

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

**NOVEMBER 7, 2018 7:00 PM**

**TOWN COUNCIL CHAMBERS**

**Approved December 5, 2018**

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

ALSO PRESENT: Town Administrator Steve Fournier, Environmental Services Director Sean Greig

**AGENDA**

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

Chairman Pike asked that everyone remain standing for a moment of silence for long-time resident and volunteer Martha McNeil.

**PUBLIC FORUM**

Chairman Pike opened the Public Forum at 7:03 pm.

As no one from the public came forward, Chairman Pike closed the Public Forum at 7:03 pm.

**PUBLIC HEARING** – None

**TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

**Acceptance of the Minutes of the Town Council Regular Meeting of October 17, 2018**

Vice-Chair Weinstein made a motion to approve the minutes of the Town Council Regular Meeting of October 17, 2018, which was seconded by Councilor Burns.

Chairman Pike corrected a figure on page 3, line 110 to read: \$757,803,033.

Town Administrator Fournier polled the Council and the minutes of the Town Council Regular Meeting of October 17, 2018 were approved as amended by a vote of 7-0.

#### **REPORT OF THE TOWN ADMINSTRATOR**

Town Administrator Steve Fournier said he wanted to commend Town Clerk Terri Littlefield and her staff, as well as all poll workers and volunteers, for their work at the election yesterday. He said the Town had a record turnout and early traffic issues were quickly resolved.

Town Administrator Fournier stated that the NH Department of Revenue Services (NHDRS) had set the **Property Tax Rate** for the fiscal year ending June 30, 2019 for Newmarket at \$29.24, an increase of \$2.51 of assessed valuation or 9.3%. He said increases from FY2018 to FY2019 were \$0.26 for the Town, \$2.15 for Local School, \$0.08 for State School and \$0.03 for the County, with a total increase of \$2.51. He said the Town portion of the Tax Rate increased by 4%, the combined School/State School rates increased 11.4%, and the County portion increased 2.6%. He explained that the increase was due to the first interest and principal payment on the bonds issued for the School renovations. He said the Town Clerk had issued the **Tax Bills** which would be due December 6, 2018.

Town Administrator Fournier said the Assessors had also completed the **Sales Ratio Survey** and begun the process of the Town revaluation to be conducted by Municipal Resources, Inc. (MRI). He said they would be inspecting approximately one quarter of the Town's properties to make sure values were up-to-date. He said the new Town Valuation would be available by September of next year and he encouraged people to cooperate. He said the Town must do a revaluation every 5 years by State Law.

Town Administrator Fournier said he had received 1 proposal for **Economic Development Services** which he and the Town Planner were reviewing. He stated that the **NHMA Conference** would be held next week on November 14<sup>th</sup> and 15<sup>th</sup>, and asked anyone interested in attending to let him know by tomorrow for registration.

Town Administrator Fournier said he was assuming that the Town Council would not want to meet on Wednesday, November 21, 2018 before the Thanksgiving holiday, and said the next **Town Council Meeting** would be held on December 5, 2018.

#### **COMMITTEE REPORTS**

Chairman Pike reported that the *Macallen Dam Committee* had met in late October and had conversations with abutters and Fish & Game, and said not much had changed in what they were moving toward. Councilor Bowden asked the role of Fish & Game and Chairman Pike said they owned the land on the fish-ladder side. He said neither Fish & Game nor the owners of the right-of-way were in favor of putting a pocket park on the property, and Fish & Game also did not want a fence in the area. He said there had been some confusion as to the exact location of the bedrock on the Bryant Rock side, and the utility building parking lot would essentially be buried and would increase the attractiveness of the area.

Councilor Dumont stated that the *Water Rights Sub-Committee* met October 24<sup>th</sup> and held the second public hearing. He said they had heard from Town Administrator Fournier and Attorney Rattigan, who opposed the adoption of a Town RBO. He said the next and final meeting was tentatively scheduled for December 12, 2018, and the Sub-Committee would then come to their conclusions and provide a write-up to the Town Council explaining the process and their final recommendation for pursuing an RBO.

## **OLD BUSINESS**

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

#### **Resolution #2018/2019-12 Water Truck #37 Replacement**

Vice-Chair Weinstein made a motion to approve *Resolution #2018/2019-12 Water Truck #37 Replacement* which was seconded by Councilor Kast.

Environmental Services Director Sean Greig explained that money was put into the Capital Reserve Account to replace trucks every 12 years and truck #37 was 13 years old. He stated that Auto Excellence had recommended replacement of the truck, and estimates to make the vehicle road-worthy were \$4,380, with an additional \$6,000 possibly being spent on the vehicle this year. He said he recommended purchasing the Ford F-150 versus the Ford F-250 as he was mainly concerned about mileage.

Chairman Pike asked about having one Capital Reserve Fund for all his vehicles, and Environmental Services Director Greig said they put money aside for each vehicle every year based on cost and said that \$31,260 was the amount available in the fund for that particular truck. Chairman Pike asked if he was constrained with using the fund and Environmental Services Director Greig said he was not, but he wanted to keep track of what was going into each vehicle.

Town Administrator Fournier polled the Council and *Resolution #2018/2019-12 Water Truck #37 Replacement* was approved by a vote of 7-0.

#### **Resolution #2018/2019-13 MacIntosh and Tucker Well Treatment Project**

Vice-Chair Weinstein made a motion to approve *Resolution #2018/2019-13 MacIntosh and Tucker Well Treatment Project* which was seconded by Councilor Burns.

Environmental Services Director Greig said he had presented his recommendations to CIP for capital improvements for the Water System and this was one of the projects. He said this project would bring treatment to make the MacIntosh Well a stand-alone well and pave the way for bringing in the Tucker Well. He explained that the Buildout Study said the Town needed more water and this project would help solve that issue. He explained that he used the same process as for the Wastewater Treatment Facility (WWTF) for the selection of engineering, and followed the RFQ (Request for Qualifications) process rather than the RFP process as he wanted to be able to use the SRF Program and not be limited in how they got their funding. He said this project was a piece of the \$12.4 million loan for water improvements.

Environmental Services Director Greig explained that with the RFQ process they created a scope which was sent out to 30 Engineering Firms approved by the NHDES, to make sure they could use SRF and Rural Development funds. He said he received 3 proposals back from Hazen & Sawyer, Wright-Pierce, and Weston & Sampson on how they thought the project should be done. He said the firms presented to a committee composed of himself, a Water operator, and the Town Administrator, and they had explored and ranked the firms in order deciding Wright-Pierce was best for the Town. He said they then went to Wright-Pierce to work out a scope of work and come up with a Scope & Fee, which equaled time and materials and a not-to-exceed time charge which would allow Wright-Pierce to finish the project to completion if the Town ran out of money.

Environmental Services Director Greig said there was a lot of work to be done, including pilot testing on the MacIntosh and Tucker Wells and the application for Rural Development Funds, which also includes the Bay Road Project and South Main Street Project. He said if the Council approved this resolution the contract would be sent to DES for their review, and said he was confident this was a good contract and a good amount. He said he wanted to get the most funding from the funding agencies and be eligible for approval.

Discussion: Chairman Pike said that Wright-Pierce proposed costs were listed as \$391,000 which was different from the \$532,000 for the project. Environmental Services Director Greig said Wright-Pierce had sub-contractors doing the site survey and some pilot testing, and said that the \$532,000 covered the total figures listed for the project. Vice-Chair Weinstein said she felt she understood the RFQ process but was concerned that no back-up data had been provided to the Council for the other two engineering firms.

Environmental Services Director Greig explained that the other two firms had not done a good job on the approach, and there were some holes in their presentations. Town Administrator Fournier said the committee felt that Wright-Pierce had the most talent and was going to fit with this project. Environmental Services Director Greig added that Wright-Pierce had also been extremely successful with the Wastewater Treatment Plant, and they planned to pay attention to detail, provide good customer service, and listen to what they needed for this project. He said in future he would try to provide summaries for the other firms.

Town Administrator Fournier polled the Council and Resolution #2018/2019-13 MacIntosh and Tucker Well Treatment Project was approved by a vote of 7-0.

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**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**

**Conservation Commission**

Candidate: **Melissa Sharples** – Term to expire March 2021

Vice-Chair Weinstein made a motion to approve the nomination of *Melissa Sharples - Term to expire March 2021* as a member of the *Conservation Commission*, which was seconded by Councilor Burns.

Councilor Finch said the application was very detailed and thorough and he thought the candidate would be a great fit. He said the position was advertised as alternate but would most likely become full.

Town Administrator Fournier polled the Council and the nomination of *Melissa Sharples* as a member of the *Conservation Commission* was approved by a vote of 7-0.

#### **ORDINANCES AND RESOLUTIONS IN THE 1<sup>ST</sup> READING**

##### **Resolution #2018-2019-14 Selling Surplus Town Property – 50 Exeter Road**

Chairman Pike read *Resolution #2018-2019-14 Selling Surplus Town Property – 50 Exeter Road* in full.

##### **Resolution #2018-2019-15 Adoption of the FY2020 Budget**

Chairman Pike read *Resolution #2018-2019-15 Adoption of the FY2020 Budget* in full and said he would need a motion to suspend the rules.

Vice-Chair Weinstein made a motion to suspend the rules which was seconded by Councilor Burns. Town Administrator Fournier polled the Council and the motion to suspend the rules was approved by a vote of 7-0.

Town Administrator Fournier said due to a scrivener's error, he would need a motion to amend the resolution to correct the total to \$12,194,371. Vice-Chair Weinstein asked that an explanation be provided for the public as to why they were suspending the rules. Town Administrator Fournier said by Charter a Budget must be presented to the Municipal Budget Committee by November 15, 2018, and the Council would not be meeting again until after that date. He asked that the Town Council amend the resolution for the total to read: \$12,194, 371.

Vice-Chair Weinstein made a motion to amend *Resolution 2018/2109-15* to correct the total to \$12,194,371, which was seconded by Councilor Burns. Town Administrator Fournier polled the Council and the motion to amend was approved by a vote of 7-0.

Town Administrator Fournier polled the Council and *Resolution #2018-2019-15 Adoption of the FY2020 Budget* was approved as amended by a vote of 7-0.

**CORRESPONDENCE** – None

**CLOSING COMMENTS**

Town Council Regular Meeting  
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Councilor Kast said she wanted to add to the Town Administrator's commendation of Town employees during the election and also commend the citizenry for a great turnout.

Councilor Dumont said he was impressed by the handling of the influx of over 400 new voter registrations and said it was commendable work.

Councilor Bowden said he wanted to remind everyone that it was now Hunting Season and to be sure to wear orange when using the trails. He also asked if the Conservation Commission could place orange signs at the entrance to the kiosk areas. Councilor Finch said he would bring it up at the next meeting.

Vice-Chair Weinstein said this was her 5<sup>th</sup> year going through the budget process and she wanted to make the public aware that the Council took the process seriously and examined line-by-line all the items in the budget that made up the Town Tax Rate. She thanked the Town Administrator and Department Heads for all their work.

Chairman Pike thanked the CIP Committee and the Budget Committee, and said they worked to implement CIP better into the budget and understand the recommendations.

**NEXT MEETING:** The next Regular Town Council Meeting will be held on December 5, 2018 at 7:00 pm in the Town Council Chambers.

#### **ADJOURNMENT**

Chairman Pike adjourned the meeting at 7:48 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary