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

9 **November 2, 2016 7:00 PM**

10 **TOWN COUNCIL CHAMBERS**

11 **Approved November 16, 2016**
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14 **PRESENT:** Council Chairman Gary Levy, Councilor Dale Pike, Councilor Amy Thompson, Councilor Toni
15 Weinstein, Councilor Kyle Bowden, Councilor Amy Burns
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17 **EXCUSED:** Council Vice Chairman Phil Nazzaro
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19 **ALSO PRESENT:** Town Administrator Steve Fournier, Town Moderator Chris Hawkins, Town-Clerk/Tax
20 Collector Terri Littlefield, Interim Finance Director Matt Angell, Library Director Carrie Gadbois
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22 **AGENDA**
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24 Chairman Gary Levy welcomed everyone to the November 2, 2016 Newmarket Town Council Meeting and
25 called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.
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27 Chairman Levy stated that Vice-Chair Nazzaro was excused.
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29 **PUBLIC FORUM**
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31 Chairman Levy opened the Public Forum at 7:02 pm.
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33 Town Moderator Chris Hawkins said he was there to review election procedures. He said they expected a
34 heavy turnout of around 5,000 people and that they already had a significant number of absentee ballots.
35 He said there would be 5 check-in tables rather than the usual 3 and they had a lot of same-day
36 registrations. He stated that Ms. McGilvery's Civics students would be there to help out he would
37 appreciate patience with the lines. He said there would be a designated greeter to help direct people and
38 voter affidavit tables manned by the councilors. He said the polling place at the High School would be in
39 the gym and the foyer and people would not be allowed in rest of the School building. He reminded people
40 that by State Law no campaigning was allowed at the polling place.

Town Moderator Hawkins requested the councilors try to reserve parking for voters and said that Town Clerk/Tax Collector Terri Littlefield would make sure there were enough handicapped spaces. He stated that all absentee ballots would be counted just like regular ballots starting at 9:00 pm. He said the whole process was open for public observation but no interference or disruptions were allowed. He said he planned to have people sign in and out this time due to the crowds expected. He said that picture IDs were not strictly required by law and that people could sign an affidavit and have their picture taken.

The Town Council Meeting was recessed at 7:14 pm due technical difficulties with the sound. The issue was resolved and the meeting resumed at 7:26 pm.

Town Moderator Hawkins gave a recap of his statements and said they expected a busy day. He stated that peak times were 7:00-8:00 am and 4:00-7:00 pm and long lines could be expected at these times, but there would be a lot of volunteers to help keep the process moving along as quickly as possible. He asked people to be patient and to address any questions or concerns to an election official.

Chairman Levy closed the Public Forum at 7:32 pm.

PUBLIC HEARING - None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Regular Meeting of October 19, 2016

Councilor Pike made a motion to approve the minutes of the Regular Meeting of October 19, 2016 which was seconded by Councilor Thompson.

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of October 19, 2016 were approved by a vote of 6-0.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier presented an update on the **Downtown Project** stating that 2-way traffic had been restored on October 26h at 4:30 pm. He said that he along with the NHDOT, the Engineering firm, the Public Works Director, and the Town Planner had walked the project to do a quick inspection and that there were issues that needed to be corrected. He said they were putting a list together and would have the contractor address them as soon as possible. He said the next step would be grinding and paving the crosswalks to make them flat and install signage beacons. He said that a bump-out would also be installed on North Main Street on the eastern side and filled in with landscaping.

Town Administrator Fournier stated that **Election Day** would be Tuesday, November 8th with polls open 7:00 am to 7:00 pm at the Newmarket Junior-Senior High School. He said he needed to make sure they had a quorum of councilors at the close to certify the vote.

Town Administrator Fournier next addressed **Goal Setting** saying that he had spoken with Primex and they were available to facilitate a goal-setting session for the Town Council, which he had tentatively scheduled for November 30, 2016. Councilor Pike stated that the MRI recommendation had been for the Council to set more long-term (5 year) goals. He said the Town Administrator Goals were half completed and would be pretty much short-term goals for the rest of the year. He suggested they meet in Non-Public before the next meeting to set those goals and meet with Primex in November or January to set longer-term goals. He said he wanted to discuss the 5-year goals while the current Council was still in place.

Chairman Levy asked if they would have the MRI Report by the November 30th meeting. Town Administrator Fournier said they would not but that the changes being made by MRI were minor. He said they would meet in Non-Public before the next meeting to set the Town Administrator goals and set the longer-term goals with Primex. He reminded the Council that he would not be at the November 16th meeting, and Councilor Burns stated that she would also be out of town.

Discussion: Councilor Weinstein asked a question about the Downtown Project, specifically if there would be any painting in the crosswalks after the grinding was completed. Town Administrator Fournier said they would definitely be re-painting the stripes in the crosswalks.

COMMITTEE REPORTS

Councilor Thompson said that the *Budget Committee* had met on October 24th but that she was unable to view the meeting as there was no sound. Town Administrator Fournier said it was a brief session and they had reviewed where they were for the end of FY2017 and for the current fiscal year of 2018, and gone over the Budget Committee schedule. He said the Town Budget presentation was scheduled for November 28th, and that only key Department Heads would be present. He said the Budget Committee intended to hold the Town Public Hearing on December 12th and wrap things up at that time.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING

Resolution #2016-2017-09 Resolution Relating to Generator Maintenance

Councilor Thompson made a motion to approve *Resolution #2016-2017-09 Resolution Relating to Generator Maintenance*, which was seconded by Councilor Burns.

Interim Finance Director Matt Angell stated that the Town had 14 generators, some as old as 1969. He said they had been getting some emergency repairs on some of them and they needed to go out bid for a Generator Maintenance company of record. He said they had 5 respondents and that the lowest bidder was TriState Generator, who currently provided generator service to the Town and they were pleased with their services.

Discussion: Councilor Thompson asked if this would be in addition to what they were already servicing for the Town. Interim Finance Director Angell said they currently serviced generators for the Water &

Sewer system but not for the Department of Public Works, and said they were seeking professional maintenance on the generators.

Town Administrator Fournier polled the Council and *Resolution #2016-2017-09 Resolution Relating to Generator Maintenance* was approved by a vote of 6-0.

Resolution #2016-2017-10 Resolution Relating to HVAC Services

Councilor Thompson made a motion to approve *Resolution #2016-2017-10 Resolution Relating to HVAC Services*, which was seconded by Councilor Burns.

Interim Finance Director Angell stated that they typically went out every 2 years for HVAC maintenance services. He said he had again received 5 bids, but they had asked for only a 1-year contract this year to see if they could get it in line with the School contract which would be expiring in one year. He stated that Thermo-Dynamics was the low-cost bidder and had been the Town's primary service provider for the last 6 years.

Discussion: Councilor Thompson commented on the huge price discrepancy between the 5 bids. Interim Finance Director Angell explained that Thermo-Dynamics was basically doing it for cost, and said all the bidders had gone through their systems and looked at every piece of equipment. Councilor Pike asked if there would be a savings, and Interim Finance Director Angell said it would be a little higher than what they paid last year. Town Administrator Fournier said that if everything went as planned, they would go out for one bid next year for the Town and the School combined.

Town Administrator Fournier polled the Council and *Resolution #2016-2017-10 Resolution Relating to HVAC Services* was approved by a vote of 6-0.

Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget

Councilor Thompson made a motion to approve *Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget*, which was seconded by Councilor Burns.

Town Administrator Fournier requested that the Council first amend the resolution to the following figures: *General Fund \$1,128,151, Special Funds \$1,060,520, and Enterprise Funds \$3,323,206, for a total budget of \$11,508,877*. Councilor Weinstein made a motion to amend *Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget* to reflect the figures that were reduced, which was seconded by Councilor Burns.

Town Administrator Fournier polled the Council and the amendment to *Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget* was approved by a vote of 6-0.

Town Administrator Fournier again polled the Council and *Resolution #2016-2017-11 Approval of the Fiscal Year 2018 Budget* was approved as amended by a vote of 6-0.

ORDINANCES AND RESOLUTIONS IN THE 3RD READING

Resolution #2016/2017-06 Relating to Reroofing Three Sections of the Library Building

Councilor Bowden made a motion to approve *Resolution #2016/2017-06 Relating to Reroofing Three Sections of the Library Building*, which was seconded by Councilor Burns.

Library Director Carrie Gadbois stated that she had taken the suggestions proposed by the Chairman's roofing contractor at the last meeting and sent them to the Engineer. She said the Engineer felt they were excellent suggestions and should be included in the proposals, especially the 6-foot copper edging at the eaves. She said she had asked both companies to resubmit their bids and Silver Brothers had declined, but Twin Metals had come in at \$63,900 with all the additional items.

Discussion: Chairman Levy asked what the change in price had been and Town Administrator Fournier said Silver Brothers was originally \$63,650. Councilor Pike felt the heat tape would help prevent having to manually remove the ice from the roof. Councilor Thompson pointed out that they were installing an ice and water shield over new plywood and said she did not think the extra 6 feet of copper was necessary. Library Director Gadbois clarified that the leak was underneath where the copper would be installed and was part of the problem area of the roof. Councilor Pike felt they needed to make the decision tonight and said he was comfortable moving forward. Councilor Bowden questioned a statement in the packet from Twin Metals that the copper would be "6 feet in length" rather than height or width. Town Administrator Fournier said he would make sure that change was made before he signed the contract.

Town Administrator Fournier said that procedurally he needed to move forward with this proposal and he needed a motion to amend the resolution and strike out "Silver Brothers" and replace it with: Twin Metals for an amount not to exceed \$63,900. Councilor Thompson made a motion to amend *Resolution #2016/2017-06* and replace Silver Brothers with *Twin Metals for an amount not to exceed \$63,900*, which was seconded by Councilor Weinstein.

Town Administrator Fournier polled the Council and the motion to amend *Resolution #2016/2017-06* was approved by a vote of 5-1.

Town Administrator Fournier again polled the Council and *Resolution #2016/2017-06 Relating to Reroofing Three Sections of the Library Building* was approved as amended by a vote of 5-1.

ITEMS LAID ON THE TABLE – *Resolution #2015/2016-52 Authorizing the Designation of a Portion of Route 152 as an Economic Recovery Zone.* (This Resolution is tabled from the June 15, 2016 Council Meeting pending Planning Board action.)

NEW BUSINESS/CORRESPONDENCE

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS – None

ORDINANCES AND RESOLUTIONS IN THE 1ST READING – None

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218 **CORRESPONDENCE** – None

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220 **COMMENTS**

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222 Councilor Bowden said he had been at the Recreation Center and noted that there was a lot of stripping
223 and rot on the windows. Town Administrator Fournier said this should have been brought to his attention
224 first, and said he and the Public Works Director had been discussing the matter and were asking for
225 proposals.

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227 Councilor Pike asked when the Public Meeting would be held to present the MRI Report and asked if
228 Dispatch would be included. Town Administrator Fournier said he would inform the Council as soon as
229 the report was finished, and that Dispatch was part of the report.

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231 **NEXT MEETING:** The next regular meeting of the Town Council is scheduled for November 16, 2016.

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233 **ADJOURNMENT**

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235 Councilor Weinstein made a motion to adjourn the meeting, which was seconded by Councilor Bowden.
236 The meeting was adjourned at 8:02 pm.

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238 Respectfully submitted,

239 Patricia Denmark, Recording Secretary