

**TOWN OF NEWMARKET, NEW HAMPSHIRE
TOWN COUNCIL REGULAR MEETING 7:00 PM**

MARCH 4, 2020

TOWN COUNCIL CHAMBERS

Approved April 1, 2020

PRESENT: Council Chairman Toni Weinstein, Council Vice Chairman Amy Burns, Councilor Zachary Dumont, Councilor Jon Kiper, Councilor Gretchen Kast, Councilor Casey Finch, Councilor Helen Sanders,

ALSO PRESENT: Town Administrator Steve Fournier, Recreation Director Aimee Gigandet

AGENDA

Chairman Toni Weinstein welcomed everyone to the March 4, 2020 Newmarket Town Council Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

PUBLIC FORUM

As no one from the public came forward, Chairman Weinstein closed the Public Forum at 7:01 pm.

PUBLIC HEARING – Resolution #2019/2020-25 Accept Daybreak Drive and Honeycomb Way as Town Roads

Town Administrator Fournier said Rockingham Green was approved in 2014 as a residential open-space development, and met all the standards. He said Underwood Engineers has made sure Daybreak Drive and Honeycomb Drive comply with Town Road standards, and he recommended their acceptance.

As no one from the public came forward, Chairman Weinstein closed the Public Hearing at 7:02 pm.

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Regular Town Council Meeting of February 19, 2020

Vice-Chair Burns made a motion to approve the minutes of the Regular Town Council Meeting of February 19, 2020, which was seconded by Councilor Dumont.

Changes/corrections: Councilor Sanders made a change on line 197 to correct “MBA” to NBA.

Town Administrator Fournier polled the Council and the minutes of the Regular Town Council Meeting of February 19, 2020 were approved as amended by a vote of 7-0.

REPORT OF THE TOWN ADMINISTRATOR

Edward Pelczar 2019 Annual Town Report Dedication Presentation

Town Administrator Fournier announced Edward Pelczar as the recipient of the 2019 Annual Town Report dedication. Chairman Weinstein explained that every year Newmarket dedicates the Town Annual Report and this year it is dedicated to perpetually involved citizen Mr. Edward "Ed" Pelczar. She read the dedication in full and presented the dedication to Mr. Pelczar.

Student Volunteer Certificate of Appreciation Presentation

Chairman Weinstein thanked the student volunteers for their services at the Presidential Primary Election and said she hoped it would inspire them to continue to get involved. Certificates of appreciation were presented to: Haydn Russell, Sam Frede, and Mitchell Tilton.

Presentation to Outgoing Councilors

Chairman Weinstein said every year when people move on or off the Town Council, they want to thank people leaving for their services, and she presented a clock to outgoing Councilor Gretchen Kast.

Councilor Kast said the last 3 years have gone by fast and were very rewarding, and she was able to work with an incredible group of people. She said she learned that there are a lot of people in Newmarket who put a lot of hard work into volunteer activities, and it is not just any one person that makes things click.

Town Administrator's Report

Town Administrator Steve Fournier thanked Councilor Kast for her service and said it was a privilege to work with her for the last 3 years.

Town Administrator Fournier stated that the Town of Newmarket is diligently monitoring the coronavirus and working with the Emergency Management Team to prevent it from spreading. He said coronavirus or Covid-19 is a new **Viral Respiratory Illness** first identified in Wuhan, China in December 2019. He said the Town is taking proactive steps to prepare for it, and as of today there are 2 presumptive cases in New Hampshire. He said it was important for residents to be responsible and only get information about the virus from the CDC or the NH Department of Health & Human Services (NHDHHS), not social media. He said he is in communication with the Superintendent of Schools and School Administration to make sure all CDC and NH DHHS recommendations are followed.

Town Administrator Fournier said next week Town and School Elections will be held and asked that any individuals with flu-like symptoms contact the Town Clerk's Office to make alternative plans. He asked that people not go to the Emergency Room unless essential and first contact their healthcare provider. He said anyone travelling out of the country who contracts a respiratory disease should self-quarantine

for 14 days, as well as asymptomatic travelers from countries with Level 3 health advisories, and contact the NH Department of Public Health with symptom-related questions. He urged all residents to have a plan to care for family members, and said all the information is available on the Town website. He said Emergency Management teams will have weekly conference calls with the State.

Town Administrator Fournier said it was requested that the Council schedule a workshop on **Parking** in the downtown area, and recommended holding the workshop at 6:00 pm before the next meeting with the Chief of Police. He said he has begun advertising for the **Shared Facilities Director** position and should have a nomination to Council by the end of the month.

Discussion: Chairman Weinstein asked about scheduling for the next 2 weeks in regard to the Parking Workshop, and said she would not be at the next meeting and knew that Councilor Finch was travelling. Town Administrator Fournier suggesting postponing the workshop, and said the next meeting on March 18th was also the election of officers. He asked that councilors to sign up for Town Elections, and said a quorum would be needed to confirm the results.

COMMITTEE REPORTS – None

Chairman Weinstein said 5 individuals attended the third *Conversations with Councilors* relating to Town Government.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING

Resolution #2019/2020-22 – Purchase a new Recreation 15-Passenger Van

Vice-Chair Burns made a motion to approve Resolution #2019/2020-22 – Purchase a new Recreation 15-Passenger Van, which was seconded by Councilor Dumont.

Town Administrator Fournier said Recreation needed a new van and 3 bids were sent out with the lowest being Grappone at \$35,457, plus the cost of decaling at \$525, not to exceed \$36,292. Councilor Dumont asked about leasing vs buying outright, and Town Administrator Fournier said Recreation has cash on hand. Recreation Director Aimee Gigandet said the current van has lasted 12 years and they ended up spending more by leasing. She said the Rec Department has tripled their Senior Trips which bring in funds.

Town Administrator Fournier polled the Council and Resolution #2019/2020-22 – Purchase a new Recreation 15-Passenger Van, was approved by a vote of 7-0.

Resolution #2019/2020-24 – Splash Pad/Restroom Site & Engineering Service Assistance

Vice-Chair Burns made a motion to approve Resolution #2019/2020-24 – Splash Pad/Restroom Site & Engineering Service Assistance, which was seconded by Councilor Dumont.

Town Administrator Fournier said the Recreation Department has been working on installing a Splash Pad and bathroom facilities in Leo Landroche Field for a number of years, and said this is to withdraw \$38,700 from the Recreation Department Capital Reserve Fund for engineering services. He said this is step 1 of a many-step process. He said they received a grant from the Land & Water Conservation Fund (LWCF), State of New Hampshire, of \$199,407 which is a 50% match of the project. He said the funds would be withdrawn from the Recreation Department Capital Reserves as well as surplus of the Recreation Revolving Enterprise Fund, with no impact on taxes.

Discussion: Councilor Kast said this is her last chance to commend the Recreation Department for their past work and their success in getting the grant, and said she wished them continued progress and success with this project. Chairman Weinstein said the work done by the Recreation Department is commendable and is a huge service to Newmarket, and thanked Recreation Director Gigandet for all her hard work.

Town Administrator Fournier polled the Council and Resolution #2019/2020-24 – Splash Pad/Restroom Site & Engineering Service Assistance, was approved by a vote of 7-0.

Resolution #2019/2020-25 – Acceptance of Honeycomb Way and Daybreak Drive as Town Roads

Vice-Chair Burns made a motion to approve Resolution #2019/2020-25 – Acceptance of Honeycomb Way and Daybreak Drive as Town Roads, which was seconded by Councilor Dumont.

Town Administrator Fournier polled the Council and Resolution #2019/2020-25 – Acceptance of Honeycomb Way and Daybreak Drive as Town Roads, was approved by a vote of 7-0.

Resolution #2018/2020-26 – Upgrading Vision Appraisal CAMA System

Vice-Chair Burns made a motion to approve Resolution #2018/2020-26 – Upgrading Vision Appraisal CAMA System, which was seconded by Councilor Dumont.

Town Administrator Fournier said the Town just finished their 5-year cyclical update and also needed to update the software, and said CAMA would allow them to go to a cloud system rather than locating the server in Town Hall. He said cost of the initial investment is \$15,000 with an annual maintenance fee of \$6,000, which will be withdrawn from the Revaluation Capital Reserve Fund. He said MRI was able to do the revaluation as part of their contract and they have \$80,000 which can be used for software.

Discussion: Councilor Kast asked about cloud backup and Town Administrator Fournier said backup was provided using industry best practices.

Town Administrator Fournier polled the Council and Resolution #2018/2020-26 – Upgrading Vision Appraisal CAMA System, was approved by a vote of 7-0.

ORDINANCES AND RESOLUTIONS IN THE 3RD READING – None

ITEMS LAID ON THE TABLE – None

NEW BUSINESS /CORRESPONDENCE

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS

Energy & Environment Advisory Committee

Candidate: *Nicole Gruet-Matthews – Term to Expire March 2023*

Vice-Chair Burns made a motion to approve the nomination of *Nicole Gruet-Matthews – Term to Expire March 2023* as a member of the *Energy & Environment Advisory Committee*, which was seconded by Councilor Dumont.

Town Administrator Fournier polled the Council and the nomination of *Nicole Gruet-Matthews* as a member of the *Energy & Environment Advisory Committee* was approved by a vote of 7-0.

Cemetery Trustee

Candidate: *Edward Pelczar – Term to Expire March 2023*

Vice-Chair Burns made a motion to approve the nomination of *Edward Pelczar – Term to Expire March 2023* as a *Cemetery Trustee*, which was seconded by Councilor Dumont.

Town Administrator Fournier polled the Council and the nomination of *Edward Pelczar* as a *Cemetery Trustee* was approved by a vote of 7-0.

Energy & Environment Advisory Committee

Candidate: *Peter Nelson – Term to Expire March 2023*

Vice-Chair Burns made a motion to approve the nomination of *Peter Nelson – Term to Expire March 2023* as a member of the *Energy & Environment Advisory Committee*, which was seconded by Councilor Kast.

Town Administrator Fournier polled the Council and the nomination of *Peter Nelson* as a member of the *Energy & Environment Advisory Committee* was approved by a vote of 7-0.

Conservation Commission Alternate

Candidate: *Ellen Snyder – Term to Expire March 2023*

Vice-Chair Burns made a motion to approve the nomination of *Ellen Snyder – Term to Expire March 2023* as a *Conservation Commission Alternate*, which was seconded by Councilor Dumont.

Town Administrator Fournier polled the Council and the nomination of *Ellen Snyder* as a *Conservation Commission Alternate* was approved by a vote of 7-0.

Newmarket Housing Authority Commissioner

Candidate: *Dominic Rovetto – Term to Expire March 2025*

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Vice-Chair Burns made a motion to approve the nomination of *Dominic Rovetto – Term to Expire March 2025* as a *Newmarket Housing Authority Commissioner*, which was seconded by Councilor Dumont.

Town Administrator Fournier polled the Council and the nomination of *Dominic Rovetto* as a *Newmarket Housing Authority Commissioner* was approved by a vote of 7-0.

ORDINANCES AND RESOLUTIONS IN THE 1ST READING – None

CORRESPONDENCE – None

CLOSING COMMENTS

Councilor Kiper thanked the Police Department for their great enforcement of the 2-hour parking limit on Main Street.

Councilor Sanders asked about the community training session and Town Administrator Fournier said it would be held after the Town elections, with a separate training for Town Councilors.

Councilor Dumont asked if the Charter Amendment for new councilors to start April 1st would take effect for the current year, and Town Administrator Fournier said it would start on July 1, 2020.

Chairman Weinstein said at Candidates Night a resident asked about the number of handicapped spaces on Main Street. Town Administrator Fournier said there are 61 general spaces and 2 handicapped, and the Town had the correct number of disabled spaces.

NEXT MEETING: TBD

ADJOURNMENT

Chairman Weinstein adjourned the meeting at 7:51 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary