INTRODUCTION

The Town of Newmarket has requested design phase engineering services for improvements to the Bennett and Sewell Well Pumping Stations.

SCOPE OF WORK

The Engineer will provide the following professional engineering services:

Sewell and Bennett Control Building Improvements

Underwood will provide professional engineering design phase services for improvements to the Sewell and Bennett Well Pumping buildings consistent with the attached Basis of Design. The engineering services will include:

Task 1 – Survey

Provide engineering survey at the following sites (see attached Figure):

- Sewell Well Pumping Station
- Bennett Well Pumping Station

Survey will include:



- Establish ground control including benchmarks along waterline route. Unless there is a benchmark within 1,000 feet, the vertical datum will be derived from redundant GPS observations (+/- 0.2').
- Provide topographical survey at 1" = 20' scale with a contour interval of 2 feet.
- Ground survey to locate utilities based on visible surface features and markings only, borings, etc.
- Locate existing boundaries based on visible evidence and/or tax maps only.

Task 2 – Design Phase

- Conduct a kick-off meeting to review basis of design and schedule
- Develop 30% preliminary drawings for review by the Town. Existing condition drawings to be based on topographic survey.
- Prepare an opinion of cost.
- Conduct a 30% design review meeting with the Town.
- Develop 90% drawings. The drawing set is anticipated to include the following design improvements:
 - Existing conditions site plan
 - Process piping
 - Chemical feed systems
 - Electrical systems and instrumentation
 - Back-up generator systems
 - Mechanical systems
 - Structural and Architectural
 - Construction details
- Prepare an updated opinion of cost.
- Develop technical specifications and contract documents (EJCDC documents are anticipated).
- Conduct a 90% design review meeting with the Town.
- Submit contract documents and drawings to NHDES for review.
- Prepare final set of Drawings and Contract Documents (100%)
- Deliverables:
 - Final construction drawings (24"x36")
 - Contract Documents for bidding and construction
 - Paper and PDF copies will be provided.
- Town staff will file applications for Building and Electrical Permits, Any Building Code Waiver requests (e.g. Wash Sink, Fire Suppression Sprinklers) to be brought before the local Enforcement Officer will be done so by a Town representative. Code rulings by the local Enforcement Officer applicable to the design will be shared with Underwood Engineers and incorporated to the building plans and specifications.
- No Environmental Permits are expected for the project.

Task 3 – Funding Assistance

- Prepare a suggested letter and pre-application for Town to submit to NH Drinking Water and Groundwater Trust Fund Advisory Committee to support a request for funding from the MtBE Trust Funds.

Task 4 – Bidding

- Prepare and distribute necessary contract documents for bidding.
- Attend a prebid meeting and prepare meeting notes.
- Respond to technical questions from bidders
- Prepare and issue addenda
- Attend the bid opening and prepare a Bid Tabulation
- Review bids for errors, accuracy and completeness; check bidder references and qualifications, review Bonds, Insurance Certificates and Federal Provisions (if required).
- Provide a recommendation regarding Contract Award
- Prepare correspondence to the NHDES to request authority to award.

Information to be provided by Town

- GIS
- Soils information for building additions.

Work Not Included

- Environmental permitting
- SRF applications.
- Subsurface investigations.
- Condition assessment or inspection except as specifically noted above.

Engineering Fees

The work outlined in the scope of work will be completed on a time charge basis within the following budget range:

Task No. 1	Survey	\$4,900.00
Task No. 2	Design	\$56,000.00
Task No. 3	Funding Assistance	\$1,700.00
Task No. 4	Bidding	\$8,000.00
Total		\$70,600.00

Engineering fees will be billed at standard hourly rates for personnel assigned plus reimbursable expenses. Billings for services will be monthly and will be due to Underwood Engineers, Inc. within thirty (30) days of the billing date.

Budgets:

Suggested budgets, as used herein, are best estimates by Underwood Engineers. The budgets are based on available information and prior to a detailed research on the Project. Budgets are not intended to be fixed prices but are reasonable estimates of average costs to complete projects of similar size. Engineer will not exceed the budget without written authorization.

Schedule:

Survey	Spring 2018
Subsurface Investigations	Spring 2018
30% Design	Summer 2018
60% Design	Fall 2018
Final Design	Winter 2018
Bidding	Winter 2019
Construction	Spring/Summer 2019

Underwood Engineers anticipates completing this scope of work per the schedule above assuming authorization to proceed by February 28th.

Approval and authorization to proceed:

Steve Fournier
Town Administrator
Town of Newmarket, NH

Keith A. Pratt, P.E.
President
Underwood Engineers, Inc.

Date

DESIGN SUMMARY
Sewell and Bennett Well Improvements
(Last revised 1/17/18)

DRAFT

The following design approach applies to each facility, unless noted otherwise:

1. Summary

- a) Design building addition at each facility to house chemical storage separate from control room.
- b) Replace existing generators (Sewell and Bennett) (interior vs exterior TBD). Replacement to be bid as an add alternative to base bid.
- c) Upgrade electrical systems.
- d) SCADA updates to be included.

2. Design Flows

- a) Sewell Well = 200-280 gpm
- b) Bennett Well = 140-230 gpm

3. Sitework/Landscaping

- a) Gate at entrance of Sewell PS
- b) Concrete splash pads for pumping well to waste (Sewell and Bennett)
- c) Re-align gravel drives as needed.
- d) Gravel around buildings with stone drip edge, no loam and seed needed.

4. Yard Piping

- a) Gate valves on discharge piping
- b) Install flushing hydrant assembly at Bennett, there is an existing hydrant at Sewell.

5. Structural and Architectural

- a) Addition Size: to be as needed for new chemical and electrical room. 12' x 16' (min) outside wall dimensions
- b) Provide partition wall to separate electrical room from addition (Sewell). Electrical room for Bennett will be part of new building addition.
- c) Foundation: Frost walls and footings
- d) Floor: slab on grade to match existing
- e) Walls: 8" CMU
- f) Repaint old block walls at Sewell (interior and exterior?)
- g) Gable ends: same as wall framing, overhang at soffit only.
- h) Roof: wood truss gable
- i) Roofing: asphalt to match existing (replace existing roofing)
- j) Ceiling: cement backerboard
- k) Insulation: rigid insulation (2" R10) on exterior of CMU walls
- l) Exterior wall finish: vinyl siding
- m) Gutters: Leaf Guard, or gabled ends at doors.
- n) Exterior trim: White PVC board
- o) Interior finish: painted walls and ceiling (existing and new), floor not painted

- p) Doors and frames: painted galvanized steel, level 1 bullet resistance, single 3' or 4' wide.
- q) Fill in existing wall openings with FRP.
- r) Steel roll-up door to be provided for removal of bulk tank.
- s) Windows: Provide windows in building additions for natural light.

6. **Process**

- a) Process piping: None anticipated
- b) Chemical feed improvements only:
 - 25% Caustic Soda, 2,000 gallon storage (1,500 gallon deliveries to each site)
 - Poly-blend – 33 gallon barrels for storage, small day tank for chemical feed.
 - Provide space for (3) day caustic storage day tank
 - Chemical containment
 - Day tank transfer pump to have level lockout and push button
 - Bulk tank fill line will be inside building
 - Provide indoor sample tap
 - Provide outdoors hose bib
 - Accutab tablets to be stored in close with sprinklers (up to 15 pails of tablets are stored at each facility)
- c) Tepid water safety shower and eye wash stations to be provided
 - Provisions to drain containment area to facilitate routine flushing to be provided.
- d) New magnetic flow meters at Sewell and Bennet
- e) Existing pH meters and chlorine analyzers to remain
 - Route waste lines to floor drain (fix Sewell drains)

7. **Mechanical/HVAC/Plumbing**

- a) Design temperature range: 45°F - 60°F Winter, 75°F - 85°F Summer
- b) Ventilation: manual ventilation controlled by light switch
- c) Heating and cooling: new air source heat pump (split units)
- d) Floor drain to daylight
- e) Propane tank for heat: Tank size TBD.

8. **Electrical**

- a) Interior lighting: LED
- b) Exterior lighting: photosensor controlled fixture. Include lighting to illuminate outside generators, controlled by switch.
- c) Electrical service: existing overhead from utility pole.
- d) Power distribution panel to be provided.
- e) Voltage/phase/frequency: 480V/3 phase/60 Hz.

- f) Electrical and communication conduits to be surface mounted
- g) Provide convenience outlets for portable dehumidifiers
- h) New well pump and motor at Bennett, existing well pump and motor to remain at Sewell.
- i) Replace VFD's at Bennett and Sewell
- j) Fire alarm: heat detector wired to SCADA
- k) Security: door contacts wired to SCADA.
- l) Provide ATS for generators. Replace existing generators to be bid as add alternative. Sewell generator may need to be relocated to accommodate addition. Generator locations TBD.

9. Instrumentation & Controls

- a) SCADA RTU: new – coordinate with ongoing SCADA work.
- b) Well level transducers: existing each well
- c) Discharge pressure transducer: (1) common – tie into SCADA to shut down wells at high pressure.
- d) Building temperature, fire, security alarms
- e) Generator/ATS status and alarms

10. Notes:

- a) Maintain communications during construction. Temporarily support antenna.
- b) Try to keep down-time during construction to 8-10 hours
- c) Mac-blend is 60:40. Need to maintain flow at Sewell/Bennett to keep MacIntosh running. Required blending is as follows:

Sewell/Bennett (gpm)	Loss (gpm)	NET (gpm)	MacIntosh Flow (gpm)
100	60	40	60
127	60	67	100
196	60	133	200

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



TOWN OF NEWMARKET, NEW HAMPSHIRE
By the Newmarket Town Council

Resolution #2017/2018-34

**Withdrawal of Water Department Capital Reserve Funds for Bennett and Sewall Well
Improvements Project**

WHEREAS, the 2011 Water System Update and Capital Improvement Plan prepared by AECOM recommended that the Town upgrade the Bennett and Sewall Wells; and

WHEREAS, the Water Department has set aside \$600,000.00 into its capital reserve funds to perform the Bennett and Sewall Well upgrades; and

WHEREAS, The Water Department would like to enter into an agreement with Underwood Engineers to perform the necessary engineering and bidding for the project for the sum of \$70,600.00.

NOW, THEREFORE BE IT RESOLVED, that The Newmarket Town Council does hereby approve the withdrawal of \$70,600.00 from the Water Department Capital Reserve Funds to perform the engineering and bidding for the Bennett and Sewall improvements project.

First Reading: February 14, 2018

Second Reading: February 21, 2018

Approval:

Approved: _____
Dale Pike, Chair Newmarket Town Council

A True Copy Attest: _____
Terri Littlefield, Newmarket Town Clerk



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FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE

STAFF REPORT

DATE: February 1, 2018

TITLE: Resolution #2017/2018-33 & 34 - Bennett and Sewall Well Improvements

PREPARED BY: Sean T. Greig

TOWN ADMINISTRATOR'S COMMENTS – RECOMMENDATION:

I recommend passage of these resolutions.

BACKGROUND: The 2011 Water System Update and Capital Improvement Plan prepared by AECOM identified that the Bennett and Sewall Pumping stations are undersized for the equipment they contain. As a result, there are many electrical code violations that present safety hazards to town staff. In addition, the environmental conditions with electrical panels in close proximity to moisture and chemicals will deteriorate equipment prematurely. The plan recommended that the pumping stations be expanded to provide dedicated electrical and chemical spaces. The Newmarket Town Council in October 2011 adopted six Town water goals from the 2011 AECOM Plan. This project is the only goal that has not been completed. The Water Department has set aside \$600,000 in its Capital Improvement Funds for the Bennett and Sewall Well Improvements Project.

DISCUSSION: I request the Town Council release \$70,600.00 from the Water Capital Reserve Funds to design and bid the Bennett and Sewall Well Improvements Project. I request the Town Council authorize the Town Administrator to enter into an agreement with Underwood Engineers to perform the necessary engineering for the sum of \$70,600.00.

FISCAL IMPACT: The funds for this project will be withdrawn from the Water Department Capital Reserve Funds.

RECOMMENDATION: I recommend that the Town Council move forward with this project.

ATTACH ALL PERTINENT DOCUMENTS TO SUPPORT THE REQUEST.

STAFF REPORT