



## TOWN OF NEWMARKET, NEW HAMPSHIRE

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**Wednesday, July 18, 2018, 7:00 PM**  
**NEWMARKET TOWN HALL CHAMBERS**

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- 1. Pledge of Allegiance**
- 2. Public Forum**
- 3. Public Hearing**
- 4. Town Council to Consider Acceptance of Minutes**
  - a. June 6, 2018 Non-Public Minutes
  - b. June 20, 2018 Non-Public Minutes
  - c. June 20, 2018 Meeting Minutes
- 5. Report of the Town Administrator**
  - a. Town Administrator Report
  - b. Department Reports
- 6. Committee Reports**
- 7. Old Business**
  - a. Resolutions/Ordinances in the 2nd Reading
  - b. Resolutions/Ordinances in the 3rd reading
  - c. Items Laid on the Table
- 8. New Business/Correspondence**
  - a. Town Council to Consider Nominations, Appointments and Elections
  - b. Resolutions/Ordinances in the 1st Reading
    - i. *Resolution #2018/2019-01 - Water System & Wastewater Pumping Station Supervisory Control and Data Acquisition ( SCADA ) System Improvements*
    - ii. *Resolution #2018/2019-02 - WiFi Improvements to Town Hall*
    - iii. *Resolution #2018/2019-03 - Purchase of Town Servers*

iv. **Resolution 2018/2019-04 - Paving Improvements 2018-2019**

The Town Administrator Requests the Town Council suspend the rules to act on this this evening.

c. Correspondence to the Town Council

i. **Letter from Sarah Low July 3, 2018**

ii. **Letter from Sarah Low June 26, 2018**

d. Closing Comments by Town Councilors

e. Next Council Meeting

**9. Adjournment**



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Founded December 15, 1727  
Chartered January 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** July 18, 2018

**TITLE:** June 20, 2018 Meeting Minutes

**PREPARED BY:** Wendy Chase, Executive Assistant

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

**BACKGROUND:**

**DISCUSSION:**

**FISCAL IMPACT:**

**RECOMMENDATION:**

**ATTACHMENTS:**

| Description                   | Upload Date | Type       |
|-------------------------------|-------------|------------|
| June 20, 2018 Meeting Minutes | 6/29/2018   | Cover Memo |

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

**JUNE 20, 2018 7:00 PM**

**TOWN COUNCIL CHAMBERS**

PRESENT: Council Chairman Dale Pike, Council Vice Chairman Toni Weinstein, Councilor Zachary Dumont, Councilor Gretchen Kast, Councilor Kyle Bowden, Councilor Amy Burns, Councilor Casey Finch

ALSO PRESENT: Town Administrator Steve Fournier, Police Chief Kyle True, School Superintendent Meredith Nadeau, Facilities Director Greg Marles

**AGENDA**

Chairman Dale Pike welcomed everyone to the June 20, 2018 Newmarket Town Council Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

**PUBLIC FORUM**

Chairman Pike opened the Public Forum at 7:01 pm.

Stacey Maser of 5 Church Street addressed the issue of the Prowash Carwash Detail Center in North Hampton being found in violation of water standards for PFAS pollution in Aquarion wells. She asked if anyone would be taking steps to test the water at the Prowash Carwash in Newmarket to see if there were any issues, and what sort of treatment would be done to protect the Newmarket water supply. Town Administrator Fournier said he would address the issue in his report.

Chairman Pike closed the Public Forum at 7:02 pm.

**PUBLIC HEARING**

Chairman Pike opened the Public Hearing at 7:02 pm, and said there were three hearings on the agenda for the evening. He stated that individuals may speak to items for 3 minutes and said it was a chance for the public to provide input. He said the Council would debate the items separately later in the meeting.

**Ordinance No. 2017-2018-04 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Making Central Street Traffic Two-Way**

John Bracket of 19 Central Street stated that he had observed the traffic on Central Street for 24 years and the street was too narrow to support 2-way traffic. He said in winter the street closed up from snow, and foot traffic there was walking in the street. He recommended putting up mirrors at the corner or adding caution signs, as there was not even signage to stop. He encouraged the Council to not make the street 2-way.

David Talmage of 116 Main Street said he was a music teacher and had classes with small children. He did not think it would make people coming to his business safer and it felt it would be more dangerous.

Barbara Briggs of 20 Chapel Street said when she saw these changes she measured the width of the street in one section which was only 19 feet wide. She said she did not believe 2 large vehicles could pass through that spot, and said there was not room for 2-way traffic in her opinion.

John Brackett of 19 Central Street said he was a long-time resident and he could confirm those measurements. He said also there were only 263 continuous sidewalk feet on Central Street and a left-hand turn into traffic at the bottom would be dangerous. He said it was a bad intersection with parking spots obstructing views of on-coming traffic, and said he could find no prior reference to this kind of change. He felt it would be irresponsible to move forward, and in his opinion was a terrible solution.

**Ordinance No. 2017-2018-05 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Making Church Street Traffic One-Way (Westerly)**

Stacey Maser of 5 Church Street said she had voiced all her concerns in an email she had sent detailing the reasons she opposed the change of direction of Church Street. She said she still opposed it and was there in person to state that.

Jefferson of 5 Church Street felt changing the direction of traffic on Church Street was not a good idea. He said he lived on the hill itself, and to make a left up the hill from his driveway in winter would be almost impossible. He said he thought it was dangerous and not a good idea.

Town Administrator Steve Fournier stated that he felt people had a misconception of where the “do not enter” sign would be placed, and said it would be moved up the hill from where it was now. He asked that the applicant for the change explain his concerns.

Mike Hoffman from the Stone Church said he originally looked at this purely from a commercial viability standpoint, as his business was hard to find. But that after looking into it, found there were a lot more factors at play. He said the Stone School had an arrow pointing toward their business and he saw people turning around on Rock Street and getting stuck in the snow. He said the layout at Rock Street was two-way and then turned to one-way, and said coming up Granite Street was very difficult. He said the proposal was to change just the portion that is one-way.

Town Administrator Fournier stated that upper Church Street is where it turned and the “do not enter” would be on the corner where it turns 2-way on Granite Street. He said Church would be 2-way going up

the curve and one-way going the other direction. He said they looked at the sharpness of the corner and the Highway Safety Committee reviewed it and forwarded it to the Town Council for approval.

Mr. Hoffman agreed that the corner was very sharp and said pedestrians were unaware of traffic behind them. He said people were also using this as a shortcut to avoid the stop sign. He said the basic premises in traffic engineers was if you can't make it up the hill it is not safe to go down the hill. He felt the change affected some intersections, and it would alleviate some traffic on Granite Street. He said the left turn from Chapel Street onto Granite was completely blind, and Church Street onto Main Street you could not see on-coming traffic and parking spots completely blocked the view to the north. He said the Highway Safety Committee had years of experience and had voted unanimously to make the change.

Town Administrator Fournier said as a member of the Highway Safety Committee they received a request on May 22<sup>nd</sup> which they reviewed and determined there were no safety issues with switching the traffic flow to go uphill, and it would reduce the number of cars going up illegally and turning around. He said it would also allow for signage for the Stone Church and the Museum by directing people up the hill.

Police Chief Kyle True said as a member of the Highway Safety Committee, when an applicant made a valid application he looked at whether it would affect Police servicing or create an obvious traffic safety concern, and said they found no valid reason to deny the permit. He said he did think meetings should be held for community input before even sending the issue to the Town Council.

Josh Quigley of 7 Penstock Way said that from the point of view of people walking around town he felt the street was too narrow to be 2-way up to the corner and said the sidewalk was in bad condition and not plowed in winter. He felt serious improvements would be needed if this change were approved. He said he was concerned with people being used to the old way of traffic and the potential for accidents.

Monica Coin of 9 Granite Street said the only way to stop cut-through traffic would be to make Granite Street one-way. She said there was an elderly disabled community living there and she was concerned about the speed people drove up Granite to make the sharp curve. She said people walked in the street and felt the sidewalk was the problem with over-hanging bushes which needed to be cut back. She said she wanted the Stone Church to succeed but had concerns about traffic issues.

Sarah Low of 3 Church Street said she found out about this at the last minute, and did not see any Council reference to it until the June 6<sup>th</sup> meeting. She said her understanding of it was that it would be two-way up to the Rock Street ledges. She felt Church Street was much too narrow for 2-way traffic up to the corner and said she also disagreed about Central Street. She said one-way up the hill on Church would not make the hill safer and would increase traffic in an area where pedestrians walked up the middle of the street. She said the grade of the hill was too steep and felt Church Street should be one-way going down with a right-turn-only at the bottom.

Matt Perkins of 5 Church Street said he understood access issues were a problem for Newmarket businesses, but that to sacrifice the safety and welfare of Newmarket residents to get people from out-of-town to come to their businesses was short-sighted and a poor way to do things. He said in winter if traffic backed up as far as Main Street, the only way to get out would be to back into traffic which would be a hazard.

Cecilia Kiley said she lived on Rock Street and said she would like to speak to the 25+ cars parked there. She said right now they had to back out of their spaces into traffic and 2-way traffic would make that impossible. She said the Stone Church was a landmark and very easy to spot, and felt the current one-way traffic sign was reducing uphill traffic. She said there was a huge issue with people speeding around the corner but felt there were better ways to address that issue. She said she worked from home and did not see that many cars cutting through daily, and she felt the uphill/downhill logic was not sound. She said on behalf of the 40 people living on Rock Street she was concerned about the safety of all the residents.

Barbara Briggs of 20 Chapel Street said she lived right at the top of the hill, and thought it was an exaggeration to say it was “blind” turning onto Granite Street. She said as far as coming down and turning right onto Route 108 it was also not good off Chapel Street as it was a tough turn.

Town Administrator Fournier said he would like to read a written testimony on the issue from a resident who encouraged the Town Council to approve the traffic safety recommendations to reverse the flow of traffic on Church Street. Chris Blackstone of 40 Spring Street stated that the time the Highway Safety Committee had put into the issue was a strong indication that the direction should be changed, and felt the reversal could have a positive result on traffic patterns in Town.

**Resolution #2017/2018-51 Newmarket Elementary School Resource Officer**

Town Administrator Fournier stated that the resolution was not to approving the School Resource Office for the Elementary School, but accepting the unanticipated revenue from the Newmarket School District in the amount of \$88,000 for the purpose of funding the officer at the Elementary School. He said it was the purview of the Police Chief to determine where police officers were placed, but that the Town Council must accept any unanticipated revenues that may become available during the year pursuant to Rule 31-95B. He said they would accept public input on whether the Town should accept these funds in the amount of \$88,000 for a School Resource Officer.

Police Chief Kyle True said that over the past 35 years they had seen a rise in school violence, and said he met with the School Superintendent shortly after the Parkland shooting in Florida to discuss where they stood as a school with law enforcement support. He said he also met with parents from both schools and was asked by the School Board what was the best way to ensure a safe school environment. He said his answer was that putting a School Resource Officer in the Elementary School was the fastest, most efficient way to secure the schools ASAP.

Police Chief True said the responsibility of the School Resource Officer (SRO) was to provide a safe and secure environment conducive to learning, and felt the presence of a uniformed SRO was an immediate and effective deterrent to illegal activity. He said the SRO at the Junior-Senior High School identified and addressed safety concerns in the building and the exterior, and provided training throughout the School year. He said the last student to die in a fire at a school was 1959, and changes were made to school building principles for fire safety.

Police Chief True said there was now a disturbing rise in acts of violence in schools, specifically students and staff killed by gunfire. He stated the country needed to change as a society how they did business,

and though it was an unlikely event in Newmarket he would do everything in his power to ensure that it did not happen. He said Detective Stevens was placed at the Newmarket Junior-High School based on data that acts of violence were more likely to happen at a high school, and he felt having a second SRO at the Elementary School would enhance security measures by 100%. He said the mere presence of Detective Stevens was deterring criminal activity and teaching respect.

Police Chief True stated that having an SRO at the Elementary School was all about safety, security and first aid as officers were all trained first-responders. He said they could also provide educational pieces to students and provide traffic control, especially with the coming construction at both schools. He felt it would be beneficial to work with kids at a young age to build up positive rapport and trust with police and act as informal counselors. He said parents were trusting in the School, the Police Department, and the Fire Department to keep their kids safe, and he urged the Town Council to pass this resolution.

Chairman Pike said any questions from the Council would take place during the discussion of the resolution, and opened the floor to public comment.

Alana March of 7 Church Street said she wholeheartedly supported the funding of a second School Resource Officer for the Elementary School. She said she would love to see someone there all day to support the School, staff and safety of the children.

Monica Coin of 9 Granite Street said she was not a mother but urged everyone to wholeheartedly support the resolution. She said in her work as an RN in the Emergency Room at Bellevue Hospital she had seen the damage done by bullets, especially by the new automatic weapons, and said the children were their most important resource. She thanked Chief True for his presentation and strongly urged everyone to vote in favor of this resolution.

Chairman Pike closed the Public Hearings at 8:02 pm.

Vice-Chair Weinstein made a motion to seal the minutes of the Non-Public Session which was seconded by Councilor Kast. Town Administrator Fournier polled the Council and the motion to seal the minutes of the Non-Public Session were approved by a vote of 7-0.

## **TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

### **Acceptance of the Minutes of the Regular Meeting of June 6, 2018**

Vice-Chair Weinstein made a motion to approve the minutes of the Regular Meeting of June 6, 2018, which was seconded by Councilor Finch.

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of June 6, 2018 were approved by a vote of 5-0, with 2 abstentions.

## **REPORT OF THE TOWN ADMINSTRATOR**

Town Administrator Steve Fournier first addressed the issue of the **Prowash Carwash in Newmarket** and in North Hampton. He said the Town of Newmarket did not have the same situation as in North Hampton, and said the water from the carwash here goes into the sewer where it is treated and cleaned. He said the issue in North Hampton was that the aquifer for Aquarion Water was located in the area of the carwash. He said the aquifers in Newmarket were uphill and everyone in the area of the carwash was serviced by municipal water and there was no chance of pollutants getting into the drinking supply.

Town Administrator Fournier stated that the Town Council was now on their **Summer Schedule** and there would be only one meeting in July on the 18<sup>th</sup>, and one meeting on August 22, 2018. He said for any issues that came up a special meeting would be called.

Town Administrator Fournier said he was pleased to announce that the New Hampshire Cultural Adaptation Workgroup (CAW) had named **Diane Hardy** as the **2018 Climate Adaptation Community Champion**, for finding ways to integrate adaptation into Newmarket's programs, policies and operations so they reflect the Town's commitment to reducing risk in building community resilience. He cited her work on the Master Plan update, envisioning future land use with emphasis on coastal resiliency, Stormwater regulation updates, the Moonlight Brook project, work on the Macallen Dam, and as an advocate for the Levering Creek culvert upgrade in response to sea-level rise. He said the award was presented today with two councilors present.

Town Administrator Fournier addressed the **FY2018 Budget** saying the Town was 91% through the fiscal year and currently under budget, with 86% of the overall budget expended and 88% of the General Fund Budget expended at this time. He said Fire & Rescue were 100% expended due to the implementation of the on-call program to reduce response times. He stated that 97% of anticipated revenues had been collected, with Motor Vehicle Registrations over the anticipated estimate by 2% and Building Permits also above anticipated by 4%.

#### **Department Reports: Report of the Facilities Director**

Facilities Director Greg Marles stated that he used a survey methodology to figure out where the Town stood with regard to their facilities by conducting site visits and creating photographic images for each facility, and creating a Condition Record for each building. He said all model and serial numbers plus age of all equipment and systems was obtained, and they collected data on existing structures, renovations, and life cycles. He said the data would be compiled into spreadsheets for each location based on condition, replacement schedule and projected costs for replacements/repairs.

Facilities Director Marles stated that they would use life cycles developed by the American Society of Heating, Refrigeration, and Air Conditioning Engineers and the US Builders Association to review the age, current conditions, and projected remaining life cycle. He said during the process they would utilize the collected data and life cycle information to create projected replacement costs for their systems. As far as maintenance, they looked at the maintenance history and operating conditions as well as any deferred-maintenance issues.

Facilities Director Marles said they looked at capital, preventative, and operational issues to create a 10-year projected Capital Investment Plan with annual fiscal impacts, an annual Preventative Maintenance Plan with cost projections, and an annual Operational Repairs Plan. He said in this way the Town could look at what the big projects were, their preventative maintenance, and what the on-going regular maintenance items were.

In conclusion, Facilities Director Marles said his Facilities Report showed that the Town of Newmarket had suffered from deferred maintenance, with equipment and systems at the end of their life-cycle, and that a lot of operational changes were needed. He said the heating & cooling systems in the Town Hall were 28 years old with a life expectancy of 25 years, and were no longer efficient and were expensive to operate. He said the buildings themselves were in pretty good shape but the Town needed to put some investment into their general infrastructure to protect those assets moving forward.

Facilities Director Marles reviewed funding options and recommended increasing the Capital Investment Budget, bonding projects or grouping projects together, and making energy-saving investments. He said an energy-efficient investment of \$300,000 would get \$2 million worth of work that could be done in Newmarket facilities by energy savings over the next 20 years and generate energy-saving costs of approximately \$100,000 per year. He said they found a way to pay for a replacement roof for the Public Works building by incorporating solar panels. He said that all these improvements would also be good for the environment and provided a way to plan and take care of Town assets over a long period of time.

Discussion: Councilor Dumont asked if the deferred maintenance was due to a lack of action on the part of the Town or from not having sufficient funding. Town Administrator Fournier stated that on the part of the Town they should be maintaining their buildings, but that priorities were set in any budget situation, and the Town was now trying to catch up to where they can just maintain their facilities. Vice-Chair Weinstein felt that hiring a Facilities Director showed a commitment by the Town to address these issues, and said they knew the issues would be coming to light and it was not a surprise that Town infrastructure had been neglected. Councilor Finch felt this was the perfect time to make these upgrades to take advantage of energy rebates and energy-saving options.

Chairman Pike asked if some of the projects being discussed would be done in the coming budget cycle. Facilities Director Marles said he needed to sit down and work with the Town Administrator on how they approached the next step. Town Administrator Fournier stated that with funding provided in this year's budget he felt they could start chipping away at some of the projects if the upfront investment was small.

## **COMMITTEE REPORTS**

Councilor Finch reported on the meeting of the *Conservation Commission* and said the official ceremony for the opening of Schoppmeyer Park would be held July 28, 2018. As far as access to Heron Point, he said Facilities Director Marles would be able to help install an automated gate system using the pre-existing gate. He said the automatic gate would respect the park hours of sunrise to sunset and address access for Emergency Services. He said the commission seemed interested in pursuing the system which would be further discussed, with plans hopefully finalized in July.

Vice-Chair Weinstein stated that the *Energy & Environment Advisory Committee* met on June 5, 2018 and talked about the Button-Up Program brought by the four utility companies for residents of the area to learn ways to cut costs and save energy in their homes. She said it would be held at their regularly-scheduled meeting on October 2, 2018. She stated that at the next meeting in July they were expecting a presentation by Mr. Fox about composting.

Chairman Pike said he attended the *Planning Board* meeting as an alternate. He said there were 3 items to be discussed and 2 had been deferred at the petitioners' request and the 3<sup>rd</sup> was accepted for down on Main Street, adding that no major actions were taken. He said they did discuss the Joint Town Council/Planning Board Meeting which had been deferred from this meeting, and said they were in favor of setting a standing combined meeting for September.

## **OLD BUSINESS**

### **ORDINANCES AND RESOLUTIONS IN THE 2<sup>ND</sup> READING**

#### **Resolution #2017/2018-49 Tiger Hose Repairs and Painting**

Vice-Chair Weinstein made a motion to approve Resolution #2017/2018-49 Tiger Hose Repairs and Painting, which was seconded by Councilor Burns.

Facilities Director Marles said they had discussed last year the need to paint and repair the Tiger Hose Company and had a projected cost of approximately \$15,000, and since winter they had to increase costs due to a lost window. He said they would paint the outside, fix wood rot, replace a door and replace the window. He stated that the project was put out to bid and 2 bids were received back, one from Educational Building Consultants for \$18,800 and one from Target NE Historical Restorations for \$27,380. He said Educational Building Consultants had already done several projects for the Town and he was confident they would do an excellent job.

Discussion: Councilor Bowden said he was trying to find the documentation, and Facilities Director Marles said there should be a tabulation sheet, the bid submissions, and the original RFP detailing the specifics for the project. Chairman Pike asked how often they would need to put this kind of investment in the Tiger Hose Company, and Facilities Director Marles stated that if the Town kept up maintenance they could invest approximately \$3,000-\$5,000/year for updates and repairs.

Town Administrator Fournier polled the Council and Resolution #2017/2018-49 Tiger Hose Repairs and Painting was approved by a vote of 7-0.

#### **Resolution #2017/2018-50 Police Station Parking, Drainage and Pavement Repairs**

Vice-Chair Weinstein made a motion to approve Resolution #2017/2018-50 Police Station Parking, Drainage and Pavement Repairs, which was seconded by Councilor Burns.

Facilities Director Marles said he had identified a few issues which needed to be addressed in the Police Station Parking Lot including a sinking pavement area which created ponding and cracking in the pavement which created a safety hazard. He said they were putting in a porous concrete panel system

which would allow water to drain to a screened stone area underneath with corrugated drainage and running to the Town's catch basin, and he had also asked for other repairs to take care of safety issues.

Discussion: Councilor Kast asked if they were also looking at a technique for Stormwater runoff and if it was increasing the costs. Facilities Director Marles said the porous panels would help with the MS4 Permitting because they were decreasing the amount of pervious surfacing in that area. Town Administrator Fournier said this process was now required and was the new normal. Chairman Pike said that the amount in the resolution was higher than the RFP submission. Facilities Director Marles said that was because they identified other issues and were below their projected cost for the project, and felt finishing the lot and getting it completed was the best approach.

Chairman Pike asked if the changes were documented in the submission or were calculated outside, and Facilities Director Marles said the work was added based on their request for the low-qualified bidder for the RFP. He said he asked them to look at these additional items which were also part of the MRI Report done on the Police Station. He said it made sense to work with the low-bidder on the project who would already be on the site.

Town Administrator Fournier polled the Council and Resolution #2017/2018-50 Police Station Parking, Drainage and Pavement Repairs was approved by a vote of 7-0.

**Resolution #2017/2018-51 Newmarket Elementary School Resource Officer**

Vice Chair Weinstein made a motion to approve Resolution #2017/2018-51 Newmarket Elementary School Resource Officer which was seconded by Councilor Bowden.

Town Administrator Fournier said when he spoke with Police Chief True and Superintendent Nadeau he wanted to make sure costs would be covered. He said the Town was accepting the money and the officer would work for the Chief of Police. If the School did not pay next year, the worst-case scenario would be a reduction in the police force. He added that he and Chief True had already been discussing the need to possibly hire an additional officer in any case, and said they would probably budget for another individual next year. He said he talked to the Town Attorney and the Department of Revenue Administration on the proper way to handle the situation, and they said it would be a transfer from one police subdivision in the community to another, and the IRA had said to treat it as unanticipated revenue and hold a Public Hearing.

School Superintendent Meredith Nadeau thanked Chief True for the eloquence of his presentation. She stated that the School Board voted to approve the addition of a School Resource Officer at the Elementary School and they passed that request forward. She said they held a public listening session to hear how people felt about the issue, and said the community input was overwhelmingly positive. She said she had heard some concerns, but that the School Board weighed all that in making its decision and recommendation, and she was there to ask for the support of the Town Council.

Discussion: Councilor Burns asked if this was something that could possibly fall to the Town next year. Town Administrator Fournier said at this time his recommendation from the Chief of Police was that he would include an additional officer in his budget. Councilor Dumont asked how the School Resource Officer (SRO) was funded, and Police Chief True said the current SRO was funded through the Town and paid for out of his operating budget, and was an employee of the Police Department. Chairman Pike

asked if the SRO at the High School was under the Town's discretion. Town Administrator Fournier said he wanted to clarify "discretion" and said it was funding from the School District and the High School officer was currently under the Town, though oversight was still by the Chief of Police.

Vice-Chair Weinstein said she may be landing on a different side of this issue. She said she was very emotional when talking about her kids and their safety, and it was obviously something incredibly important to her as a mom, community member, and as a Council member. She felt the \$90,000 could be spent on other security measures rather than hiring a School Resource Officer. She said she completely agreed with Police Chief True that they need to change as a society how they do business, but she did not think putting in a Police Officer was the solution, especially in the Elementary School. She said it was with a heavy heart that she would not support the resolution.

Councilor Kast asked whether or not the School thought this would continue next year. Superintendent Nadeau said the spirit of the motion made by the School Board was to continue the position moving forward, but that was subject to each budget cycle. Councilor Finch felt some good points had been brought up, but said he had worked in schools for 12 years now and had seen a huge benefit from having SROs, beyond the protection of students, for building relationships and trust with Police Officers. He felt there was a benefit to having informal counselors, and said he would vote in favor of the resolution.

Councilor Burns said she did not disagree with many of the comments and felt Officer Stevens provided a huge benefit at the Junior-Senior High School. She said where she was not in agreement was with how the funding was going to be done, and she referenced the Deliberative Session of last year. She said she would be voting against the resolution. Councilor Kast said she shared some of the misgivings, but she also felt that within the community of Newmarket the Police Force was of a certain style, and said that would offset her misgivings for now. Councilor Bowden said he had kids in both schools and thought the way Newmarket Police Force operated was the complete opposite from what he grew up with, and said he would vote in favor of the Police Officer at the Elementary School.

Councilor Dumont said he had been wavering on this issue and had spoken at length with Chief True. He said he would very much like to see some security measures take effect in the Newmarket Elementary School, but was concerned about the \$90,000 cost and asked if the funding was solely for salary. He said he had been at the Deliberative Session and knew some funding had been cut from the School Board Budget but was amended back in by voters to save a teaching position and some tutoring services. He asked where the train of thought went from the meeting to the decision to use the \$90,000 for a Police Officer instead.

Town Administrator Fournier said the \$88,000 would not take effect until July 1<sup>st</sup> and the School Resource Officer had to be trained to be onboard by the start of the School year. He said the amount would cover salary and all benefits, and said he always used the worst-case scenario for health insurance using a starting officer with a family plan for healthcare which was the high end of everything. He pointed out that the law as it affected budgetary numbers for the Council or the School Board was that any amendment at a Town Meeting to a budget was only adding the number and not the purpose.

School Superintendent Nadeau said as far as security measures at the Elementary School, they had \$550,000 worth of security measures being put in place at both Schools over the next 2 years with 80% funded through the State Infrastructure Fund which was carryover money from the last Fiscal Year. She

said with regard to the use of funds from the Deliberative Session, the Board did have that discussion. She said the School had received some additional Title I funding (unanticipated) of approximately \$20,000 which would allow them to provide a part-time tutoring position in math. She said as the Town Administrator pointed out it is a bottom-line budget and the School Board has that discretion. She said the Board weighed those pieces and that was the decision made.

Town Administrator Fournier polled the Council and Resolution #2017/2018-51 Newmarket Elementary School Resource Officer was approved by a vote of 5-2.

**Ordinance No. 2017-2018-04 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Making Central Street Traffic Two-Way**

Vice-Chair Weinstein made a motion to approve Ordinance No. 2017-2018-04 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Making Central Street Traffic Two-Way which was seconded by Councilor Burns.

Town Administrator Fournier said periodically he and the Department Heads walked the downtown, and they noticed that on Central Street the “do-not-enter” signs were 20 to 30 yards in and there was also an illegal stop sign on the other side of the street which was supposed to be on the corner. He said the Highway Safety Committee originally planned to recommend one-way in the other direction, but that the Public Works Director had told them the street was wide enough for two-way traffic, being 20 feet wide on average with no parking on the street. He said the committee reviewed it and felt that was a better proposal.

Discussion: Councilor Dumont said he drove and walked the street and noticed there were some vehicles parked there and asked if the “no parking” was enforced, and Police Chief True said he did not write a lot of parking tickets on Central Street. Councilor Finch felt one-way westerly made sense but was concerned with the awkward diagonal angle of the street in making it two-way. Vice-Chair Weinstein said she avoided it because it was so narrow, and said she was also concerned about the intersection. She said any streets that needed to turn onto Main Street, especially left-handed turns, were incredibly dangerous and she would have a hard time supporting two-way on that street.

Councilor Dumont said he would completely support westerly traffic but could only support two-way if the bottom was right-turn only. Councilor Kast stated that there were a lot of strong opinions and suggestions from the public and first-hand experience shared around the whole traffic flow with regard to safety. Town Administrator Fournier said that this is where the Town Council comes in. He said the Highway Safety Committee provided an expert opinion and he felt the public was under a misconception, and stated that emergency vehicles, plows, and fire vehicles did not have to follow the one-way signs in an emergency.

Councilor Kast said they had expert recommendations and the opinions and wishes of the public that lived there and their main concerns were around safety as well. She felt there were 2 groups not meeting in the middle and asked if there was an avenue to bring that together better. Town Administrator Fournier said that was the job of the Town Council and that was the process. Councilor Finch agreed with Councilor Kast that the process could be improved.

Town Administrator Fournier polled the Council and Ordinance No. 2017-2018-04 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Making Central Street Traffic Two-Way failed by a vote of 2-5.

**Ordinance No. 2017-2018-05 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Making Church Street Traffic One-Way (Westerly)**

Vice-Chair Weinstein made a motion to approve Ordinance No. 2017-2018-05 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Making Church Street Traffic One-Way (Westerly) which was seconded by Councilor Dumont.

Town Administrator Fournier said the Highway Safety Committee, on a request from the owner of Stone Church, reviewed the traffic flow on Church Street and determined there were no safety issues to reversing the traffic in one section. He said it would also allow signage for businesses on Main Street and direct people uphill.

Discussion: Councilor Bowden said he felt it would also prevent people from starting up the hill and turning around and going back down in slippery conditions. Town Administrator Fournier made a clarification about the overgrown bushes and trees on the street, saying that Tree Law in New Hampshire did not allow cutting trees unless it is an imminent hazard, and said the Town did not always have the right to cut back. Councilor Burns said there was a statement about the disrepair of the sidewalk and asked if it was listed on the Town plan to be updated. Town Administrator Fournier said they could look at what they could do to fix the sidewalk.

Councilor Dumont said he was concerned about the thinning of the road at the top of the bend, and Town Administrator Fournier said they could always make the street wider. Councilor Kast asked how the change of direction would related to Rock Street and Town Administrator Fournier said Rock Street would now be able to go in both directions. Councilor Kast was still concerned that residents had to back out into traffic. Councilor Finch felt two-way would reduce some concerns and would not have much effect on Rock Street. He said he felt the change was a marginal improvement.

Vice-Chair Weinstein said the road was tough to navigate and was narrow and hilly with bad sight lines, and though it was not a vast improvement it would help. Councilor Kast said she was hearing so far that this did not involve a lot of incremental improvement and asked if there had been any serious incidents caused by the current traffic pattern. Police Chief True stated that data collection based on IMC since 2010 showed 3 accidents with the current traffic pattern between Rock, Chapel, Church and Granite. Councilor Dumont said he was concerned about the survival of Newmarket businesses and asked what the net impact might be with traffic driving to the Stone Church. The Council agreed to allow Mike Hoffman, the owner of the Stone Church, to answer and he said a lot of customers told him they gave up trying to drive to their location and parked Downtown and walked up the hill. He said there was the potential for more customers going down Granite Street.

Town Administrator Fournier polled the Council and Ordinance No. 2017-2018-05 An Ordinance Amending Chapter 30 of the Code of the Town of Newmarket, New Hampshire; Making Church Street Traffic One-Way (Westerly) was approved by a vote of 6-1.

**ORDINANCES AND RESOLUTIONS IN THE 3<sup>RD</sup> READING – None**

**ITEMS LAID ON THE TABLE – None**

**NEW BUSINESS /CORRESPONDENCE**

**TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS – None**

**ORDINANCES AND RESOLUTIONS IN THE 1<sup>ST</sup> READING – None**

**CORRESPONDENCE – None**

**CLOSING COMMENTS**

Councilor Finch reminded everyone that the Schoppmeyer Park opening ceremony/dedication would be held June 28, 2018 and said more information would go out shortly

**NEXT MEETING:** The next Regular Town Council Meeting will be held on July 18, 2018 in the Town Council Chambers.

**ADJOURNMENT**

Chairman Pike adjourned the meeting at 9:33 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary



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

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# STAFF REPORT

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**DATE:** July18, 2018

**TITLE:** Town Administrator Report

**PREPARED BY:** Stephen Fournier, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

**BACKGROUND:**

**DISCUSSION:**

**FISCAL IMPACT:**

**RECOMMENDATION:**

**ATTACHMENTS:**

| Description          | Upload Date | Type       |
|----------------------|-------------|------------|
| TA Report 07/18/2018 | 7/11/2018   | Cover Memo |



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

## **REPORT OF THE TOWN ADMINISTRATOR**

**July 18, 2018**

**Piscassic Street:** At approximately 12:45 on July 5, the Newmarket Police Department activated the Seacoast Emergency Response Team to respond to the report of a domestic violence case, with an individual who was known to have firearms.

The SERT team came to town working with local law enforcement and fire and rescue personnel. Approximately 50 officers were on scene, when I arrived. Luckily, there was not a more serious event and the individual was apprehended.

I wanted to commend the Newmarket Police and Fire as well SERT. This is always a difficult situation and it was compounded by oppressive mid-90s heat. Every officer was professional and wanted to end the situation peacefully and safely.

I wanted to let the Town Council know that the following agencies were on scene: Newmarket Police, Dover Police, Portsmouth Police, Hampton Police, Epping Police, Greenland Police, Stratham Police, State Police, Rollinsford Police, Lee Police, Durham Police, UNH Police, McGregor Ambulance (Durham), Newmarket Fire and Rescue, Hampton Fire and Rescue.

**HVAC Issues:** We have been having some significant issues with our HVAC system here at Town Hall. Some suites of offices the AC has been breaking down and we had a condensate leak in Council Chambers that took down a ceiling tile. These issues have been band-aided, but we need to address this system shortly. In the winter the boilers are inefficient and fail and the AC does the same in the summer. Some of the boilers are over 75 years old and the AC system is over 25 years old.

I have asked the Facilities Director to work with our performance contractors to come up with a plan to replace the system as soon as possible.

**Schoppmeyer Park:** On July 28 at 10:30AM there will be a ceremony to dedicate the Schoppmeyer park at 10 North Main Street. The Council and public are invited to attend.

**Water Levels:**The NH Department of Environmental Services is recommending that municipalities institute water restrictions, limiting water of lawns to between the hours of 7PM and 8AM. I have talked with the Director of Environmental Services for the Town and with the new wells online our water levels are in great shape and we will remain at Stage II Odd and Even Days Watering.

## **ONGOING PROJECTS**

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**\*\*\*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:** We continue to meet to work on implementation.

**Splash Pad & Bath House Grant:** No developments

Respectfully Submitted,

Stephen R. Fournier  
Town Administrator



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## TOWN OF NEWMARKET, NEW HAMPSHIRE

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# STAFF REPORT

---

**DATE:** July18, 2018

**TITLE:** Department Reports

**PREPARED BY:** Stephen Fournier, Town Administrator

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

**BACKGROUND:**

**DISCUSSION:**

**FISCAL IMPACT:**

**RECOMMENDATION:**

**ATTACHMENTS:**

| Description                  | Upload Date | Type       |
|------------------------------|-------------|------------|
| Department Reports June 2018 | 7/13/2018   | Cover Memo |



## Department Heads Monthly Reports to the Town Council and Town Administrator

### Report of the Police Department to the Newmarket Town Council June, 2018

#### Activity

Newmarket Police 3 year comparable statistics for month of June.

|                          | <u>2018</u> | <u>2017</u> | <u>2016</u> |
|--------------------------|-------------|-------------|-------------|
| Total calls for service  | 1986        | 1581        | 1496        |
| Motor vehicle stops      | 492         | 352         | 313         |
| Arrests                  | 18          | 23          | 16          |
| Offense reports          | 40          | 32          | 24          |
| M/V accidents            | 6           | 10          | 9           |
| Parking tickets          | 38          | 31          | 22          |
| Drug Overdoses           | 2           | 2           | 1           |
| Alarms                   | 20          | 22          | 16          |
| Unattended death/Suicide | 0           | 0           | 3           |

During the month of June, the Newmarket Police Dispatch Center documented 1986 calls for service. We have investigated 56 criminal complaints that require active investigations in 40 of the complaints. These criminal complaints include offenses such as Simple Assault, Domestic Violence, Domestic Violence Assault, Theft from a Building, Theft from a Motor Vehicle, Forgery, Fraud on Depositors, Fraudulent use of a Credit Card, Identity Fraud, Attempt to Commit Fraud, Criminal Mischief, Possession of Controlled Drugs, Aggravated Felonious Sexual Assault, Child

Neglect, Theft by Deception, Fugitive from Justice, Breach of Bail and several Bench Warrants. Numerous motor vehicle complaints were also investigated. In June, patrol officers conducted 492 motor vehicle stops which led to arrests or citations for charges such as Driving after Suspension, Suspended Registrations, Conduct after an Accident, Habitual Offender as well as issuing many other citations. Officers conducted a number of welfare checks, house checks and nightly business checks. The patrol division issued 38 parking tickets.

## **Miscellaneous**

In June, our Taser instructor Officer Nick Drew held two training sessions which were mandatory for all officers to attend. All officers were issued new Tasers and were required to qualify with them. A good portion of this training is spent on safety, case law, department policy and due care for persons who have been subjected to the Taser.

The end of the school year has arrived. Detective Stevens, our SRO, has been placed into a patrol shift during the summer months to help fill the void for officers taking summer vacations and with one officer expected to leave for maternity leave.

In June, Detective Scott Kukesh and Sergeant Jeremy Hankin spent an afternoon at the Community Center teaching emergency preparedness to the staff members. A refresher class was also taught to staff members relative to NH's "required reporting" laws. This is an extremely important training that must take place at least yearly. This training helps staff members protect children they are caring for to ensure they are in a safe environment. This training, when documented (as is in this case) significantly reduces the liability of the Town and its employees.

The Bay Road parking lot is open for parking. As of this report, we have only issued 9 overnight parking passes for this lot. Citizens are encouraged to get their passes before the beginning of the winter months as the passes will go quickly once the winter parking ban is in effect.

## **Personnel**

In June, a longtime police employee and current member of my command staff reported that after 29 years on the police force, he was ready to retire. Lieutenant Jeffrey Simes joined the Newmarket Police Department in 1989. Over his nearly 30 years of service he has held the positions and ranks of Patrol Officer, Master Patrolman, Sergeant, Detective Sergeant and Lieutenant. He has served this community with fairness and compassion during his tour and he will be greatly missed. His retirement is effective August 31<sup>st</sup>. We wish him well in his future endeavors.



## **Training**

During the month of June, several officers participated in firearms training sessions.

Officer Joseph Bozek attended an officers safety related training on dealing with armed offenders.

Officer Zachary Wedgeworth attended a training on evidence processing and lifting latent fingerprints.

Detective Kukesh and Officer Donnis continue to attend SERT training every other Thursday.

## **Parking Violations**

As reported earlier in this report, patrol officers issued 38 parking tickets during the month of June.

## **Motor Vehicle Accidents**

During the month of June we responded to 6 motor vehicle accidents.

## **Fleet**

All vehicles in the fleet are currently working and are being closely monitored by supervisors.

## **Police Station Maintenance:**

The police department facility is in good working condition. We have begun the work at a Police Department "off-site" on Great Hill where our police radios are housed. Thus far, the site work was completed by public works and a 8X10 concrete pad has been poured for the shed. We will be working with 2-Way Communication to ensure a smooth transition.

## **Drug related issues**

During the month of June, we responded to 2 drug related overdoses that we believe to be heroin/fentanyl overdoses. Once again, the Newmarket Fire Rescue arrived in a timely manner and successfully saved the lives of both individuals by using Naloxone (Narcan).

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- 4 Overdose with 1 death resulting (thus far)

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.

## **Fire and Rescue Department**

In the month of June, the department responded to 78 calls for service; 42 of which were medical calls, transporting 28 patients to area hospitals. The ambulance responded to Newfields for five medical calls, transporting four patients. The tanker responded to Exeter, Barrington and Dover for building fires. There was a minor kitchen fire on Piscassic Street and two car fires, one on Exeter Road and the other on Ladyslipper Drive.

One of the fulltime staff, Evan Crafts, has accepted a position with Durham Fire and will be leaving us in August. Evan was a very dedicated employee and will be missed. We wish him well with his new endeavors. We have started the process to fill his vacancy and should have a new hire by September.

The Get Alarmed Program is progressing well. The department has completed ten homes so far. The grant that we received from the state will allow us to complete 50 homes.

The department will be conducting CPR and basic first aid training for the residents of Moody Point in July. We complete these types of trainings on request from different organizations and groups in town a few times a year.

We continue to seek and recruit new members. Recruitment has been going well and we have been seeing an increase in new candidates that already have certifications.

I have attached charts with activity reports for the month of June.

# Newmarket Fire & Rescue

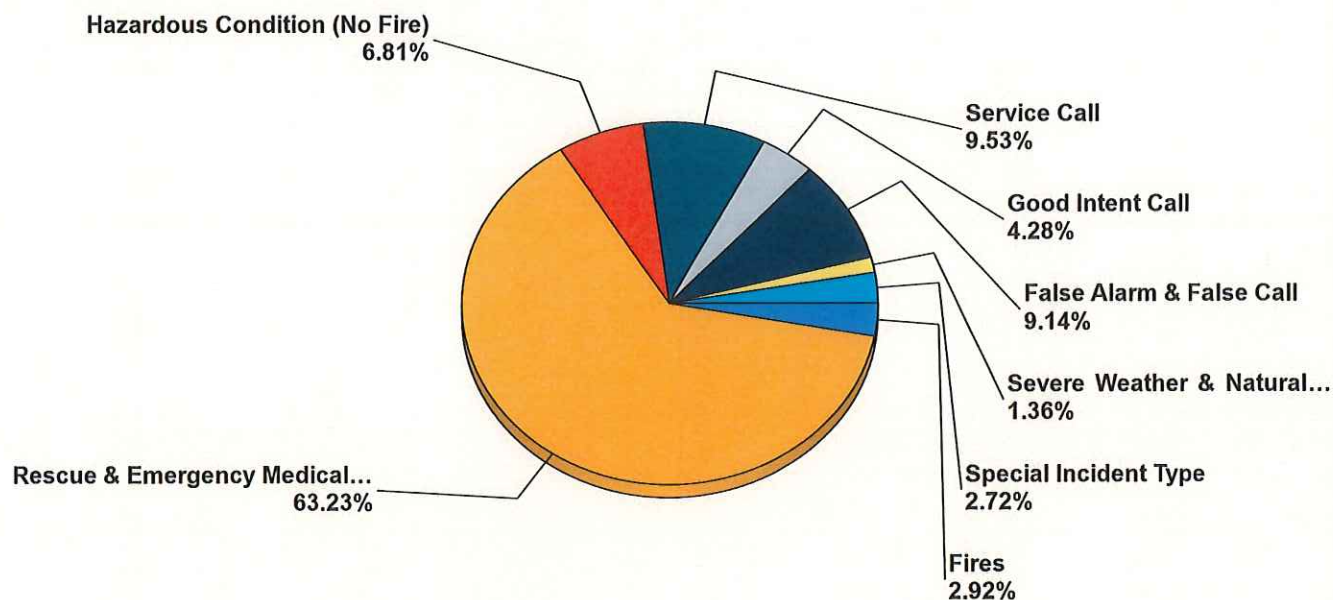
Newmarket, NH

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2018 | End Date: 06/30/2018



| MAJOR INCIDENT TYPE                | # INCIDENTS | % of TOTAL     |
|------------------------------------|-------------|----------------|
| Fires                              | 15          | 2.92%          |
| Rescue & Emergency Medical Service | 325         | 63.23%         |
| Hazardous Condition (No Fire)      | 35          | 6.81%          |
| Service Call                       | 49          | 9.53%          |
| Good Intent Call                   | 22          | 4.28%          |
| False Alarm & False Call           | 47          | 9.14%          |
| Severe Weather & Natural Disaster  | 7           | 1.36%          |
| Special Incident Type              | 14          | 2.72%          |
| <b>TOTAL</b>                       | <b>514</b>  | <b>100.00%</b> |

| Detailed Breakdown by Incident Type                      |             |                |
|--|-------------|----------------|
| INCIDENT TYPE  | # INCIDENTS | % of TOTAL     |
| 111 - Building fire                                      | 7           | 1.36%          |
| 114 - Chimney or flue fire, confined to chimney or flue  | 1           | 0.19%          |
| 116 - Fuel burner/boiler malfunction, fire confined      | 1           | 0.19%          |
| 131 - Passenger vehicle fire                             | 1           | 0.19%          |
| 140 - Natural vegetation fire, other                     | 1           | 0.19%          |
| 142 - Brush or brush-and-grass mixture fire              | 3           | 0.58%          |
| 154 - Dumpster or other outside trash receptacle fire    | 1           | 0.19%          |
| 300 - Rescue, EMS incident, other                        | 1           | 0.19%          |
| 320 - Emergency medical service, other                   | 16          | 3.11%          |
| 321 - EMS call, excluding vehicle accident with injury   | 296         | 57.59%         |
| 322 - Motor vehicle accident with injuries               | 4           | 0.78%          |
| 324 - Motor vehicle accident with no injuries.           | 7           | 1.36%          |
| 381 - Rescue or EMS standby                              | 1           | 0.19%          |
| 410 - Combustible/flammable gas/liquid condition, other  | 1           | 0.19%          |
| 412 - Gas leak (natural gas or LPG)                      | 4           | 0.78%          |
| 413 - Oil or other combustible liquid spill              | 2           | 0.39%          |
| 422 - Chemical spill or leak                             | 1           | 0.19%          |
| 424 - Carbon monoxide incident                           | 9           | 1.75%          |
| 440 - Electrical wiring/equipment problem, other         | 1           | 0.19%          |
| 444 - Power line down                                    | 15          | 2.92%          |
| 445 - Arcing, shorted electrical equipment               | 1           | 0.19%          |
| 463 - Vehicle accident, general cleanup                  | 1           | 0.19%          |
| 500 - Service Call, other                                | 12          | 2.33%          |
| 511 - Lock-out   | 6           | 1.17%          |
| 520 - Water problem, other                               | 6           | 1.17%          |
| 522 - Water or steam leak                                | 1           | 0.19%          |
| 531 - Smoke or odor removal                              | 1           | 0.19%          |
| 550 - Public service assistance, other                   | 3           | 0.58%          |
| 551 - Assist police or other governmental agency         | 3           | 0.58%          |
| 552 - Police matter                                      | 1           | 0.19%          |
| 553 - Public service                                     | 1           | 0.19%          |
| 554 - Assist invalid                                     | 3           | 0.58%          |
| 555 - Defective elevator, no occupants                   | 1           | 0.19%          |
| 571 - Cover assignment, standby, moveup                  | 11          | 2.14%          |
| 600 - Good intent call, other                            | 6           | 1.17%          |
| 611 - Dispatched & cancelled en route                    | 12          | 2.33%          |
| 622 - No incident found on arrival at dispatch address   | 3           | 0.58%          |
| 652 - Steam, vapor, fog or dust thought to be smoke      | 1           | 0.19%          |
| 700 - False alarm or false call, other                   | 9           | 1.75%          |
| 713 - Telephone, malicious false alarm                   | 2           | 0.39%          |
| 715 - Local alarm system, malicious false alarm          | 1           | 0.19%          |
| 730 - System malfunction, other                          | 3           | 0.58%          |
| 733 - Smoke detector activation due to malfunction       | 3           | 0.58%          |
| 735 - Alarm system sounded due to malfunction            | 8           | 1.56%          |
| 736 - CO detector activation due to malfunction          | 5           | 0.97%          |
| 740 - Unintentional transmission of alarm, other         | 2           | 0.39%          |
| 743 - Smoke detector activation, no fire - unintentional | 3           | 0.58%          |
| 744 - Detector activation, no fire - unintentional       | 2           | 0.39%          |
| 745 - Alarm system activation, no fire - unintentional   | 9           | 1.75%          |
| 800 - Severe weather or natural disaster, other          | 5           | 0.97%          |
| 812 - Flood assessment                                   | 1           | 0.19%          |
| 813 - Wind storm, tornado/hurricane assessment           | 1           | 0.19%          |
| 900 - Special type of incident, other                    | 13          | 2.53%          |
| 911 - Citizen complaint                                  | 1           | 0.19%          |
| <b>TOTAL INCIDENTS:</b>                                  | <b>514</b>  | <b>100.00%</b> |

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

# Newmarket Fire & Rescue

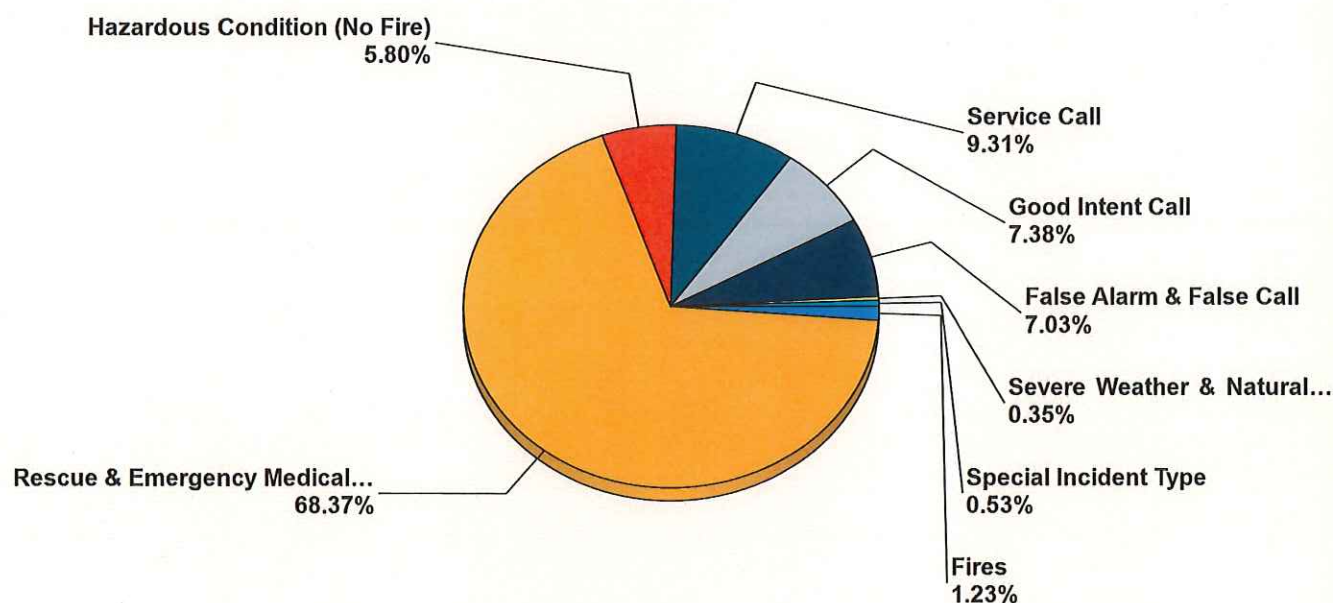
Newmarket, NH

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2017 | End Date: 06/30/2017



| MAJOR INCIDENT TYPE                | # INCIDENTS | % of TOTAL     |
|------------------------------------|-------------|----------------|
| Fires                              | 7           | 1.23%          |
| Rescue & Emergency Medical Service | 389         | 68.37%         |
| Hazardous Condition (No Fire)      | 33          | 5.80%          |
| Service Call                       | 53          | 9.31%          |
| Good Intent Call                   | 42          | 7.38%          |
| False Alarm & False Call           | 40          | 7.03%          |
| Severe Weather & Natural Disaster  | 2           | 0.35%          |
| Special Incident Type              | 3           | 0.53%          |
| <b>TOTAL</b>                       | <b>569</b>  | <b>100.00%</b> |

### Detailed Breakdown by Incident Type

| INCIDENT TYPE  | # INCIDENTS | % of TOTAL     |
|--|-------------|----------------|
| 100 - Fire, other  | 1           | 0.18%          |
| 111 - Building fire                                      | 2           | 0.35%          |
| 113 - Cooking fire, confined to container                | 3           | 0.53%          |
| 142 - Brush or brush-and-grass mixture fire              | 1           | 0.18%          |
| 300 - Rescue, EMS incident, other                        | 6           | 1.05%          |
| 311 - Medical assist, assist EMS crew                    | 2           | 0.35%          |
| 320 - Emergency medical service, other                   | 8           | 1.41%          |
| 321 - EMS call, excluding vehicle accident with injury   | 344         | 60.46%         |
| 322 - Motor vehicle accident with injuries               | 10          | 1.76%          |
| 323 - Motor vehicle/pedestrian accident (MV Ped)         | 2           | 0.35%          |
| 324 - Motor vehicle accident with no injuries.           | 14          | 2.46%          |
| 355 - Confined space rescue                              | 1           | 0.18%          |
| 360 - Water & ice-related rescue, other                  | 1           | 0.18%          |
| 381 - Rescue or EMS standby                              | 1           | 0.18%          |
| 400 - Hazardous condition, other                         | 2           | 0.35%          |
| 410 - Combustible/flammable gas/liquid condition, other  | 1           | 0.18%          |
| 411 - Gasoline or other flammable liquid spill           | 1           | 0.18%          |
| 412 - Gas leak (natural gas or LPG)                      | 3           | 0.53%          |
| 413 - Oil or other combustible liquid spill              | 3           | 0.53%          |
| 424 - Carbon monoxide incident                           | 7           | 1.23%          |
| 440 - Electrical wiring/equipment problem, other         | 2           | 0.35%          |
| 444 - Power line down                                    | 10          | 1.76%          |
| 445 - Arcing, shorted electrical equipment               | 4           | 0.70%          |
| 500 - Service Call, other                                | 4           | 0.70%          |
| 511 - Lock-out   | 6           | 1.05%          |
| 520 - Water problem, other                               | 1           | 0.18%          |
| 522 - Water or steam leak                                | 2           | 0.35%          |
| 531 - Smoke or odor removal                              | 2           | 0.35%          |
| 551 - Assist police or other governmental agency         | 10          | 1.76%          |
| 553 - Public service                                     | 2           | 0.35%          |
| 554 - Assist invalid                                     | 18          | 3.16%          |
| 561 - Unauthorized burning                               | 1           | 0.18%          |
| 571 - Cover assignment, standby, moveup                  | 7           | 1.23%          |
| 600 - Good intent call, other                            | 8           | 1.41%          |
| 611 - Dispatched & cancelled en route                    | 27          | 4.75%          |
| 622 - No incident found on arrival at dispatch address   | 3           | 0.53%          |
| 631 - Authorized controlled burning                      | 1           | 0.18%          |
| 651 - Smoke scare, odor of smoke                         | 3           | 0.53%          |
| 700 - False alarm or false call, other                   | 6           | 1.05%          |
| 711 - Municipal alarm system, malicious false alarm      | 1           | 0.18%          |
| 713 - Telephone, malicious false alarm                   | 1           | 0.18%          |
| 731 - Sprinkler activation due to malfunction            | 1           | 0.18%          |
| 733 - Smoke detector activation due to malfunction       | 7           | 1.23%          |
| 735 - Alarm system sounded due to malfunction            | 2           | 0.35%          |
| 736 - CO detector activation due to malfunction          | 4           | 0.70%          |
| 743 - Smoke detector activation, no fire - unintentional | 3           | 0.53%          |
| 745 - Alarm system activation, no fire - unintentional   | 11          | 1.93%          |
| 746 - Carbon monoxide detector activation, no CO         | 4           | 0.70%          |
| 813 - Wind storm, tornado/hurricane assessment           | 1           | 0.18%          |
| 814 - Lightning strike (no fire)                         | 1           | 0.18%          |
| 900 - Special type of incident, other                    | 2           | 0.35%          |
| 911 - Citizen complaint                                  | 1           | 0.18%          |
| <b>TOTAL INCIDENTS:</b>                                  | <b>569</b>  | <b>100.00%</b> |

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 Type Count per Station for Date Range

Start Date: 06/01/2018 | End Date: 06/30/2018

| INCIDENT TYPE  | # INCIDENTS |
|--|-------------|
| <b>Station: 1 - STATION 1</b>                          |             |
| 111 - Building fire                                    | 4           |
| 131 - Passenger vehicle fire                           | 1           |
| 140 - Natural vegetation fire, other                   | 1           |
| 142 - Brush or brush-and-grass mixture fire            | 1           |
| 300 - Rescue, EMS incident, other                      | 1           |
| 321 - EMS call, excluding vehicle accident with injury | 41          |
| 322 - Motor vehicle accident with injuries             | 1           |
| 324 - Motor vehicle accident with no injuries.         | 1           |
| 413 - Oil or other combustible liquid spill            | 1           |
| 424 - Carbon monoxide incident                         | 1           |
| 444 - Power line down                                  | 2           |
| 463 - Vehicle accident, general cleanup                | 1           |
| 500 - Service Call, other                              | 2           |
| 520 - Water problem, other                             | 1           |
| 550 - Public service assistance, other                 | 1           |
| 551 - Assist police or other governmental agency       | 1           |
| 552 - Police matter                                    | 1           |
| 554 - Assist invalid                                   | 1           |
| 555 - Defective elevator, no occupants                 | 1           |
| 571 - Cover assignment, standby, moveup                | 1           |
| 600 - Good intent call, other                          | 1           |
| 611 - Dispatched & cancelled en route                  | 1           |
| 700 - False alarm or false call, other                 | 1           |
| 730 - System malfunction, other                        | 2           |
| 735 - Alarm system sounded due to malfunction          | 2           |
| 736 - CO detector activation due to malfunction        | 1           |
| 745 - Alarm system activation, no fire - unintentional | 3           |
| 900 - Special type of incident, other                  | 2           |

# Incidents for 1 - Station 1: 78

Only REVIEWED incidents included.

 **EMERGENCY  
REPORTING™**  
emergencyreporting.com  
Doc Id: 857  
Page # 1

# Newmarket Fire & Rescue

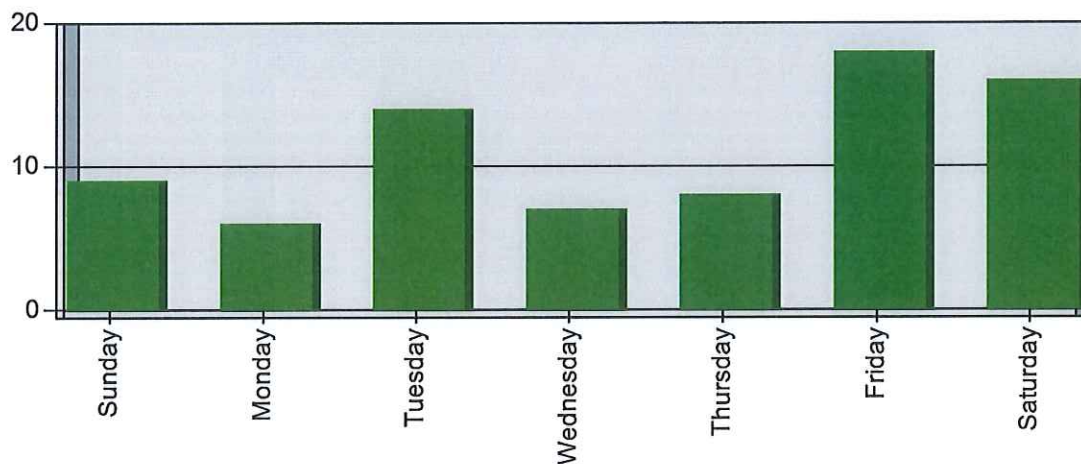
Newmarket, NH

This report was generated on 7/2/2018 10:09:56 AM



## Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 06/01/2018 | End Date: 06/30/2018



| DAY OF THE WEEK | # INCIDENTS |
|-----------------|-------------|
| Sunday          | 9           |
| Monday          | 6           |
| Tuesday         | 14          |
| Wednesday       | 7           |
| Thursday        | 8           |
| Friday          | 18          |
| Saturday        | 16          |
| TOTAL           | 78          |



**EMERGENCY  
REPORTING**

emergencyreporting.com

Doc Id: 1284

Page # 1

# Newmarket Fire & Rescue

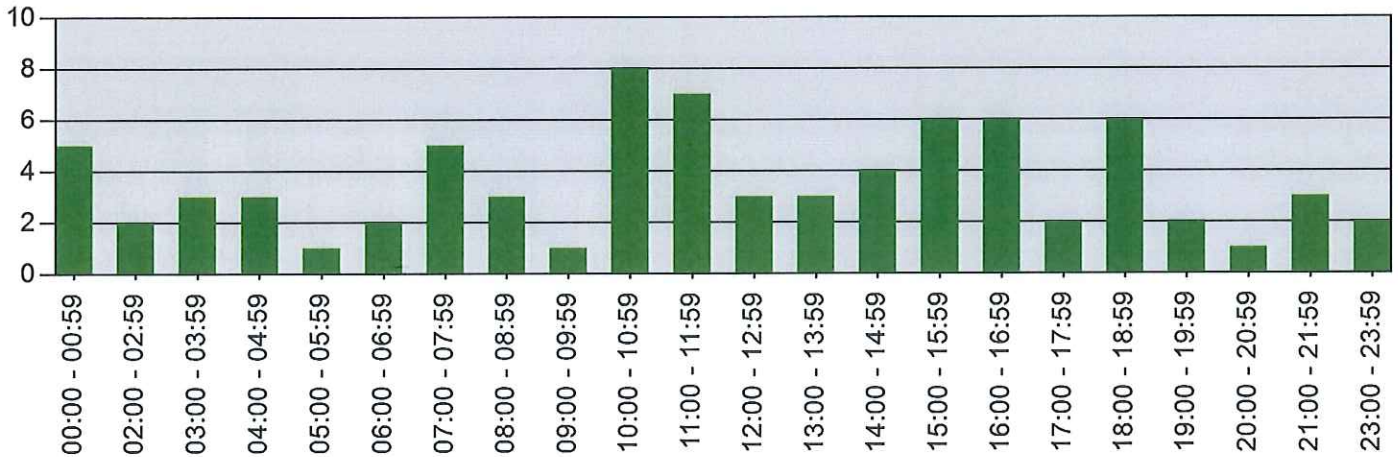
Newmarket, NH

This report was generated on 7/2/2018 10:10:33 AM



## Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 06/01/2018 | End Date: 06/30/2018



| Hour          | # of CALLS |
|---------------|------------|
| 00:00 - 00:59 | 5          |
| 02:00 - 02:59 | 2          |
| 03:00 - 03:59 | 3          |
| 04:00 - 04:59 | 3          |
| 05:00 - 05:59 | 1          |
| 06:00 - 06:59 | 2          |
| 07:00 - 07:59 | 5          |
| 08:00 - 08:59 | 3          |
| 09:00 - 09:59 | 1          |
| 10:00 - 10:59 | 8          |
| 11:00 - 11:59 | 7          |
| 12:00 - 12:59 | 3          |
| 13:00 - 13:59 | 3          |
| 14:00 - 14:59 | 4          |
| 15:00 - 15:59 | 6          |
| 16:00 - 16:59 | 6          |
| 17:00 - 17:59 | 2          |
| 18:00 - 18:59 | 6          |
| 19:00 - 19:59 | 2          |
| 20:00 - 20:59 | 1          |
| 21:00 - 21:59 | 3          |
| 23:00 - 23:59 | 2          |
| <b>TOTAL:</b> | <b>78</b>  |

Only REVIEWED incidents included.

## **Public Works Department**

There were two significant water main breaks on South Main Street. It took crews 12 hours to repair both breaks and get water back on. It was a very hot and humid day but everyone did an excellent job to get the job completed quickly and safely despite the weather conditions.

We finally received the permit from NHDES for the New Road Drainage Improvements. This permit is good until 2023 and has been in the works for two years. Underwood Engineers can now move forward with final design. We should have final design and cost estimates for this project in September.

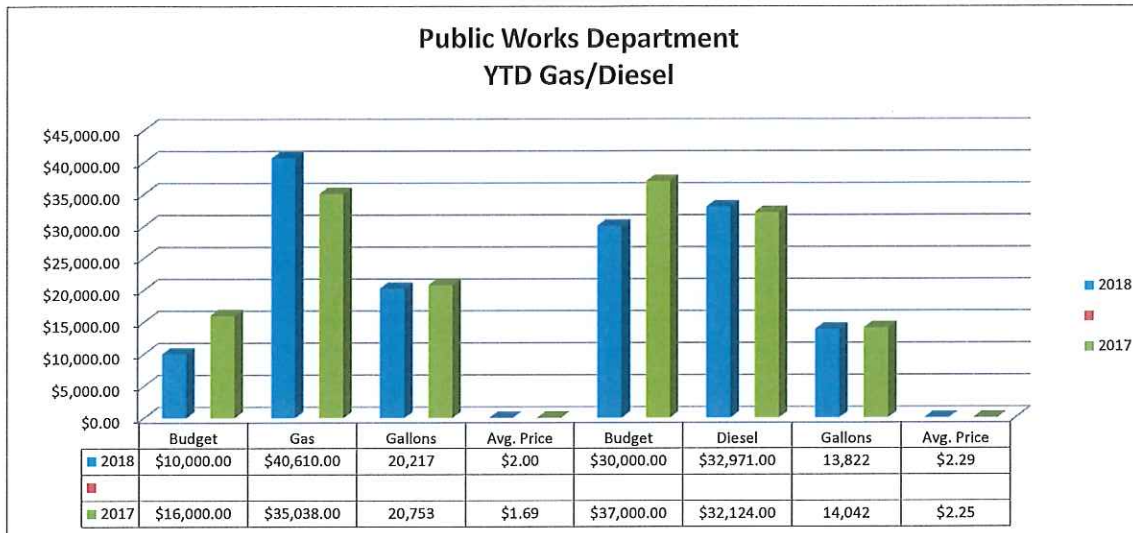
The North Main Street project is progressing well. The new curbing is being installed and the sidewalks should be completed by August. Traffic interruptions will not be so significant any more now that the paving has been completed. Their plan is to complete the Newmarket end first and continue into Durham. Traffic interruptions will continue in Durham in the area of Durham Point Road.

Crews have begun the annual cleaning of the storm drains throughout town. This work takes 8 to 12 weeks to complete.

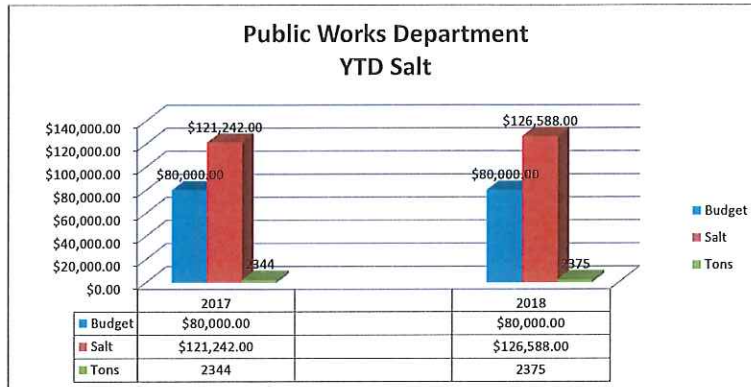
The following roads are on the schedule to be paved this summer: Bald Hill Road, Dame Road, Terrace Drive, finish wear course on New Road, Central Street, Church Street and Granite Street. Crews will begin ditching and replacing old, failing culverts on Bald Hill Road, Dame Road, and Terrace Drive in the month of July.

I have attached charts with activity reports for the month of June.

|      | Budget      | Gas         | Gallons | Avg. Price | Budget      | Diesel      | Gallons | Avg. Price |
|------|-------------|-------------|---------|------------|-------------|-------------|---------|------------|
| 2018 | \$10,000.00 | \$40,610.00 | 20,217  | \$2.00     | \$30,000.00 | \$32,971.00 | 13,822  | \$2.29     |
| 2017 | \$16,000.00 | \$35,038.00 | 20,753  | \$1.69     | \$37,000.00 | \$32,124.00 | 14,042  | \$2.25     |

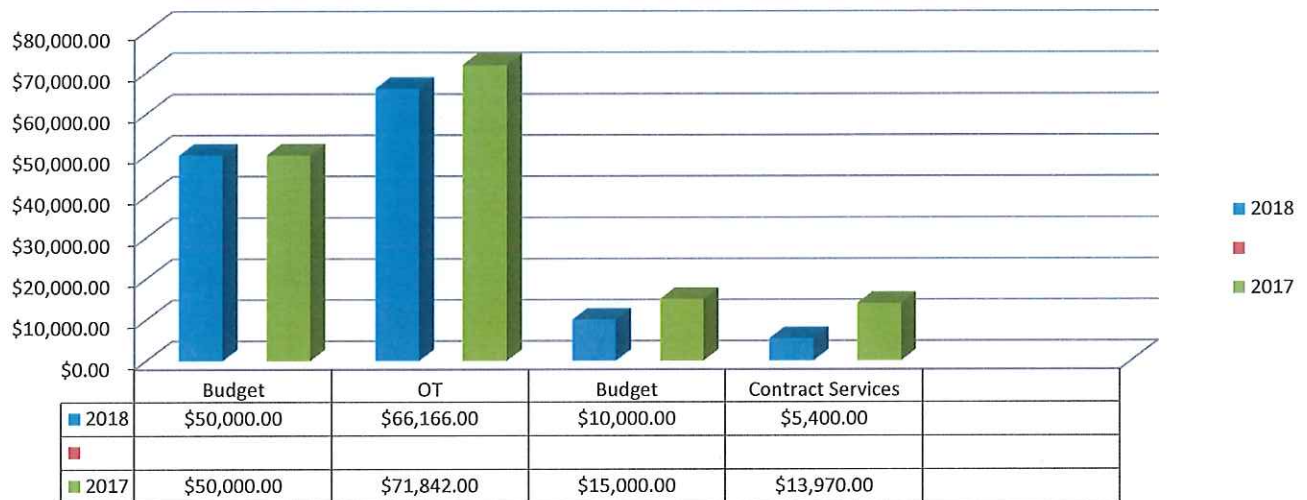


|      | Budget      | Salt         | Tons |
|------|-------------|--------------|------|
| 2017 | \$80,000.00 | \$121,242.00 | 2344 |
| 2018 | \$80,000.00 | \$126,588.00 | 2375 |



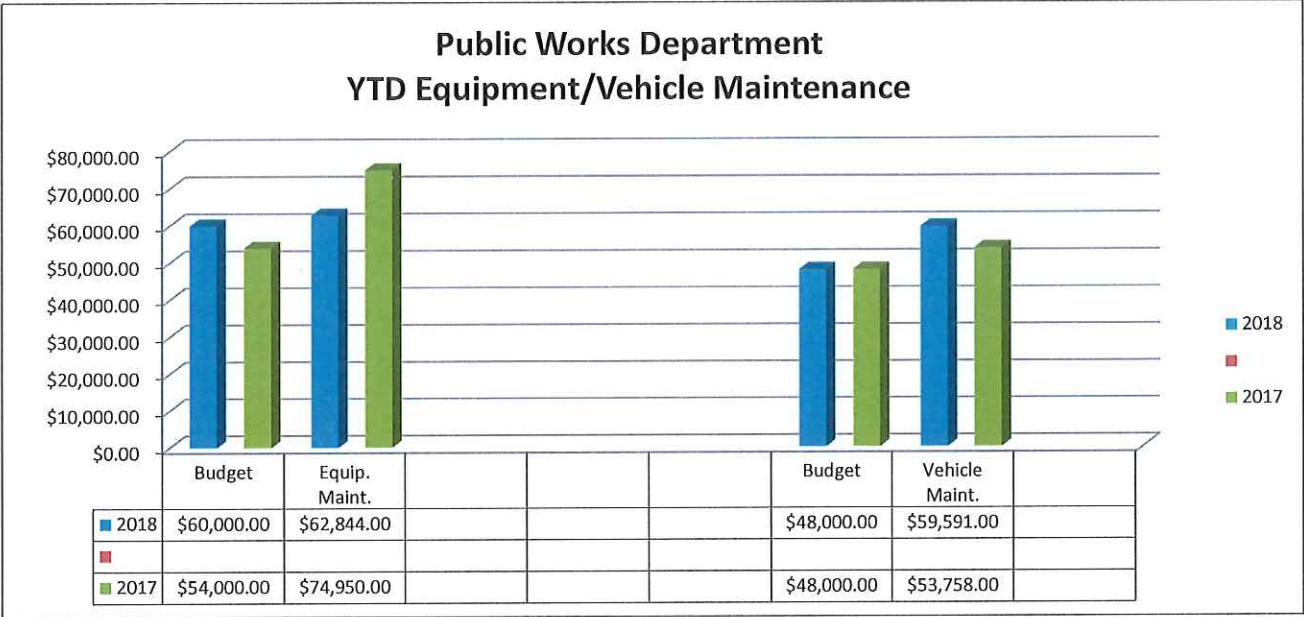
|      | Budget      | OT          | Budget      | Contract Services |
|------|-------------|-------------|-------------|-------------------|
| 2018 | \$50,000.00 | \$66,166.00 | \$10,000.00 | \$5,400.00        |
| 2017 | \$50,000.00 | \$71,842.00 | \$15,000.00 | \$13,970.00       |

### Public Works Department YTD Overtime/Contract Services



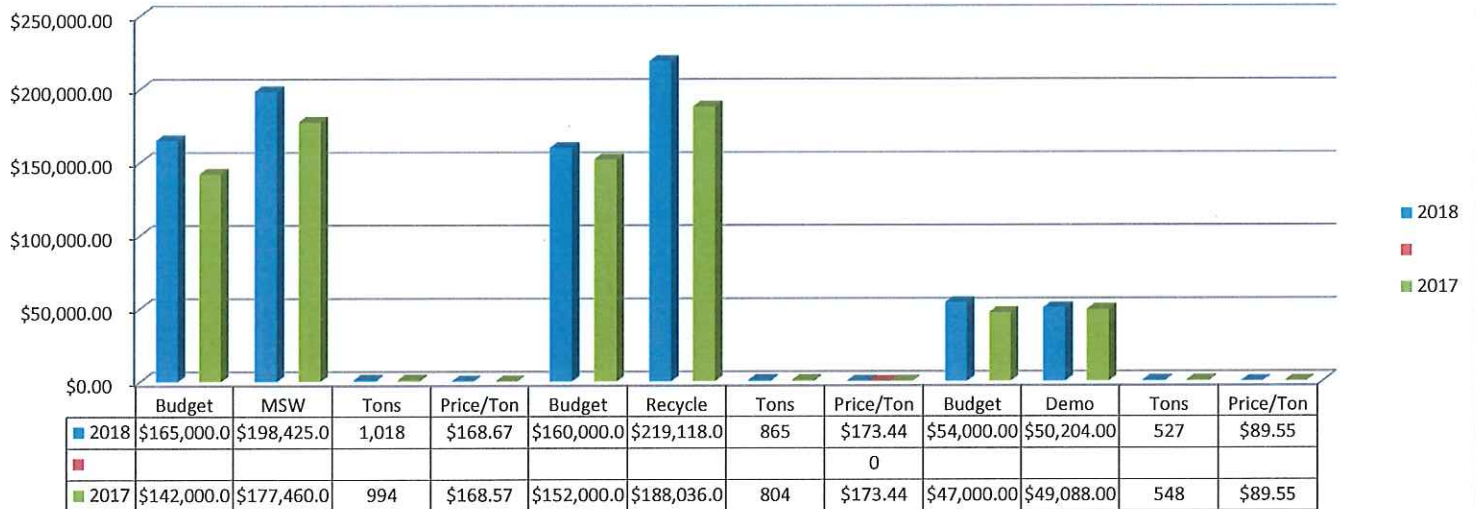
|      |             |               |
|------|-------------|---------------|
|      | Budget      | Equip. Maint. |
| 2018 | \$60,000.00 | \$62,844.00   |
| 2017 | \$54,000.00 | \$74,950.00   |

|  |             |                |
|--|-------------|----------------|
|  | Budget      | Vehicle Maint. |
|  | \$48,000.00 | \$59,591.00    |
|  | \$48,000.00 | \$53,758.00    |

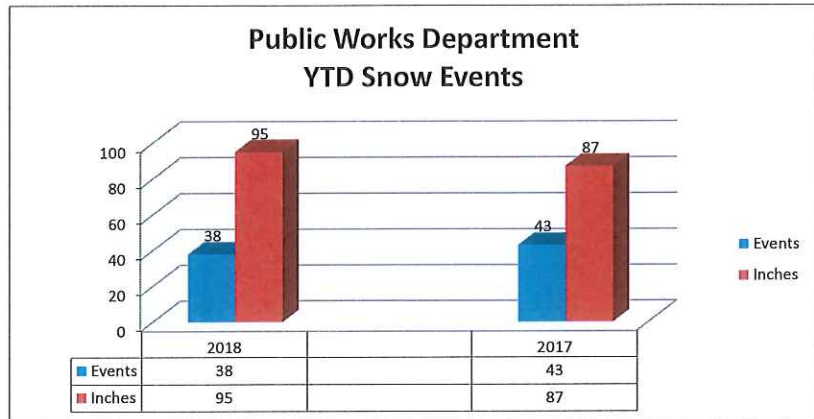


|      | Budget       | MSW          | Tons  | Price/Ton | Budget       | Recycle      | Tons | Price/Ton | Budget      | Demo        | Tons | Price/Ton |
|------|--------------|--------------|-------|-----------|--------------|--------------|------|-----------|-------------|-------------|------|-----------|
| 2018 | \$165,000.00 | \$198,425.00 | 1,018 | \$168.67  | \$160,000.00 | \$219,118.00 | 865  | \$173.44  | \$54,000.00 | \$50,204.00 | 527  | \$89.55   |
| 2017 | \$142,000.00 | \$177,460.00 | 994   | \$168.57  | \$152,000.00 | \$188,036.00 | 804  | \$173.44  | \$47,000.00 | \$49,088.00 | 548  | \$89.55   |

### Public Works Department YTD Solid Waste



|      | Events | Inches |
|------|--------|--------|
| 2018 | 38     | 95     |
| 2017 | 43     | 87     |

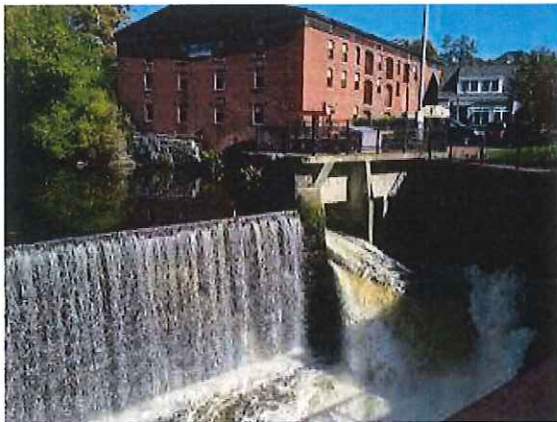


## **Facilities Report**

June was very busy with new projects starting, school closing for the summer, and of course the school construction projects. We made our first presentation to the Town Council of our facility study and have started working on more closely identifying project scopes, payback, and types of projects.

The Town Council approved the Police Department's parking lot repairs which has been awarded to Lupoli Excavators with materials being placed on order for the project and anticipate starting the project very soon. The Town Council awarded the painting of the Tiger Hose House or Tub House to Educational Building Consultants who have committed to having the building painting completed by Labor Day.

We are excited to be able to continue working with GZA on the Macallen Dam project.



The school project hit the ground running the day after school closed for the summer, with major excavating going on at both school locations.

The Street lighting pole painting bid came in much higher than we anticipated, so we are working with the contractor to bring the pricing more in line to our projected cost structure for the project.



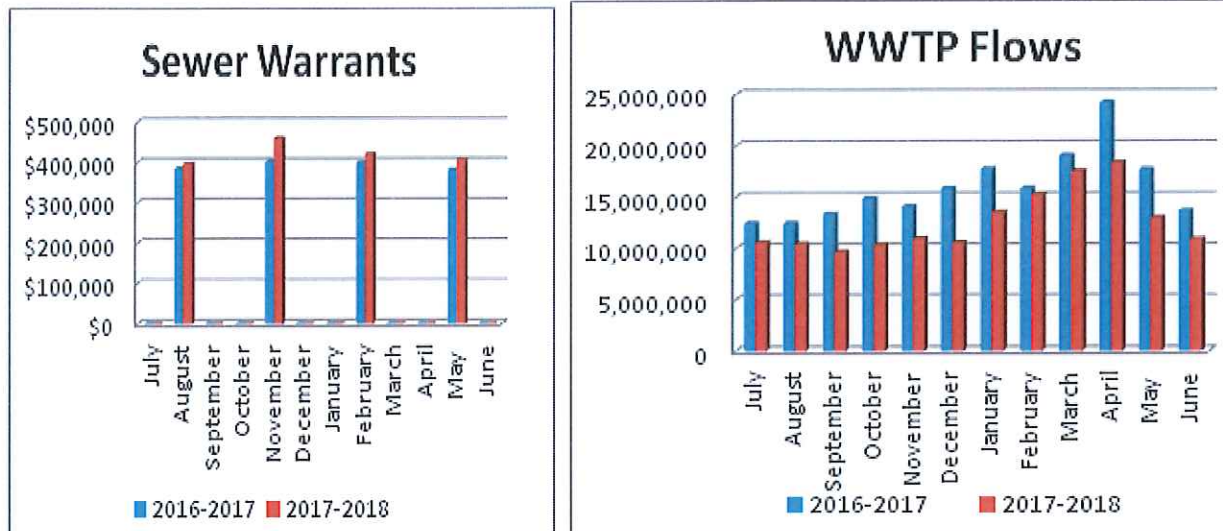
Tiger Hose Engine House



Example of Town Center lighting poles

The Building and Grounds crews continue to do regular maintenance and grounds care throughout the town.

## Environmental Services Department System Report June 2018



### Fiscal Year 2018

The Wastewater Department treated and discharged 152 million gallons of wastewater to the Lamprey River during fiscal year 2018. The wastewater plant discharged 7,291 pounds of total nitrogen. This is an 87.96% reduction in total nitrogen discharged from fiscal year 2017's 60,539 pounds of total nitrogen discharge to the Lamprey River.

### UnderGround Fuel Storage Tank

The underground 6,000 gallon fuel storage tank was removed on June 4, 2018. It was found that the tank had leaked into the outer wall, and no fuel had leaked into the ground. The Department is looking into replacing the 1969 oversized boiler with a new propane boiler. The preliminary cost estimates for the replacement are in the \$90,000 range. We are looking at using some of the funds from the Wastewater Plant Improvements Project to pay for the new boiler.



### **Creighton Street Pumping Station**

On June 12, 2018, Wastewater Department Staff cleaned out the Creighton Street Pumping Station wet well. The wet well was full of grease and other things that do not belong in the sewer system.

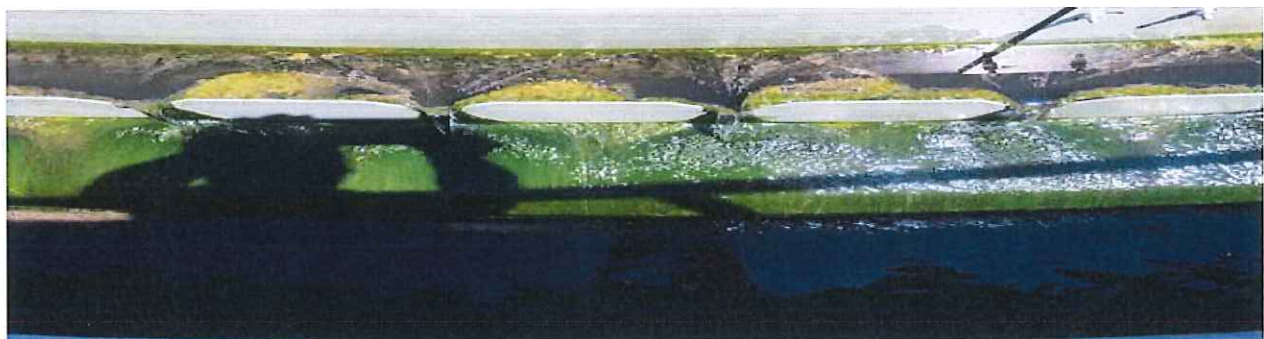


### **Processed Wasted Sludge**

The Wastewater Department operated the press 24 days for 293 hours. In that time the press processed 763,303 gallons of 0.40% wasted solids from its treatment process with its Huber dewatering screw press. This resulted in 72 tons of 16.00% solids that were hauled off for disposal.

### **Algae Problem**

The Wastewater Department is having issues with algae growing very quickly on the secondary clarifiers. The staff is spending many hours cleaning the algae. The problem with the algae is that if it is allowed to grow, it sloughs off and creates a turbid effluent. This increases the chlorine demand and makes it difficult to meet the fecal coliform and enterococci limits. I have begun to look into things we can do to eliminate the algae so we don't have these issues.



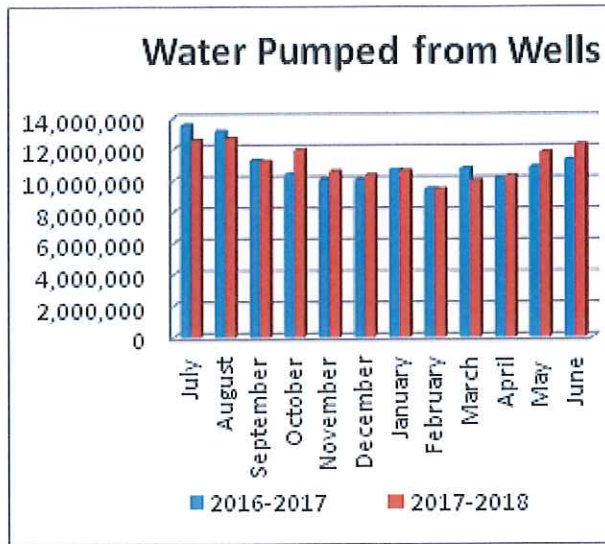
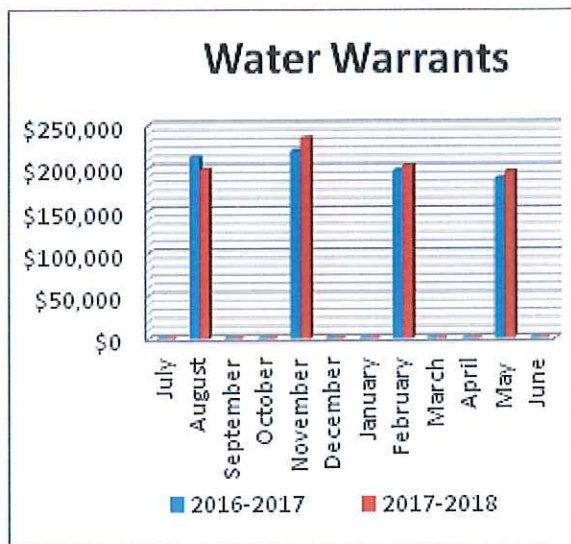
| Newmarket WPCF              |           |               |     |       |      |      |      |      |          |      |      |        |        |          |      |
|-----------------------------|-----------|---------------|-----|-------|------|------|------|------|----------|------|------|--------|--------|----------|------|
| Permit # NH00100196         |           |               |     |       |      |      |      |      |          |      |      |        |        |          |      |
| June-2018                   |           |               |     |       |      |      |      |      |          |      |      |        |        |          |      |
| Primary Operator Sean Greig |           |               |     |       |      |      |      |      |          |      |      |        |        |          |      |
|                             | Inf. Flow | Eff. Flow MGD |     |       | BOD  |      | TSS  |      | Nitrogen | PH   |      | Fecal  | Enter  | Chlorine |      |
|                             | MGD       | Min           | Max | Total | Inf. | Eff. | Inf. | Eff. |          | Inf. | Eff. | Colif. | ococci | Residua  |      |
| 1                           | .3570     | .00           | 0.8 | .3360 |      |      |      |      |          | 7.9  | 7.2  | 16     | 4      | 0.00     | 0.00 |
| 2                           | .3760     | .14           | 0.8 | .3540 |      |      |      |      |          | 7.7  | 7.3  | <2     | 3      | 0.00     | 0.00 |
| 3                           | .4000     | .03           | 0.8 | .3410 |      |      |      |      |          | 7.7  | 7.5  | 2      | 1      | 0.05     | 0.00 |
| 4                           | .3780     | .06           | 0.9 | .3820 |      | 1.8  |      | 1.8  | 1.6      | 7.9  | 7.3  | 4      | 2      | 0.00     | 0.00 |
| 5                           | .3610     | .13           | 1.2 | .3610 |      | 2.3  |      | 2.2  | 1.7      | 7.7  | 7.4  | 7      | 2      | 0.00     | 0.00 |
| 6                           | .3620     | .07           | 0.9 | .3380 |      |      |      |      |          | 8.0  | 7.3  | 13     | 4      | 0.00     | 0.00 |
| 7                           | .3650     | .10           | 0.9 | .3380 |      |      |      |      |          | 7.9  | 7.3  | 2      | 4      | 0.00     | 0.00 |
| 8                           | .3630     | .02           | 1.0 | .3100 |      |      |      |      |          | 8.0  | 7.3  | 1      | 9      | 0.00     | 0.00 |
| 9                           | .3640     | .03           | 0.9 | .2970 |      |      |      |      |          | 7.9  | 7.3  | 12     | 3      | 0.00     | 0.00 |
| 10                          | .3870     | .07           | 0.9 | .3240 |      |      |      |      |          | 7.9  | 7.3  | 18     | 5      | 0.00     | 0.00 |
| 11                          | .3530     | .04           | 0.8 | .3250 |      |      |      |      |          | 7.8  | 7.3  | <2     | 3      | 0.00     | 0.00 |
| 12                          | .3390     | .04           | 0.9 | .3180 |      | 3.5  |      | 3.2  | 2.3      | 8.0  | 7.3  | 3      | 4      | 0.00     | 0.00 |
| 13                          | .3450     | .09           | 1.0 | .4590 |      |      |      |      |          | 7.9  | 7.4  | 2      | 1      | 0.00     | 0.00 |
| 14                          | .3600     | .17           | 1.7 | .4610 |      | 4.9  |      | 3.6  | 3.1      | 7.8  | 7.2  | 7      | 9      | 0.00     | 0.05 |
| 15                          | .3450     | .04           | 0.9 | .3380 |      |      |      |      |          | 7.9  | 7.3  | 12     | 2      | 0.00     | 0.00 |
| 16                          | .3510     | .06           | 0.8 | .3010 |      |      |      |      |          | 7.9  | 7.3  | 20     | 15     | 0.00     | 0.00 |
| 17                          | .3650     | .04           | 0.9 | .3410 |      |      |      |      |          | 7.7  | 7.3  | 13     | 9      | 0.00     | 0.00 |
| 18                          | .3520     | .06           | 0.8 | .3200 |      | 5.7  |      | 3.4  | 2.0      | 7.7  | 7.2  | 44     | 46     | 0.00     | 0.00 |
| 19                          | .3460     | .05           | 0.8 | .3340 | 365  | 6.2  | 354  | 4.7  | 2.3      | 7.9  | 7.2  | 96     | 42     | 0.00     | 0.00 |
| 20                          | .3420     | .00           | 0.9 | .3020 |      |      |      |      |          | 8.4  | 7.2  | 91     | 28     | 0.00     | 0.00 |
| 21                          | .3370     | .03           | 0.8 | .2760 |      |      |      |      |          | 7.9  | 7.2  | 12     | 6      | 0.00     | 0.00 |
| 22                          | .3190     | .04           | 0.8 | .2990 |      |      |      |      |          | 7.9  | 7.3  | 28     | 11     | 0.00     | 0.00 |
| 23                          | .3310     | .02           | 0.7 | .3250 |      |      |      |      |          | 7.8  | 7.3  | 29     | 19     | 0.00     | 0.00 |
| 24                          | .3780     | .11           | 0.8 | .4080 |      |      |      |      |          | 7.6  | 7.2  | 33     | 13     | 0.00     | 0.00 |
| 25                          | .3870     | .17           | 0.8 | .3770 |      |      |      |      |          | 7.9  | 7.3  | 18     | 28     | 0.00     | 0.00 |
| 26                          | .3370     | .06           | 0.8 | .2980 | 394  | 4.3  | 304  | 4.0  | 2.7      | 7.8  | 7.3  | <2     | 82     | 0.00     | 0.28 |
| 27                          | .3370     | .35           | 1.1 | .2980 |      | 4.6  |      | 5.1  | 2.7      | 7.9  | 7.2  | <2     | 7      | 0.00     | 0.29 |
| 28                          | .4680     | .14           | 1.1 | .4610 |      |      |      |      |          | 7.9  | 7.3  | 5      | 5      | 0.00     | 0.00 |
| 29                          | .3790     | .12           | 0.9 | .3680 |      |      |      |      |          | 7.5  | 7.1  | 2      | 6      | 0.00     | 0.00 |
| 30                          | .3690     | .08           | 0.8 | .3220 |      |      |      |      |          | 7.7  | 7.3  | 11     | 7      | 0.00     | 0.00 |

Average Wastewater Flow Discharged: 0.3437 Million Gallons/Day

Biochemical Oxygen Demand (BOD) Removal: 99%, Average day: 4.9 mg/L; Permit Limit 30 mg/L

Total Suspended Solids (TSS) Removal: 99%, Average day: 3.5 mg/L; Permit Limit 30 mg/L

Total Nitrogen Average day: 2.3 mg/L, 6.6 pounds; Administrative Order Permit Limit 8 mg/L



### Fiscal Year 2018

The Water Department pumped 133,772,438 gallons of water into the Town's water system . The water system water loss is currently around 3.5%.

### Shut Off Notices

The Water and Sewer Department sent out past due notices on June 14, 2018. The Department will hanging shut-off door hangers on July 10, 2018 for those that have not paid their past due water and sewer bills. As of July 9, 2018 there are 93 accounts and \$22,163.37 that are past due.

### Water Main Repairs

On June 26, 2018, the Water Department responded to a water main break on South Main Street. The Water Department with assistance from the Public Works Department repaired the 1895 water main. The valve that is located in front of the High School also broke closed. So the Water and Public Works Departments dug up the valve and replaced it.



### **MacIntosh Well Blending Facility**

A plumbing union fitting at the MacIntosh Well Blending Facility failed and water flooded the basement at approximately 1:00 am on June 28, 2018. The facility was shut down and the insurance company was notified. Water Department staff pumped and cleaned out the basement. Electrical Installations (EI) was called in to check the equipment in the basement. It was found that three flow meters, an actuator valve, and a chemical feed pump need to be replaced. Staff was able to get the plant back up and running on July 2, 2018. We are currently working with EI and the insurance company to get the equipment replaced.



### **MacIntosh Well Blending Facility**

The MacIntosh Well Blending Facility controls and electrical room temperature is reaching temperatures as high as 115 degrees. We have made some changes to the ventilation system that has helped, but is not enough to solve the problem. Temperatures are still reaching 110 degrees which is not good for the equipment. I have been working with Hazen and Sawyer Engineering on how we could solve this problem. It appears that the best fix is to install an air conditioning unit. The cost is estimated to be \$15,000.

| JUNE PUMPING TOTALS 2018 |         |           |        |           |          |           |            |
|--------------------------|---------|-----------|--------|-----------|----------|-----------|------------|
| Date                     | Bennett | 130gpm    | Sewall | 200gpm    | Mac Well | 315 gpm   |            |
|                          | Hrs     | Gallons   | Hrs    | Gallons   | Hrs      | Gallons   | Total      |
| 1                        | 10.5    | 81,609    | 10.5   | 125,257   | 10.1     | 191,500   | 398,366    |
| 2                        | 11.9    | 92,325    | 11.9   | 142,052   | 11.5     | 218,100   | 452,477    |
| 3                        | 10.8    | 84,509    | 10.8   | 130,118   | 10.7     | 201,000   | 415,627    |
| 4                        | 10.9    | 83,578    | 10.9   | 128,905   | 10.4     | 197,100   | 409,583    |
| 5                        | 8.2     | 64,081    | 8.2    | 98,462    | 8.0      | 151,400   | 313,943    |
| 6                        | 10.8    | 84,093    | 10.8   | 129,230   | 10.5     | 198,200   | 411,523    |
| 7                        | 9.3     | 71,889    | 9.2    | 110,460   | 9.0      | 170,200   | 352,549    |
| 8                        | 11.1    | 86,245    | 11.1   | 132,896   | 10.8     | 203,300   | 422,441    |
| 9                        | 12.0    | 93,299    | 12.0   | 143,563   | 11.6     | 220,200   | 457,062    |
| 10                       | 13.0    | 101,296   | 13.0   | 155,708   | 12.7     | 239,600   | 496,604    |
| 11                       | 10.1    | 78,534    | 10.1   | 120,726   | 9.9      | 186,500   | 385,760    |
| 12                       | 12.2    | 95,166    | 12.2   | 146,361   | 11.9     | 225,100   | 466,627    |
| 13                       | 9.2     | 71,740    | 9.2    | 110,432   | 9.0      | 170,200   | 352,372    |
| 14                       | 11.8    | 91,534    | 11.8   | 140,923   | 11.4     | 216,300   | 448,757    |
| 15                       | 8.9     | 68,958    | 8.9    | 105,914   | 8.7      | 163,300   | 338,172    |
| 16                       | 12.0    | 93,162    | 12.0   | 143,496   | 11.6     | 220,200   | 456,858    |
| 17                       | 11.6    | 90,097    | 11.6   | 138,599   | 11.3     | 214,400   | 443,096    |
| 18                       | 12.0    | 93,870    | 12.1   | 144,417   | 11.7     | 220,800   | 459,087    |
| 19                       | 9.7     | 75,388    | 9.7    | 115,973   | 9.5      | 179,000   | 370,361    |
| 20                       | 12.1    | 93,748    | 12.1   | 144,038   | 11.7     | 221,300   | 459,086    |
| 21                       | 9.5     | 74,245    | 9.5    | 114,147   | 9.3      | 176,100   | 364,492    |
| 22                       | 11.4    | 88,511    | 11.4   | 136,056   | 11.0     | 208,900   | 433,467    |
| 23                       | 10.7    | 83,005    | 10.6   | 127,760   | 10.4     | 197,100   | 407,865    |
| 24                       | 11.4    | 88,596    | 11.1   | 132,596   | 10.8     | 205,000   | 426,192    |
| 25                       | 8.5     | 66,090    | 8.8    | 105,327   | 8.5      | 160,000   | 331,417    |
| 26                       | 8.7     | 116,016   | 16.9   | 206,013   | 7.8      | 135,500   | 457,529    |
| 27                       | 8.6     | 67,267    | 8.6    | 103,493   | 8.3      | 156,800   | 327,560    |
| 28                       | 13.2    | 150,599   | 19.0   | 226,681   | 2.2      | 41,700    | 418,980    |
| 29                       | 13.8    | 157,736   | 14.7   | 221,479   | 0.0      | 0         | 379,215    |
| 30                       | 15.1    | 172,811   | 16.0   | 240,474   | 0.0      | 0         | 413,285    |
| Total                    | 329.0   | 2,759,997 | 344.7  | 4,221,556 | 280.3    | 5,288,800 | 12,270,353 |
| AVG. Day                 | 11.0    | 92,000    | 11.5   | 140,719   | 9.3      | 176,293   | 409,012    |
| Max Day                  | 15.1    | 172,811   | 16.0   | 240,474   | 12.7     | 239,600   | 496,604    |

## Information Technology

1. Work continues in earnest to move to MUNIS, the new accounting software. Part of the implementation will require a fair amount of new hardware. We can't make this jump using the existing accounting server, as the plan calls for us to store every invoice we get electronically. I have requested a new server through CIP. Also, each department will need a "MUNIS approved" printer and desktop scanner to fully implement the functionality of the software.
2. We plan to engage in Phase 1 of MUNIS training the week of July 23. This will involve all departments, and will require a significant investment of time from each group. Expect some groups to be a little "short handed" as this rollout continues.
3. I have also requested new WiFi equipment at Town Hall. The existing hardware doesn't meet today's faster data speeds, and has a tendency to lock up, usually only when needed most. Murphy's Law strikes again.
4. Channel 13 is doing great things with the new technology installed. We continue to get complaints on audio quality, and I have tracked it down to individual PCs (sounds great on my PC, sounds terrible on yours). Tim and I are working with the vendor to overcome this issue, and if necessary, tell citizens and staff what software is required for a decent viewing and listening experience.
5. As part of the MUNIS training each employee involved has been given access to Tyler University, an online repository of training videos on MUNIS. We need to get staff started in this area.
6. Someone bought some software online and when they went to install it, it had a virus on the install disk! Thankfully the employee cancelled the install, and a quick scan of the system showed nothing nefarious. Working on returning this piece of crud to the company that hatched it.



**Office of Building Safety, Health and Zoning Enforcement**  
**Preceding Month Activities**

| Permits Issued |             |        |                           |
|----------------|-------------|--------|---------------------------|
| 16             | Building    | \$3875 |                           |
| 17             | Electrical* | \$872  | 5 paid w/ building permit |
| 6              | Plumbing*   | \$66   | 3 paid w/ building permit |
| 10             | Mechanical* | \$394  | 2 paid w/ building permit |

Total Permit Revenue

**\$5207**

We are feeling like a broken record with the line, 'again, another busy month', but again... it's been a busy month. The big push of Chinburg Builders' homes at both Rockingham Greens and Hayden Place is slowing as they near complete build out on both. We anticipate the pace at Boulder Brook and Rivers Edge will be a little more relaxed. At the same time, we have a plethora of small projects in town. All signs of a good economy.

We continue to get the question, 'what's going on at the Selectwoods Building?' The owner has an approved site plan for a fifteen (15) unit residential building. The original plan was to create workforce or income restricted housing, however do to the cost of the historical renovation and substantial footing and foundation cost, the business plan has been modified to create higher-end residential units. Some have referred to this building as the missing tooth of the downtown redevelopment. This office is impressed with the commitment to this historic preservation effort.

- Conducted 40 regular construction inspections
- Attended seminar on an NHMA seminar on Effective Enforcement for Code Officials
- Continued junkyard enforcement efforts
- Continued collaborations with Newmarket Main Street Corporation in pursuit of historic district street signs
- Assisted numerous property owners with renovation consultations

## **Town Clerk - Tax Collector**

### **TAXES**

|                              |              |           |
|------------------------------|--------------|-----------|
| Total Committed 2018         | \$10,129,331 | Tax 1     |
| Total Collected thru 6/30/18 | \$8,313,323  | Principal |

### **TAX LIENS**

|                            | 2017 Liens         | 2016 Liens         | 2015 Liens         |
|----------------------------|--------------------|--------------------|--------------------|
|                            | <u>(Deed 2020)</u> | <u>(Deed 2019)</u> | <u>(Deed 2018)</u> |
| Property Tax Amount Liened | 209,116            | 216,555            | 196,946            |
| W/S Amount Liened          | 0                  | 0                  | 66,195             |
| # Properties Liened        | 61                 | 71                 | 93                 |
| Uncollected thru 6/30/18   | 120,698            | 56,080             | 3,136              |

### **WATER & SEWER (1/1 THRU 6/30/18)**

|                          | <u>2018</u> | <u>2017</u> |
|--------------------------|-------------|-------------|
| Water Billed             | 401,670     | 387,841     |
| Sewer Billed             | 830,474     | 784,406     |
| Uncollected thru 6/30/18 | 34,151      | 40,383      |

### **TOWN CLERK REVENUE (7/1/17 thru 6/30/18)**

|                                    | <u>Year End</u><br><u>6/30/18</u> | <u>Year End</u><br><u>6/30/17</u> |                |
|------------------------------------|-----------------------------------|-----------------------------------|----------------|
| Motor Vehicle (MV)                 | 1,532,611                         | 1,518,360                         | 0.94% increase |
| Town "non-MV"                      | 140,048                           | 146,639                           | 4.49% decrease |
| State NH (MV, Vitals, Boats, Dogs) | 529,788                           | 525,803                           | 0.76% increase |

- Motor vehicles still on the upswing
- Daily activity steady
- Dog Licenses due April 30th
  - Approx 1400 dogs total; 1275 licensed as of June 30th
- 2015 Deed Date: June 14, 2018
  - 0 properties deeded
- 2018 First Issue Property Tax Due 7-2-2018
  - 82% Collected as of June 30th

## **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 renewed 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 five (45) homes in the development. Five (4) homes have open building permits open and are currently under construction. The subdivision is 87% built-out. `

**Newmarket Industrial Park Lots 6 and 7, LLC/Shearwater Investment Corporation** – The owners of the Industrial Park have recently purchased parcels which front on NH 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 Lot 7 and a boundary adjustment in order to modify the two (2) lots so they are larger and have more frontage than required. Following a review by the Technical Review Committee (TRC), the project received a conditional approval at the April 8, 2018 Planning Board meeting.

The Planning Board has received a second application from the Maplewood and Vaughan Holding Co. LLC for a new 22,000 square foot industrial building on adjacent Lot 6. This application was accepted for review by the Planning Board at its April 8, 2018 meeting. Following a review by the Technical Review Committee (TRC) and the Town’s engineering consultant, the Planning Board conditionally approved the application at the July 10, 2018 meeting. The next phase of the project will involve further improvements to the intersection of Route 108 and Forbes Road.

**Boulder Brook Subdivision** - 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 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. The first course of paving on the road was completed last Fall. There remains a punch list of items that will be completed during the current construction season. One building permit for a single family home is open and a second one has been applied for.

**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. The application was accepted for formal review by the Planning Board at the June 12, 2018 Planning Board meeting and has been forwarded to the Technical Review Committee (TRC). The applicant is currently coordinating the review of impacts to wetland buffers with the Conservation Commission.

**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. A joint meeting will be held with the Town Council to discuss strategies to advance the concept of a Continuing Care Retirement Community on Route 152 and other zoning initiative at a meeting to be scheduled for September 19, 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 Strategic Initiatives (OSI) has conducted a compliance review of our regulations and forwarded recommendations for updating. 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 had set up a subcommittee to work with

the Community Development Director on these amendments for consideration at a future meeting. There has been an appeal regarding the preliminary 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 OSI/FEMA representative indicated that it may be another year before the maps are finalized and can be adopted.

**Zoning Board of Adjustment** - On July 16, 2018 the Newmarket Zoning Board of Adjustment will meet to hear two applications:

*Application of Phil Trial* to allow the placement of a single-family double wide manufactured home on a lot at R Sleepy Hollow Cooperative, Tax Map U3, Lot 117A which is in the B2 Zone within which a single family home is not a permitted use.

*Application of Leo Manseau, Jr.* to allow the construction of a residential structure/use in the B3 zone on a lot located at Ash Swamp Road, Tax Map R-6, Lot 4-2, B3, Zone.

## **Special Projects**

**Route 108 Pedestrian Crossings:** The Downtown Pedestrian Crossing Improvement project is 100% complete. The Town has submitted all the final project documentation and awaits word from NH DOT that the project has been 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 from the Town's legal counsel has confirmed that the property right of the dam and north of the Durham Book Exchange Building adjacent to the fish ladder is owned by the New Hampshire Fish and Game Building. The Town Council held a public hearing at the May 16, 2018 to solicit input on the "preferred alternative". There was also a resolution on that same agenda authorizing the Town Administrator to enter into a contract amendment with GZA so the Town can move forward with the next phase of engineering design which was approved unanimously by the Town Council. With the completion of this next phase of engineering, the Town expects to be in a position to be able to be able to present a proposal to the Town Meeting in March 2019 for a bond issue to proceed with construction in July 2019. The GZA project team is now under contract and has started wetland determinations. with topographic survey work commencing in August.

**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** - In 2017, The Town 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. A workshop was held at the Planning Board meeting on February 13, 2018 and further clarifications were requested on the draft ordinance. The Planning Board has send the proposal back to Stormwater subcommittee for further modifications and to solicit input from the development and engineering community. Funding to continue the process is expected from the Strafford Regional Planning Commission from NH Coastal Program funds to resume during the Summer of 2018.

#### **Other**

## **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:

- Financial Software Implementation has been top priority.
  - Implementation Schedule finalized with “go live” date for Financial Management Applications of October 1, 2018, working on schedule for next phase implementation of payroll.
  - Revised chart of accounts is in its final review by vendor. Many hours spent on compiling.
  - Fixed assets with category expansion has been provided awaiting finalization from vendor.
  - On-line training list of course schedules, and access to Tyler University setup, and soon to be “rolled out” to departments.
  - Training and Implementation setup in progress. Plan to finalize contract revisions based on recent gap analysis on what is needed and what was not in contract (no additional cost).
- Employee Open Enrollment complete. Updates being provided to vendors as well as changes impacting life and disability rates. .
- Trustee of Trust coordination of senior class scholarships is ongoing.
- Department continues to work on account reconciliations, review and tracking of expenses in preparation for year-end..

### 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            |                              | FY 16 | FY16 vs FY17            |                              |
|-----------|-------|-------|-------------------------|------------------------------|-------|-------------------------|------------------------------|
|           | FY 18 | FY 17 | Increase/<br>(decrease) | %<br>Increase/<br>(decrease) |       | Increase/<br>(decrease) | %<br>Increase/<br>(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     | 8     | -                       | 0.00%                        | 16    | (8)                     | -50.00%                      |
| February  | 6     | 7     | (1)                     | -14.29%                      | 10    | (3)                     | -30.00%                      |
| March     | 13    | 6     | 7                       | 116.67%                      | 10    | (4)                     | -40.00%                      |
| April     |       | 9     |                         |                              | 7     | 2                       | 28.57%                       |
| May       |       | 12    |                         |                              | 12    | -                       | 0.00%                        |
| June      |       | 12    |                         |                              | 17    | (5)                     | -29.41%                      |
| Total     | 109   | 126   | 16                      | 12.70%                       | 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: Financial Software Implementation ongoing. Implementation phasing schedule for Finance is complete working on payroll phase.
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 is operational.

## **Recreation Department**

### **Recreation Fiscal Business Report:**

Our preliminary final Fiscal 2017/18 report for our *Revolving Account Revenue* is at a record **\$382,163** collected to date. We are **AHEAD** of last year's revolving account in revenue by **\$63,702** which was at **\$318,460** at this time last year.

***Revolving Account Expenditures:*** Our preliminary numbers indicate that we expended **91%** of our \$279,115 budget, as compared to **92%** spent of last year's budget of \$243,433 at this same time. As this is only a preliminary report and June is one of our biggest spending months in regards to prepping for summer camp, the final numbers may reflect a different number as several more expenses will more than likely be added in the final numbers. Included in these expenditures will be the parking and traffic flow equipment that was needed to be purchased for safety purposes.

***General Fund Expenses:*** The preliminary total for expenses under the General Fund is showing we spent **97%** for our \$203,351 General Fund Budget.

### **Personnel Report**

We finally were able to hire our seasonal staff for summer camp. However, as mentioned in the last report we had a difficult time recruiting even up until the week before camp started. Unfortunately, we had to spend more money on advertising for these job openings than we have to spend in the past. We are currently trying to fill our year round Specialty Program Coordinator position. This position helps cover the front desk in the summer and year round, assists in several other administration areas, including the Sunrise Sunset Center, Specials Event, and the Preschool Playgroup

### **Recreation Community Events**

On Saturday, June 16 we held our ***29 Annual Fishing Derby***. The day was beautiful and we had a steady flow of kids catching fish all morning. This event is one of the Recreation Department's most traditional events! It is co-hosted by the Recreation Department, Conservation, and the Boy Scouts.

Next up is our Annual ***Splash & Dash Kayak & Canoe Race*** which will be held on Saturday, August 25 this year. The Splash & Dash event has to change dates each year as this event is based on the tides. This year in order to boost registration, we were awarded a \$5000 Grant from LRAC to run a ***Hammock to 3K*** program. The Hammock to 3K program will start on July 19 with 7 Rivers Paddling at Schanda Park. All are welcome to join in on this FREE program. After that the meet up training program will run 1x per week through July and August up until the race. Meet-ups will switch from the Schanda Park boat launch to the Piscassic Street boat launch and will run on Thursdays or Saturdays. Training components consist of fitness, safety, teaching both race and basic paddle strokes, and general education about the Lamprey Rivers. Anyone can show up and again the program is FREE. For those who need to rent a kayak, the Rec will be renting them out at Schanda Park also at a reduced rate. The program also includes a capsized course

at the Jennie Thompson pool at a 75% off discounted rate. This entire program is being subsidized by the LRAC grant. Flyers are currently being hung up around town which list the dates for meet ups and locations.

### **Summer Camp Program**

Camp Wanna Iguana is underway at the Recreation Department. During this time the majority of our department, other than the Sunrise Sunset Center focuses on the summer camp program. Our final enrollment came in at 280 children grades 1-7 and 29 children ages 3-5.

We hired a staff of 32 and we were able to recruit 4 volunteers this summer. All went through training including Active Shooter training that the Newmarket Police Department came down and did for us. We would like to extend a big thank you to both Detective Scott Kukesh and Sergeant Jeremy Hankin for taking the time to run this important training for our summer staff.

We would like to give a special shout out to the Public Works Department for lining the grass field next to the community center which added an additional 40 parking spots. We would also like to give another shout out to Chief True who made an effort to come down to the center showing a friendly police presence on the first few days of camp to make sure our traffic flow and parking situation ran smoothly. Overall, the new parking and drop off plan is running much better than we could have ever hoped! Parents have been dropping off kids in the morning in a coned off loop of the front parking lot.

### **Recreation Programming**

Camp camp camp! Camp Wanna Iguana is our current programming focus for these summer months. As we are short staffed at the moment, it is difficult to add new programming to the Rec calendar during the summer. We are also looking ahead at fall programming favorites and potential cautiously to make sure that the program quality is possible with our current staff numbers. Meanwhile, we do have some adult programming that is happening simultaneously June-August to keep the balance of youth and adult opportunities for the Newmarket community.

**Adult Yoga:** Our contracted adult yoga program has moved to the BEECH ST EXT building for the summer. This allows the yoga members and instructor to have a clean, uninterrupted environment for their classes. It is the first time that we have moved our yoga classes to this facility longer than a week. After some struggles with sharing the Rec between yoga and camp last year, we wanted to separate the two this summer. The plan and separation is working well for both groups, but we haven't come to a decision that this is a permanent fix. However, for the summer, the plan is certainly working out well.

**Arts in the Park:** Our summer concert series is underway for the 4 year in a row! We have had three weeks of music completed for this summer and about 7 more to go. Every Tuesday night from 6-8pm at Schanda Park our Rec team schedules bands, markets the show, sets up, breaks down, and hosts a free night for the public to come out and enjoy some good tunes. It's a true community event for a small town. Community members bring picnic dinners, visit with friends and listen to the music. There is a sponsor each night and we set up a table for them to display their information and chat with the public. The NBA helps organize the sponsors (NBA members) to help compensate the bands. Kennebunk Savings is the signature sponsor to

help support this free program as well. In the next few weeks, we are hoping to run a 50/50 raffle for a little give back to the community and small fundraiser for the REC.

**Adult Soccer:** Currently the adult soccer program is still in the very early stages. The field reservation for Tuesday evenings works well, but now with the Arts in the Park series on Tuesdays as well, we are finding it difficult to staff this program. Presently, the field is reserved for people to play and enjoy themselves, but we haven't created more structure to the program at this point. We are looking for a community member to volunteer to 'lead' the scrimmages and keep the momentum going so that we can build on the program as soon as we are able.

### **Sunrise Sunset Briefing**

We had several day trips in June that were well attended. We started the month with a Mystery Supper Club trip on a Friday evening to The Roma Restaurant in Haverhill, MA. We were seated in our own private area where we dined on delicious Italian cuisine. Our members loved the 'Mystery' aspect of this trip. In addition to the supper club trip we had three Wednesday trips in a row. First we headed to Boylston, MA to tour the amazing gardens and grounds of this 171 acre property which offers 17 different gardens. The following week we filled two vans and we were off to Holderness, NH for a pontoon boat ride on Squam Lake. The weather was perfect to tour this pristine lake of 'On Golden Pond' fame. The group was in awe of the peaceful and natural landscape for which this lake is known. Our final Wednesday trip was to Peaks Island off of the coast of Portland, Maine. Again, we were able to fill two vans with day trippers for this excursion which included a Ferry ride to the island and then an hour long golf cart tour with animated and knowledgeable guides. We dined outdoors on the terrace of a local inn and browsed the shops and enjoyed many local points of interest. Our breakfast club trip this month included an early morning stop at the Hampton Beach Sand Sculptures to view the yearly contest before the demolition. After our stop at the beach we had breakfast at Wilbur's Family Restaurant.

The Silver Stars Theater Troupe presented their long awaited WSSC Radio Show in June. They put on two separate shows, morning and evening, drawing in a full house for both performances. The 12 actors had a wonderful time presenting the show to all the Sunrise Center members and the general public. The Sunrise members especially enjoyed the part of the show called 'The Gossip Girls' in which many of the center's members were mentioned by name with comical short stories about each of them. The group will perform the radio show for the Pines of Newmarket in August.

We had Mary MacCaffrie from the NH State Fire Marshall's office join us in June for our Tuesday Talk. Mary presented a program that focused on Fire and Fall Prevention. Her interactive program was fun for the seniors as it included a music trivia game in addition to the educational information which they found useful.

The Trail Walkers completed two more trail walks in June. The first was the Wiggin Farm trail off of Grant Road and then the Heron Point Trail from the entrance off of Bay Road. Both hikes were perfect for the seniors that participated without being overly strenuous. We have more hikes planned for July and August.

The flag pole for a small memorial space between the center and the Newmarket Police Station was

installed in June. We will hold a flag raising ceremony in July to dedicate the space and continue to put the finishing touches on this area with stone pavers, lights and landscaping in the coming weeks.

The Sunrise Strummers Ukulele group continues to be popular with approximately 10 members on a regular basis. This easy to learn instrument is very appealing to the senior population and we expect that it will continue to grow. Our chorus group visited the Pines of Newmarket and Harmony Homes recently to entertain their residents with familiar songs and sing a-longs.

We brought Trivia Time back this month and had 14 people participating in a friendly game on a Friday afternoon. We were able to make up two well matched teams and it was a fight to finish with the winner's beating out the second place team by just 2 points. We'll continue to offer Trivia Time on a quarterly basis.

The seniors have been benefitting from the fresh vegetables in the garden already. They are taking home romaine lettuce, baby kale, scallions, radishes, cilantro and parsley. Soon there will be an abundance of tomatoes, beans, squash and more. Our active gardeners have enjoyed the process of planting, harvesting and unfortunately, much watering.



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Founded December 15, 1727  
Chartered January 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE

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# STAFF REPORT

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**DATE:** July 18, 2018

**TITLE:** Resolution #2018/2019-01 - Water System & Wastewater Pumping Station Supervisory Control and Data Acquisition ( SCADA ) System Improvements

**PREPARED BY:** Sean Greig, Director of Environmental Services

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend passage of this resolution as written

**BACKGROUND:**

The Water and Sewer Department has entered into agreement with Electrical Installations (EI) to install and update the Water and Wastewater Pumping Stations SCADA Systems. The Water and Sewer Department needs to enter into an agreement with Underwood Engineers (UE) to assist the Town with the project.

- Review RTU submittals, including PLC hardware, and software, radio equipment, PLC diagrams, and related devices.
- Review submittals for wiring, conduit, support devices, and grounding.
- Respond to contractor's requests for information.
- Review RTU O&M manuals.
- Attend Start-up to review functionality and completeness.

The Water and Sewer Department's request the Town Council authorize the withdrawal of \$15,000 and \$22,000 Capital Reserve funds respectively for engineering assistance and contingency for the Water System and Wastewater Pumping Station SCADA Improvements Project.

**DISCUSSION:**

Does the Town Council authorize the Authorize the withdrawal of Water and Sewer Department Capital Reserve Funds for engineering assistance and contingency for the Water System and Wastewater Pumping Station SCADA Improvements Project?

**FISCAL IMPACT:**

The Water and Sewer Departments has set aside monies in their Capital Reserve Funds for the SCADA improvements Project.

**RECOMMENDATION:**

I recommend the Town Council approve the withdrawal of Water and Sewer Department Capital Reserve Funds for engineering assistance and contingency for the Water System and Wastewater Pumping Station SCADA Improvements Project.

Resolution # 2018/2019-01Attached

**Recommended Motion:**

*Motion to approve resolution 2018/2019-01.*

**ATTACHMENTS:**

| Description                             | Upload Date | Type       |
|---|-------------|------------|
| Resolution 2018/2019-01 - SCADA Upgrade | 6/29/2018   | Cover Memo |

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**

**Resolution #2018/2019-01**

**Withdrawal of Water and Wastewater Department Capital Reserve Funds for Engineering Assistance and Contingency for the Water and Sewer Supervisory Control and Data Acquisition (SCADA) System Improvements Project**

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

**WHEREAS**, the Water and Wastewater Department has entered into an agreement with Electrical Installations to install and update the water system and wastewater pumping station SCADA, and

**WHEREAS**, the Water and Sewer Departments need engineering assistance for the SCADA Project.

**NOW, THEREFORE BE IT RESOLVED**, that The Newmarket Town Council does hereby approve the withdrawal of \$15,000 from the Water Department Capital Reserve Funds and \$22,000 from the Wastewater Capital Reserve Funds for engineering assistance and contingency for the Water and Wastewater SCADA Improvements Project.

*First Reading: July 18, 2018*

*Second Reading:*

*Approval:*

Approved: \_\_\_\_\_  
Dale Pike, Chair Newmarket Town Council

A True Copy Attest: \_\_\_\_\_  
Terri Littlefield, 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

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# STAFF REPORT

---

**DATE:** July 18, 2018

**TITLE:** Resolution #2018/2019-02 - WiFi Improvements to Town Hall

**PREPARED BY:** Doug Poulin, IT Director

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend passage of this resolution.

**BACKGROUND:**

The WiFi system in the Town Hall receives heavy usage. As employees become more and more mobile, there is a need to stay connected anywhere in the building. It is also very useful to vendors who come in and need to work with employees on matters (Planning, Financial Audits, demonstrations, etc).

**DISCUSSION:**

The current WiFi system at Town Hall is at least seven years old, and in some cases, can't work with some of the newer technology, causing speeds to have to "drop down" to compatible ranges. If the current system has more than a few connected devices, performance degrades rapidly. With the proliferation of smartphones, tablets, laptops, and even wireless cameras, our system needs to upgrade to function properly.

**FISCAL IMPACT:**

We have received three (3) proposals:

|                                 |            |
|---------------------------------|------------|
| JDSCC (Cisco and Meraki System) | \$6,280.00 |
| RTM, Merrimac (Cisco System)    | \$5,989.00 |
| Nashua Data Services (Cisco)    | \$5,395.00 |

**RECOMMENDATION:**

I recommend engaging with a contract with RTM as the vendor currently assists the Town in other matters now and provides 24/7 support. In addition, they are familiar with our existing network infrastructure and

implementation should be easier. They were the only vendor to do an onsite inspection, and determine ways to reduce interference from the School WiFi in the same building.

**ATTACHMENTS:**

| Description           | Upload Date | Type              |
|-----------------------|-------------|-------------------|
| Resolution 2018/19-02 | 6/29/2018   | Resolution Letter |
| Quotes                | 6/29/2018   | Backup Material   |

**Town of Newmarket, New Hampshire**  
**By the Newmarket Town Council**  
**Resolution # 2018/19-02**

**Upgrade of Town Hall WiFi**

**WHEREAS**, the technology used to provide WiFi services in the Town Hall is out of date and does not support current standards

**WHEREAS**, WiFi access in the Town Hall is problematic, spotty, and in some cases non-existent seriously impeding the ability of employees and consultants to perform work for the Town; and

**WHEREAS**, the Technology Capital Reserve Account currently has a balance of \$37,753; and

**WHEREAS**, the total cost for the proposed WiFi upgraded equipment is estimated not to exceed \$5,989

**NOW, THEREFORE BE IT RESOLVED** that the Newmarket Town Council does hereby approve the withdrawal of funds not to exceed \$5,989 from the Technology Capital Reserve Account for the purpose of upgrading the Town WiFi equipment and to authorize the Town Administrator to execute any associated agreements.

First Reading:

Second Reading:

Approval:

Approved \_\_\_\_\_  
Dale Pike, Chair Newmarket Town Council

A True Copy Attest: \_\_\_\_\_  
Terri Littlefield, Town Clerk



RTM Communications  
Remove The Mystery

Quote #: RTMQ15120  
Date: 03/21/18  
Sales Rep: Susan Bancroft

## Removing the Mystery from Voice and Data Communications

**Quote To:**  
Town of Newmarket  
Doug Poulin  
186 Main Street  
Newmarket, NH 03857  
United States

**Ship To:**  
Town of Newmarket  
Doug Poulin  
186 Main Street  
Newmarket, NH 03857  
United States

**Terms:**  
Ship Via: Best Way  
Terms : Net 20 Days  
FOB: Bedford

**Quote Name:** Wireless and cabling

| Qty. | Vendor             | Description  | Price Each | Extended   |
|------|--------------------|--|------------|------------|
| 5    | Cisco Systems, Inc | Meraki MR33 IEEE 802.11ac 1.30 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - Beamforming Technology - 1 x Network (RJ-45) - Desktop, Ceiling Mountable, Wall Mountable  | \$399.00   | \$1,995.00 |
| 5    | Cisco Systems, Inc | Meraki MR Enterprise License, 1 Year - Meraki MR Series Access Point - Subscription License 1 Access Point - 1 Year License Validation Period  | \$99.00    | \$495.00   |
|      | Cisco Systems, Inc | Meraki MR Enterprise License, 3 Years - Meraki MR Series Access Point - Subscription License 1 Access Point - 3 Year License Validation Period   | \$185.00   |            |
|      | Cisco Systems, Inc | Meraki MR Enterprise , 5 Years - Meraki MR Series Access Point - Subscription License - 5 Year License Validation Period   | \$275.00   |            |
| 1    | RTM                | Estimated Project NPEDU: configuration and training  | \$900.00   | \$900.00   |
| 1    | RTM                | Cabling Scope of Work<br>RTM to install, terminate and test (5) CAT6 drops for wireless access points.<br>RTM to hang AP's.<br>One new CAT6 patch panel is included.<br>All work to be done during week-day hours.<br>Testing<br><br>4-pair CAT6 Cables: RTM intends to test all CAT6 station cables with a Fluke Networks DTX Series Cable Analyzer selecting the Category 6 test based on the EIA/TIA Standard.<br><br>Warranty<br><br>RTM. warrants the installation for the period of three (3) years against<br>any cable-related failure due to improper installation or termination.<br>Any failure during this<br>period is repaired at no charge.<br><br>Excluded under warranty is repair for damage to the cable from<br>accident, negligence, misuse,<br>unauthorized repairs, failure of electrical power, sprinkler or humidity<br>control or vandalism, fire,<br>storm, water damage or other casualties not relating to the<br>installation and beyond the control of<br>RTM | \$2,599.00 | \$2,599.00 |

| Qty. | Vendor | Description | Price Each         | Extended          |
|------|--------|-------------|--------------------|-------------------|
|      |        |             | <b>Quote Total</b> | <b>\$5,989.00</b> |

**Quote Notes:** Thank you for your quote request.

All quotes from RTM Communications, Inc. are valid for 30 days following the date of transmission. Pricing assumes purchase of all line items. All delivery, training, consulting and services are to be billed at the published rates for each activity involved. Shipping costs and taxes will be applied at time of invoice. Delivery of products and services are dependent upon availability at the time of order. A minimum 15% restocking fee may be assessed on returns with original unopened packaging. The information and pricing in this document is confidential and proprietary and shall not be disclosed or duplicated in whole or part..



Nashua Data Solutions  
PO Box 7731  
Nashua, NH 03060  
603-821-0441  
sales@nashuadatasolutions.com  
www.nashuadatasolutions.com

**ADDRESS**

Town Of Newmarket  
Doug Poulin  
603-292-1227

**ESTIMATE 1011**

**DATE 06/20/2018**

**EXPIRATION DATE 07/20/2018**

| DATE       | ACTIVITY              | DESCRIPTION  | QTY | RATE   | AMOUNT   |
|------------|-----------------------|--|-----|--------|----------|
| 06/20/2018 | NH Drop Cat 5E Plenum | Cat 5E Plenum Drop - WAP. Tested, Terminated, Labeled. | 6   | 150.00 | 900.00   |
| 06/20/2018 | NH Parts              | WAP - Meraki MR 33 with 3 years of Enterprise License. | 6   | 650.00 | 3,900.00 |
| 06/20/2018 | NH Labor              | Mount WAPs   | 4   | 85.00  | 340.00   |
| 06/20/2018 | NH Labor              | Configure Wireless Network                             | 3   | 85.00  | 255.00   |
| TOTAL      |                       |  |     |        | 5,395.00 |

**TOTAL DUE**

Accepted By

Accepted Date

Please make checks payable to Nashua Data Solutions. If you would like to pay by Credit Card or Bank Transfer, please click the "View Invoice Now" button in the Email that was sent to you. Then click "Pay Now" in the top right corner of the screen. If you have questions please contact us at 603 821-0441 Thank you for your business.

JDSCC Inc.  
4 Industrial Park Drive  
Unit#33  
Pelham NH 03076



Town of Newmarket  
Doug Poulin  
186 Main Street  
Newmarket NH 03857

Estimate # Q10092A2  
Estimate Date June 12, 2018  
**Estimate Total (USD) \$6,280.00**

| Item               | Description  | Unit Cost | Quantity | Line Total        |
|--------------------|--|-----------|----------|-------------------|
|                    | Option 1 Cisco Meraki                                  | 0.00      | 0        | 0.00              |
|                    | Cisco Meraki MR 33                                     | 649.00    | 6        | 3,894.00          |
| DISCOUNT           | Meraki Discount  | -220.00   | 6        | -1,320.00         |
|                    | Cisco Meraki subscription license ( 5 years )<br>MR-33 | 450.00    | 6        | 2,700.00          |
| DISCOUNT           | Meraki Discount  | -149.00   | 6        | -894.00           |
| 105                | LABOR M-F [TRAVEL]                                     | 100.00    | 1        | 100.00            |
| 102                | LABOR M-F [INSTALL]                                    | 125.00    | 16       | 2,000.00          |
|                    | -Test and Terminate Jacks                              |           |          |                   |
|                    | -Install Access Points                                 |           |          |                   |
|                    | -Program Access Points                                 |           |          |                   |
|                    | -Testing and Tuning                                    |           |          |                   |
| DISCOUNT           | Labor Discount   | -35.00    | 16       | -560.00           |
| CAT6E-PLENUM       | Catagory 6 network cable                               | 0.36      | 1000     | 360.00            |
| <b>Total (USD)</b> |  |           |          | <b>\$6,280.00</b> |

#### Terms

This price list is a quotation only and is not an order or offer to Sell. No contract for sale will exist unless and until a purchase order has been issued by you and accepted by JDSCC, INC ("JDSCC"). Acceptance by JDSCC of any offer is expressly conditioned upon your assent to the Terms and Conditions of Sale set forth in JDSCC'S invoices.

JDSCC is not responsible for compliance with regulations, requirements or obligations associated with any contract resulting from this quotation unless said regulations, requirements or obligations have been passed to JDSCC and approved in writing by an authorized representative of JDSCC.



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## TOWN OF NEWMARKET, NEW HAMPSHIRE

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# STAFF REPORT

---

**DATE:** July18, 2018

**TITLE:** Resolution #2018/2019-03 - Purchase of Town Servers

**PREPARED BY:** Doug Poulin, IT Director

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

After reviewing, I recommend passage of this resolution.

**BACKGROUND:**

As we have moved more and more electronic functionality into “the cloud”, the Town has steadily reduced its need for computer servers. At one time we had 8, we now have four. Two are critical to the functioning of the Town and are in need of replacement. Both are currently 6.5 years old.

**DISCUSSION:**

As we move forward with the new Accounting system, there is a need to store a lot of electronic documents.

All invoices that come in for payment will be scanned and saved, requiring a lot of storage space. This server will also need to keep the historical accounting data as well as run the new Town Clerk software. The second server is the Police Department server which we have been notified that as of October 2018 is no longer CJIS compliant. It is imperative that the Department maintain CJIS compliance.

**FISCAL IMPACT:**

We have received three (3) proposals:

|                      |               |             |
|----------------------|---------------|-------------|
| GovConnection        | \$6,434.25 ea | \$12,868.50 |
| Dell Computer Online | \$7,326.88 ea | \$14,653.76 |
| CDW Government       | \$12,210 ea.  | N/A*        |

\*The CDW quote did not follow the RFP, and as such, should be disregarded.

**RECOMMENDATION:**

I recommend purchasing from GovConnection as the vendor provides superior pricing, excellent after-sales

support, and will keep the quote current for 90 days.

**ATTACHMENTS:**

| Description           | Upload Date | Type              |
|-----------------------|-------------|-------------------|
| Resolution 2018/19-03 | 6/29/2018   | Resolution Letter |
| Quotes                | 6/29/2018   | Backup Material   |

**Town of Newmarket, New Hampshire**  
**By the Newmarket Town Council**  
**Resolution # 2018/19-03**

**Upgrade of Town Computer Servers**

**WHEREAS**, the servers the Town uses for Accounting and Police are beyond their useful life spans; and

**WHEREAS**, the Accounting server will be integral to the rollout of the new accounting software, and supporting the Town Clerk's new software, as well as storing electronic copies of all Town invoices; and

**WHEREAS**, the Police Department server runs 24 hours a day supporting 3 agencies, and will not be CJIS compliant in October of 2018; and

**WHEREAS**, the Technology Capital Reserve Account currently has a balance of \$37,753; and

**WHEREAS**, the total cost for the proposed server equipment is estimated not to exceed \$12,868.50

**NOW, THEREFORE BE IT RESOLVED** that the Newmarket Town Council does hereby approve the withdrawal of funds not to exceed \$12,868.50 from the Technology Capital Reserve Account for the purpose of upgrading the Town servers and to authorize the Town Administrator to execute any associated agreements.

First Reading:

Second Reading:

Approval:

Approved \_\_\_\_\_  
Dale Pike, Chair Newmarket Town Council

A True Copy Attest: \_\_\_\_\_  
Terri Littlefield, Town Clerk

## SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Meaghan Landrigan  
**Phone:** (800) 998-8277 ext. 33242  
**Fax:** (603) 683-0615  
**Email:** meaghan.landrigan@connection.com

**# 24613009.01-W1**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 6/21/2018  
**Valid Through:** 6/30/2018  
**Account #:**

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Doug Poulin  
**Email:** dpoulin@newmarketnh.gov

**Phone:** (603) 659-3093 x1225  
**Fax:**

| QUOTE PROVIDED TO:   | SHIP TO:   |
|--|--|
| AB#: 12747720<br>TOWN OF NEWMARKET, NH<br>ACCOUNTS PAYABLE<br>186 MAIN ST<br>NEWMARKET, NH 03857<br><br>(603) 659-3617 | AB#: 12528395<br>TOWN OF NEWMARKET, NH<br>DOUG POULIN<br>4 YOUNG LANE<br>NEWMARKET, NH 03857<br><br>(603) 659-6636 x1225 |

| DELIVERY        | FOB         | SHIP VIA                       | SHIP WEIGHT | TERMS  | CONTRACT ID# |
|-----------------|-------------|--------------------------------|-------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | 68.00 lbs   | NET 30 |              |

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com), or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

| * Line # | Qty | Item #   | Mfg. Part # | Description  | Mfg.                  | Price                        | Ext                |
|----------|-----|----------|-------------|--|-----------------------|------------------------------|--------------------|
| 1        | 1   | 34295353 | 875760-S01  | ProLiant DL380 Gen10 2U RM Xeon 8C Silver 4110 2.1GHz / 16GB / 8x2.5" HP bays / G200eH2 / P408i-a / 4xGbE / 500W<br>HP Servers | HP Servers            | \$ 2,550.38                  | \$ 2,550.38        |
| 2        | 3   | 34297746 | 835955-B21  | 16GB PC4-21300 288-pin DDR4 SDRAM RDIMM for Select Models<br>HP Server Accessories   | HP Server Accessories | \$ 417.08                    | \$ 1,251.24        |
| 3        | 1   | 34961002 | P00487-B21  | MS Windows Server 2016 16-Core Standard ROK En SW PL Code -J3<br>HP Server Accessories   | HP Server Accessories | \$ 704.01                    | \$ 704.01          |
| 4        | 4   | 31606291 | 832514-B21  | 1TB SAS 12Gb / s 7.2K RPM 2.5" Midline SC Hard Drive<br>HP Server Accessories  | HP Server Accessories | \$ 394.37                    | \$ 1,577.48        |
| 5        | 1   | 33602614 | 871179-B21  | MS Windows 2016 CAL 10-user License FR / IT / DE / ES / JAL TU<br>HP Server Accessories  | HP Server Accessories | \$ 351.14                    | \$ 351.14          |
|          |     |          |             |  |                       | <b>Subtotal</b>              | <b>\$ 6,434.25</b> |
|          |     |          |             |  |                       | <b>Fee</b>                   | <b>\$ 0.00</b>     |
|          |     |          |             |  |                       | <b>Shipping and Handling</b> | <b>\$ 0.00</b>     |
|          |     |          |             |  |                       | <b>Tax</b>                   | <b>Exempt</b>      |
|          |     |          |             |  |                       | <b>Total</b>                 | <b>\$ 6,434.25</b> |



# QUOTE CONFIRMATION



**DEAR DOUG POULIN,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| JWQD683 | 6/27/2018  | JWQD683         | 10811267   | \$12,352.49 |

| QUOTE DETAILS  |     |         |            |            |
|--|-----|---------|------------|------------|
| ITEM   | QTY | CDW#    | UNIT PRICE | EXT. PRICE |
| <u>HPE ProLiant DL380 Gen10 - rack-mountable - Xeon Silver 4110 2.1 GHz - 16 G</u><br>Mfg. Part#: 875760-S01<br>UNSPSC: 43211501<br>Contract: MARKET                                     | 3   | 4708400 | \$2,375.49 | \$7,126.47 |
| <u>HPE SmartMemory - DDR4 - 16 GB - DIMM 288-pin</u><br>Mfg. Part#: 835955-B21<br>UNSPSC: 32101602<br>Contract: MARKET   | 2   | 4708375 | \$477.38   | \$954.76   |
| <u>HPE - power supply - hot-plug / redundant - 500 Watt - 563 VA</u><br>Mfg. Part#: 865408-B21<br>UNSPSC: 39121004<br>Contract: MARKET   | 1   | 4708383 | \$225.57   | \$225.57   |
| <u>HPE Integrated Lights-Out Advanced - subscription license + 3 Years 24x7 Su</u><br>Mfg. Part#: E6U64ABE<br>UNSPSC: 43232804<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 4   | 3140861 | \$338.21   | \$1,352.84 |
| <u>HPE - hard drive - 1 TB - SAS 12Gb/s</u><br>Mfg. Part#: 765464-B21<br>UNSPSC: 43201803<br>Contract: MARKET  | 1   | 3677201 | \$424.32   | \$424.32   |
| <u>HPE 10A 6' Power Cord - Black</u><br>Mfg. Part#: AF556A<br>UNSPSC: 26121636<br>Contract: MARKET   | 1   | 1037697 | \$7.79     | \$7.79     |
| <u>HPE Foundation Care 24x7 Service - extended service agreement - 3 years - o</u><br>Mfg. Part#: H8QP7E<br>UNSPSC: 81111812<br>Electronic distribution - NO MEDIA<br>Contract: MARKET   | 1   | 4748270 | \$2,118.40 | \$2,118.40 |

|                               |                 |             |
|-------------------------------|-----------------|-------------|
| <b>PURCHASER BILLING INFO</b> | <b>SUBTOTAL</b> | \$12,210.15 |
|-------------------------------|-----------------|-------------|



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Chartered January 1, 1991

## TOWN OF NEWMARKET, NEW HAMPSHIRE

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# STAFF REPORT

---

**DATE:** July 18, 2018

**TITLE:** Resolution 2018/2019-04 - Paving Improvements 2018-2019

**PREPARED BY:** Rick Malasky

**TOWN ADMINISTRATOR'S COMMENTS - RECOMMENDATION:**

I recommend passage of this resolution and to suspend the rules to act on it this evening. Oil prices are fluctuating and we need to lock this in.

**BACKGROUND:**

Annually, the town issued an RFP to find and award a contractor to perform the town's paving program.

Process: An RFP was sent out to several contractors.

Results: We received back two proposals one from Bell & Flynn LLC and the other one was from Pike Industries INC.

**DISCUSSION:**

The following roads are on the road management plan schedule for this year: Bald Hill Rd, Dame Rd, Terrace Dr, New Rd, Granite St, Central St, and Church St. We may be able to complete Sanborn Ave also based off the proposals and budget that we have this year.

**FISCAL IMPACT:**

The Town budgeted \$155,000 towards this expenditure in the operating budget and an additional \$260,000 was budgeted in the capital reserve to fund the Road Management Plan that has been adopted. The capital reserve will have a balance of \$325,636 on July 1st. The proposal from Bell and Flynn LLC that's dated June 25, 2018 is the best option for the town. I have attached both proposals.

**RECOMMENDATION:**

I recommend the Town award the contract to Bell & Flynn LLC with a dollar amount not to exceed \$415,000 with \$155,000 coming from the operating budget and \$260,000 coming from the capital reserve.

**ATTACHMENTS:**

| Description                                   | Upload Date | Type       |
|---|-------------|------------|
| Resolution 2018/2019-04 - Paving Improvements | 7/11/2018   | Cover Memo |
| Paving RFP Bell & Flynn and Pike Industries   | 7/11/2018   | Cover Memo |

CHARTERED JANUARY 1, 1991

FOUNDED DECEMBER 15, 1727



**TOWN OF NEWMARKET, NEW HAMPSHIRE**  
**By the Newmarket Town Council**

**Resolution #2018/2019 - 04**  
**Paving Improvements 2018-2019**

- WHEREAS:** Annually, the Town issued an RFP to find and award a contractor to perform the Town's paving program; and
- WHEREAS:** An RFP was sent out to several contractors. The Town received two (2) proposals; Bell & Flynn, LLC and Pike Industries, Inc.; and
- WHEREAS:** The following roads are on the Road Management Plan schedule for this year: Bald Hill Road, Dame Road, Terrace Drive, New Road, Granite Street, Central Street and Church Street. Based on the proposals and budget, Sanborn Avenue may also be completed; and
- WHEREAS:** The Town budgeted \$155,000 toward this expenditure in the operating budget and an additional \$260,000 was budgeted in the Capital Reserve Fund to fund the Road Management Plan that has been adopted. The Capital Reserve Fund will have a balance of \$325,636 on July 1<sup>st</sup>.

**NOW, THEREFORE, BE IT RESOLVED BY THE NEWMARKET TOWN COUNCIL THAT:** The Town award the contract to Bell & Flynn, LLC with a dollar amount not to exceed \$415,000 with \$155,000 coming from the operating budget, and \$260,000 coming from the Capital Reserve Fund.

*First Reading: July 18, 2018*

*Second Reading:*

*Approval:*

Approved: \_\_\_\_\_

Dale Pike, Chair Newmarket Town Council

A True Copy Attest: \_\_\_\_\_

Terri Littlefield, Town Clerk

# BELL & FLYNN LLC

Pavement Reclamation  
Engineers & Contractors

| Planning   | Testing | Design | Engineered/Reconstruction                   | Construction |
|--|---------|--------|---|--------------|
| Telephone: (603) 778-8511<br>Fax: (603) 772-4396 |         |        | 69 Bunker Hill Avenue<br>Stratham, NH 03885 |              |

June 25, 2018

Town of Newmarket  
Department of Public Works  
Mr. Rick Malasky, Director  
4 Young's Lane  
Newmarket, NH 03857

Dear Mr. Malasky,

Despite continuing cost increases associated with wages/benefits, equipment/maintenance, transportation/energy and regulatory requirements which are customarily reflected in increased unit prices at the commencement of each construction season and despite a \$4.90-\$6.40/T increase in the cost of bituminous concrete pavement (and a \$2.20-\$2.75/T increase in the last month alone) as determined per NHDOT asphalt cement adjustment clause (Item 1010.2), Bell & Flynn LLC is pleased to be able at this time to offer to extend the current contract for road reconstruction services with the following modification upon mutual agreement by the Town of Newmarket.

The Unit Price of Pay Item #2, "2" Hot Bituminous Concrete Binder Course (19 mm) by machine method", per ton, in place, per Project Manual and Specifications shall increase: from \$67.00 to \$71.00 per ton

The Unit Price of Pay Item #3, "1" Hot Bituminous Concrete Surface Course (12.5 mm – New Rd) by machine method", per ton, in place, per Project Manual and Specifications shall increase: from \$70.00 to \$73.00 per ton

The Unit Price of Pay Item #4, "1" Hot Bituminous Concrete Surface Course (9.5 mm) by machine method", per ton, in place, per Project Manual and Specification shall increase: from \$75.00 to \$77.00 per ton

thru July 31, 2018, The Unit Price of Bituminous Concrete Pavement installed after August 1, 2018 shall be subject to adjustment per NHDOT asphalt clause (Item 1010.2). All other terms, conditions and price including:

Pay Item #1 Reclaimed Stabilized Base 8" Depth

Pay Item #5 Install Bituminous Pavement by hand method

Pay Item #6 Cold Plane existing asphalt pavement at limits of work area

Pay Item #7 Installation of processed gravel shoulder


shall remain unchanged.

In closing, I am sure that you will realize the benefits of this contract extension when you observe that the \$2.00-\$4.00/T price increase represents approximately 50% of the *current* increased material cost (\$4.90-\$6.40/T) and includes neither a fuel surcharge to reflect the increased cost of delivery and installation nor an inflationary adjustment to reflect the increased cost of wages and benefits. In addition, normal seasonal demand exacerbated by macroeconomic/geopolitical dynamics in crude oil markets is anticipated to again increase the *future* price of asphalt pavements through the summer months of 2018. While the fundamental market dynamics of liquid asphalt remain subject to volatility and hot mix asphalt producers are understandably reluctant to enter

long-term price commitments, after extensive negotiations with our suppliers Bell & Flynn LLC is currently willing to extend price protection for all paving services completed prior to August 1, 2018, thereby securing pricing indexed to the NHDOT June 2018 asphalt cement adjustment and protecting the Town of Newmarket from the repercussions of price increases attributable to normal market forces reflected in the July 15 monthly adjustment. Considering these anticipated cost increases, in an attempt to provide price stability (at the lowest possible price!) it should prove beneficial to the Town of Newmarket to extend the current contract for road reconstruction services including paving and to complete as much work as possible prior to mid-August.

Thanking you in advance for your thoughtful consideration of the letter, I remain,

Sincerely,



John T. Bell  
Vice President

# PROPOSAL FORM


## Roadway Paving

The contractor must bid on all of the following items. (Hourly rates are to be total cost).

| Item   | Proposed Price |
|--|----------------|
| Reclaimed Stabilized Base 8" Depth Price SY  | \$ 2.00        |
| 2" Hot Bituminous Concrete Binder Course (19mm) By machine method price per ton      | \$72.00        |
| 1" Hot Bituminous Concrete Surface Course (12.5mm) By machine method price per ton   | \$75.00        |
| 1" Hot Bituminous concrete Surface Course (9.5mm) By machine method price per ton    | \$78.00        |
| Install bituminous pavement by hand method price per ton                             | \$130.00       |
| Cold plane existing asphalt pavement at limits of work area as required price per LF | \$4.00         |
| Installation of processed gravel shoulders following paving activities price CY      | \$35.00        |

Pike Industries Inc.  
650 Peverly Hill Rd  
Portsmouth, NH 03801

Chris Matheson, Sales  
603-312-3695





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

### **ATTACHMENTS:**

| Description                        | Upload Date | Type       |
|------------------------------------|-------------|------------|
| Letter from Sarah Low July 3, 2018 | 7/10/2018   | Cover Memo |

## Dear Town Council

I don't want to be a casualty of winter weather, just trying to park at my home. Many snowy adventures doing that in the twelve years I've been back in my favorite town. I want it to be better and safer. The hill is dangerous during winter storms.

Many seniors walk up and down the hill. Patricia Kaufman owner of 3 Church sweeps the street for everyone's safety. The grade of the street makes it slippery walking even in summer. Patricia cares about pedestrian safety on her street.

As of July 1 the street is 2 way to the corner at 5 Church. A first day driver up to the market Sunday thought he was on a dead end street when he reached the stairs. Upper Church is just as invisible as we were when traffic was going town. Drive carefully either way. This street should be closed to through way traffic and restored to the old traffic pattern. Only people who have no other choice should be driving on this street. Maybe people going to the post office. I try to avoid Main Street whenever possible. I am sure other seniors do as well. Right turn only whenever possible.

I don't think deciding who is liable is the issue here. Stone Church wants more direct access better signage would help him. Want to pay for his advertising? He has tunnel vision for his business, solving the headaches of giving directions to lost patrons. Church St residents have tunnel vision about our perceived danger and lack of any power to change that.

Suggestion from an earlier post, call the Town Council rather than public works when you have slippery winter adventures. Or any time at all. They are your chosen public servants. They can't do their job effectively if they are uninformed of your problems and concerns. We need to quit squabbling amongst ourselves and make change happen.

Social media is good theater. Making Newmarket a better and safer town should be everyone's goal. Let's sit down. Share our views. I know what Mike Hoffman thinks but he is only one member of the Traffic Safety Committee, and he also has a vested interest in the ordinance change. He has explained it at length to each, and I am sure every person who spoke at the meeting on July 20. He only gets 3 minutes next time if the same rules apply! I think we will need a referee! I think Gretchen Kast might be willing.

Thank you for your kind attention to this matter. Conflict resolution can be a headache but I think it could be worth it. I know I will sleep better if I can be part of the solution. I am too old to just rabble rouse.

Thank you for the work you do for the town. My father was a Selectman for the town of Northwood for many years. Just received a post from a complete stranger praising him for something he did in 1978. He was a controversial and good Town Father. You all show signs of that as well. Very few will notice the little things you do every day for them.

Respectfully



Sarah E Low, July 3, 2018



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## TOWN OF NEWMARKET, NEW HAMPSHIRE

### **ATTACHMENTS:**

Description

Letter from Sarah Low June 26, 2018

Upload Date

7/10/2018

Type

Exhibit

Dear Town Council

I just want to say that while I wanted a different outcome at the last meeting, I was impressed by the enthusiasm and thoughtful comments by the council. I feel you did your best to study the situation. My only concern with the process has been the lack of public notice. I feel the public should have been informed of the changes before it came to a vote at Council. I am a property owner in Northwood and whenever an issue is raised for the planning board I am informed as an abutter. I do not think it is impossible to notify the public directly.

I went to the PO before the June 6 meeting and there was no notice of the meeting posted. PO mentioned that someone could have removed the notice. I do not find the town website particularly user friendly and I am admittedly out of the loop. I feel in this instance the residents or at the very least property owners on Church and Central street should have been notified of the plans. Hence my "rabble rousing"


I have already given my statement in writing and at the meetings. I am terrified of trying to get up the hill to my parking during a winter storm and having to back down into oncoming traffic. I feel it is irresponsible to encourage traffic to attempt to climb the hill in inclement weather.

Because of the necessity of snow emergency parking bans, the town should provide snow emergency parking somewhere in town. Possibly the banks could help? Town lot at the top of the Hill? Churches? Town hall? By the river? If local businesses helped with the overnight parking problem: with the proviso that people move their cars by a certain time for their own plowing? Some of the banks in Portsmouth allow handicap parking near the Music Hall after hours. Someone parks overnight by the teller's window at Kennebunk Bank for instance.

I have been a resident off and on for 50 years, most recently since 2006 flood. Although the street can be a rushing torrent with heavy rain and snow melt I don't think I will get flooded out again.

Again thank you for your service. I only wish you had the time to think over the public concerns before voting

Respectfully,



Sarah E. Low, 3 Church St

Letter to town council, 6/26/2018