

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

**JUNE 26, 2019 7:00 PM**

**TOWN COUNCIL CHAMBERS**

**Approved July 17, 2019**

PRESENT: Council Chairman Toni Weinstein, Council Vice Chairman Amy Burns, Councilor Zachary Dumont, Councilor Jon Kiper; Councilor Gretchen Kast and Councilor Helen Sanders by speakerphone

EXCUSED: Councilor Casey Finch

ALSO PRESENT: Town Administrator Steve Fournier, Facilities Director Greg Marles, Environmental Services Director Sean Greig, Police Chief Kyle True

**AGENDA**

Chairman Toni Weinstein welcomed everyone to the June 26, 2019 Newmarket Town Council Meeting and called the meeting to order at 7:03 pm, followed by the Pledge of Allegiance.

Chairman Weinstein stated that Councilor Finch was excused and Councilor Kast and Councilor Sanders would be calling in.

**Meeting Protocol for Councilors**

Town Administrator Fournier said Chairman Weinstein asked him to review some of the meeting protocols for councilors. He said on their agendas they now have a button on their packets at the top of the screen, which when pressed signals the Chairman that they are requesting to speak, and no one is allowed to speak unless recognized by the Chair. He said no councilor will be able to address an agenda item twice before a councilor wishing to be recognized has had a chance to speak, and no one will be able to respond out-of-order. All comments will be addressed to the Chair, and anyone found out-of-order 3 times will be asked to leave the meeting.

**PUBLIC FORUM**

Town Council Regular Meeting  
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Chairman Weinstein opened the Public Forum at 7:06 pm.

As no one from the public came forward, Chairman Weinstein closed the Public Forum at 7:07 pm.

**PUBLIC HEARING – *Resolution #2018/2019-44 Approving the Community Revitalization Tax Relief Incentive (RSA 79E) for the Redevelopment of the Selectwood Building***

Town Administrator Fournier said in April the Town received a Tax Relief Incentive Application from The Cheney Companies for the Selectwood Building in the Mill area. He said the project was determined to have public benefit and the proposed rehabilitation deemed substantial, and the Town can waive any tax increases for a period of up to 5 years. He said the current assessed value of the property was \$316,800 and the developer estimated rehabilitation costs at \$1,690,000, requesting tax relief for 5 years due to the historic nature of the building.

Owner of building, Mr. Leon Cheney, Lamprey Falls LLC, said he was asking to partner with the Town to help get the property developed more quickly, and said it was an old building and the break on taxes would help them get over the hump on financing. He said if the resolution was not approved tonight, it would get built eventually but would just take longer. He said he felt it was a win-win situation.

Chairman Weinstein closed the Public Hearing at 7:11 pm.

**TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES**

**Acceptance of the Minutes of the Non-Public Meeting of June 5, 2019**

Vice-Chair Burns made a motion to approve the minutes of the Non-Public Session of June 5, 2019, which was seconded by Councilor Dumont.

Town Administrator Fournier polled the Council and the Minutes of the Town Council Non-Public Meeting of June 5, 2019 were approved by a vote of 6-0.

**Acceptance of the Minutes of the Regular Meeting of June 5, 2019**

Vice-Chair Burns made a motion to approve the Minutes of the Town Council Regular Meeting of June 5, 2019, which was seconded by Councilor Dumont.

Town Administrator Fournier polled the Council and the Minutes of the Town Council Regular Meeting of June 5, 2019 were approved as amended by a vote of 6-0.

**REPORT OF THE TOWN ADMINISTRATOR**

Town Administrator Steve Fournier stated the preliminary **Revaluation of Town Properties** was completed by the Town's contracted assessors, and they were seeing a significant increase in the overall valuation of the Town. He said in 2018 the Town value was \$819,284,171, and in 2019 is valued at \$1,049,660,004 or an increase of 28%. He said this means that for every dollar on the tax rate they could

now raise \$1, 049,660. He said residential properties increased 28%, manufactured 38%, condos 36%, and commercial 22%.

Town Administrator Fournier said the figures were preliminary, and property owners would receive a letter with the new assessed value of their property after July 11<sup>th</sup>. He stressed that they should NOT apply the current tax rate to their assessed values as a new tax rate would be set up by the New Hampshire Department of Revenue Administration in the fall. He said usually when values go up, the tax rate goes down. He said if they feel the current assessment does not reflect market value, they can set up an appointment to meet with an MRI staff member for an informal review. He asked that they DO NOT call Town Hall as there was a separate phone number.

Town Administrator Fournier said as far as **IT Services**, he wanted to thank IT Director Doug Poulin for his years of service. He said Doug had done tireless work holding the Town IT Network together and was retiring at the end of the week. He stated that he had secured the services of an outside vendor for the interim, and after an extensive search had chosen Back Bay Networks NH, of Dover, NH. He said they had impeccable references and experience in municipal government. He said the contract is \$4,250/month, and they would have an on-call help desk for everyone in Town, and said they would fix issues remotely.

Town Administrator Fournier said for **Finance**, he had received a notice from the School District that School Business Administrator Lisa Ambrosio had given her notice. He said she was also the Town Finance Director, and said they had secured a contract for a Finance Director and Chief Information Officer (CIO) through MRI to assist the Town effective July 8, 2019. He said the position would *not* be a shared contract with the School, and explained that the incoming Superintendent needs assistance and is requesting the School District hire their own individual, a Traditional Business Administrator & Chief Operating Officer (COO) of the School District. He said the last day for Lisa Ambrosio would be July 18<sup>th</sup>.

Town Administrator Fournier said on the Town side they would still have the implementation of the new software program. He said the person they were bringing in has experience as CFO to 2 School Districts as well as VP/CIO of Associated Grocers, and had project management experience implementing software. He said the Town and the School were both contracting separately at this time and they will wait and re-examine Shared Services to make sure it will be successful in the future.

Chairman Weinstein read a proclamation for Doug Poulin on his services to the Town of Newmarket from 2005-2019. She said *Douglas A. Poulin* began his career in Newmarket 14 years ago as *Town Information Technology Director*, supporting every Town department and was a critical component of the design and application of Channel 13, and was a strong project manager, with a commitment to his fellow employees. She said he would be retiring effective June 28, 2019 after 14+ years of commendable and dedicated service to the Town of Newmarket. She said the Town Council confers its highest commendation on *Douglas A. Poulin* with special thanks for his professionalism and dedication. She said a reception would be held tomorrow.

## COMMITTEE REPORTS

Councilor Dumont said that he, Councilor Sanders and Councilor Finch had been working to set up the *Town Council Quarterly Meetings*. He said the first meeting was held Monday, June 17<sup>th</sup> at the Stone Church and they met with the public as in their first yearly meeting with Town and Town Council presentations. He said a lot of good questions were asked, and the next meeting would be on the

reevaluation. He said they asked that everyone on the Council volunteer, and said Councilor Sanders would take the next meeting followed by Councilor Finch.

Councilor Kast said the *Planning Board* had met on June 11<sup>th</sup> and reviewed an application for mixed use with residential units and commercial units. She said the Planning Board had questions regarding the waiver of impact fees, and said there may be thoughts coming from the Planning Board for a discussion of Impact Fees with the Town Council.

## **OLD BUSINESS**

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

#### **Resolution #2018/2019-45 – Town of Newmarket/New Cingular Wireless Option and Lease Purchase Agreement**

Vice-Chair Burns made a motion to approve *Resolution #2018/2019-45 – Town of Newmarket/New Cingular Wireless Option and Lease Purchase Agreement*, which was seconded by Councilor Dumont.

Town Administrator Fournier stated that the Town was approached by New Cingular Wireless to locate a cell tower monopole on Town property at the Fire Station, as part of the Federal SafeNet project which was set up after 9/11 to improve cell coverage in the United States. He said New Cingular Wireless was looking to lease 10,000 square feet, with access for vehicles and utilities, of the 10 acres at the Fire Station for a Cell Tower. He said the original term of the lease would be 5 years with a 4-year automatic extension and an extension term of 5 years after that.

Town Administrator Fournier said the Planning Board had approved the project and the Town would receive \$2,500 for an option for one year, and \$1,500/month for the first 5 years. He said they would also pay an additional \$400 rent for any additional carriers on the pole. He said in addition, they would be able to charge property taxes for the pole. He recommended that the Town Council pass the resolution and said the Town Attorney was available to answer any questions.

Discussion: Councilor Dumont asked if New Cingular Wireless currently knew of any other interested carriers at this time, and Town Administrator Fournier said just AT&T at this point. Vice-Chair Burns asked how soon it would be done if the resolution was approved tonight, and town Administrator Fournier said probably as soon as possible.

Town Administrator Fournier polled the Council and *Resolution #2018/2019-45 – Town of Newmarket /New Cingular Wireless Option and Lease Purchase Agreement* was approved by a vote Of 6-0.

#### **Resolution #2018/2019-40 – Swing Installation and Playground Improvements**

Vice-Chair Burns made a motion to approve *Resolution #2018/2019-40 – Swing Installation and Playground Improvements*, which was seconded by Councilor Dumont.

Facilities Director Greg Marles stated that last year they went out to purchase several swings and created an RFP, with only 1 respondent that was way over budget. He said he worked with the contractor to come up with a number that could work and did cut back some of the scope so they could at least bring the equipment up to compliance and have 2 new swings installed.

Town Administrator Fournier polled the Council and Resolution #2018/2019-40 – Swing Installation and Playground Improvements was approved by a vote of 6-0.

**Resolution #2018/2019-41 – Purchase of 2020 Police SUV (line car 1)**

Vice-Chair Burns made a motion to approve Resolution #2018/2019-41 – Purchase of 2020 Police SUV (line car 1), which was seconded by Councilor Dumont.

Police Chief Kyle True said they were looking to replace a 2005 Crown Victoria with approximately 60,000 miles, and said Auto Excellence stated that the vehicle should no longer be driven. He said he made a request to Irwin Ford for a 2020 Ford SUV and the State Bid came back at \$33,779. He said the lowest bid to outfit the vehicle came from 2-Way Communications at \$23,724.20, plus \$500 for lettering. He said the money would come from the Police Department Capital Reserve Fund for Police Cruiser Replacement which currently had \$217,684.

Discussion: Chairman Weinstein asked if the department had considered looking at alternative-fuel hybrids. Police Chief True said they had looked at a propane-fueled vehicle but Ford would not warrant any of the vehicle, and they could look a hybrid types in the future.

Town Administrator Fournier polled the Council and Resolution #2018/2019-41 – Purchase of 2020 Police SUV (line car 1) was approved by a vote of 6-0.

**Resolution #2018/2019-42 – Purchase of 2020 Police SUV (line car 6)**

Vice-Chair Burns made a motion to approve Resolution #2018/2019-42 – Purchase of 2020 Police SUV (line car 6), which was seconded by Councilor Dumont.

Police Chief True stated that this was another line car, but they would be able to strip some items from an older car to outfit this vehicle. He said again 2-Way Communications was the low bidder and the cost to transfer would be \$9,137 with \$500 for lettering, with a total cost of \$43,416. He said this money would come from the Police Detail Revolving Account. Town Administrator Fournier explained that funds from detail and police work go into that fund.

Discussion: Councilor Kast asked about the possibility of the vehicle being transferred to another department, and Town Administrator Fournier said he was planning on transferring the vehicle after it is stripped of all police-related equipment.

Town Administrator Fournier polled the Council and Resolution #2018/2019-42 – Purchase of 2020 Police SUV (line car 6) was approved by a vote of 6-0.

**Resolution #2018/2019-43 – Water Meter Software Upgrade**

Vice-Chair Burns made a motion to approve Resolution #2018/2019-43 – Water Meter Software Upgrade, which was seconded by Councilor Dumont.

Environmental Services Director Sean Greig said in 2004 the Town Council chose to go with Badger Water Meters and use Radio-Read to read the meters. He said he had been informed that Badger Meters was doing a major upgrade to its software for new transmitters that the old software would not read, and they would no longer support. He said the new software and equipment will be able to read both the old and the new, and said the monies would come from the Water Department Capital Reserve Fund. He said he was asking the Council to approve the upgrade to the Badger Software and water meter reading equipment.

Discussion: Chairman Weinstein asked if this company was their only option, and Environmental Services Director Greig said otherwise they would have to change 2,000 meters at \$250-\$300/each.

Town Administrator Fournier polled the Council and Resolution #2018/2019-43 – Water Meter Software Upgrade was approved by a vote of 6-0.

**Resolution #2018/2019-44 – Approving the Community Revitalization Tax Relief Incentive (RSA 79E) for the Redevelopment of the Selectwood Building**

Vice-Chair Burns made a motion to approve Resolution #2018/2019-44 Approving the Community Revitalization Tax Relief Incentive (RSA 79E) for the Redevelopment of the Selectwood Building, which was seconded by Councilor Dumont.

Town Administrator Fournier said this process had been successful in the past with the Mills renovation and the Black Smith Shop by the river.

Discussion: Vice-Chair Burns said she was excited to see this happening and was definitely in favor. Councilor Kast asked for clarification on the number of years of tax relief requested, and Town Administrator Fournier said the request was for 5 years. Chairman Weinstein asked what would happen if the project did not get completed in a certain amount of time, and Town Administrator Fournier said they could pull it if it is not completed. Chairman Weinstein said it was a beautiful building with a lot of potential and would be a huge project, but she was also excited to see this happening.

Town Administrator Fournier polled the Council and Resolution #2018/2019-44 Approving the Community Revitalization Tax Relief Incentive (RSA 79E) for the Redevelopment of the Selectwood Building was approved by a vote of 6-0.

**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**

**Resolution #2018/2019-46 Water & Sewer Truck # 12 Replacement**

Chairman Weinstein read *Resolution #2018/2019-46 Water & Sewer Truck # 12 Replacement* in full.

**Resolution #2018/2019-47 Agreement with Wright-Pierce Engineering Services for Bay Road Culvert Replacement Project**

Chairman Weinstein read *Resolution #2018/2019-47 Agreement with Wright-Pierce Engineering Services for Bay Road Culvert Replacement Project* in title only.

**CORRESPONDENCE**

Chairman Weinstein said she received an email from someone in Town asking about a noise ordinance, in particular with regard to roosters. She said she had spoken with the Town Administrator who said the Town did not have an ordinance in place at this time. Councilor Kast said she also received the email and asked what else they could do. Town Administrator Fournier said they would need to go to the Planning Board for a change in zoning to where the individual lived from rural to a zone that did not allow it. He said there was another rule that anonymous unsigned communications shall not be introduced in Council Meetings, nor should any review or discussion be entertained.

**CLOSING COMMENTS**

Councilor Kast said she missed the opportunity to comment on the resolution earlier for Playground Improvements, and wanted to point out that it was a significant achievement by Facilities Director Marles to negotiate a bid of approximately half of the original and it warranted recognition.

Chairman Weinstein said she met this morning with the incoming School Superintendent, Town Administrator Fournier, and the Chair of the School Board and they tentatively agreed to hold the Joint Town Council/School Board Meeting September 25, 2019. She said School Board Chairman Mike Kenison would speak to the School Board at their meeting tomorrow.

Vice-Chair Burns said she was made aware of a grassroots group called Boomerang Bags, a movement to reduce single-use plastics by giving out bags. Chairman Weinstein said she was starting a re-useable bag exchange program consisting of community members sewing bags. She said the response was overwhelming and they hoped to pull in the Girl Scouts, school groups, etc. to distribute the bags. She said they would eventually have a website and would be collecting fabric and distributing bags at the Farmers Market July 7<sup>th</sup> and donations could also be dropped off at the Library.

Councilor Dumont wished everyone a happy and safe 4<sup>th</sup> of July.

**NEXT MEETING:** The next Regular Town Council Meeting is scheduled for Wednesday, July 17, 2019 at 7:00 pm in the Town Council Chambers.

**ADJOURNMENT**

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Chairman Weinstein adjourned the meeting at 7:52 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary