

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

May 17, 2017 7:00 PM

TOWN COUNCIL CHAMBERS

Approved June 7, 2017

PRESENT: Council Chairman Dale Pike, Councilor Amy Thompson, Councilor Gretchen Kast, Councilor Kyle Bowden, Councilor Casey Finch

EXCUSED: Council Vice Chairman Toni Weinstein, Councilor Amy Burns

ALSO PRESENT: Town Administrator Steve Fournier, Environmental Services Director Sean Greig, Public Works Director Rick Malasky, Margaret Blank of Underwood Engineers

AGENDA

Chairman Dale Pike welcomed everyone to the May 17, 2017 Newmarket Town Council Meeting and called the meeting to order at 7:00 pm, followed by the Pledge of Allegiance.

Councilor Bowden 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 was approved by a vote of 5-0.

PUBLIC FORUM

Chairman Pike opened the Public Forum at 7:01 pm

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

PUBLIC HEARING – None

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

Acceptance of the Minutes of the Non-Public Session of May 3, 2017

Councilor Kast made a motion to approve the minutes of the Non-Public Session of May 3, 2017, which was seconded by Councilor Bowden.

Town Administrator Fournier polled the Council and the minutes of the Non-Public Session of May 3, 2017 were approved by a vote of 5-0.

Acceptance of the Minutes of the Regular Meeting of May 3, 2017

Councilor Finch made a motion to approve the minutes of the Regular Meeting of May 3, 2017, which was seconded by Thompson.

Town Administrator Fournier polled the Council and the minutes of the Regular Meeting of May 3, 2017, were approved by a vote of 5-0. Two minor errors were later corrected on page 4 of the minutes.

REPORT OF THE TOWN ADMINSTRATOR

Town Administrator Steve Fournier reviewed the **FY2017 Budget** and stated that with 83% of the year completed, they had expended 80% of the Operating Budget and 80% of the General Fund. He said the only significant area of concern was the Department of Public Works which was 89% expended, mainly due to snow overtime in March. He said revenues were slightly below where they were last year. He said this year revenues were estimated at \$24.2 million and they had collected \$23.8 million to date. He said they were seeing a slight decline in Motor Vehicle Registrations, but said there was an opportunity in the fall to revise revenue estimates. He said Ambulance receipts were currently \$50,000 below where they were at this period last year.

Town Administrator Fournier addressed the **Downtown Project** and said they had met with the contractor on May 4th to review the project and walk the site, and they found a number of things that Target Construction needed to address. He said currently the project was being delayed by NHDOT to make sure previous contractors had been paid. He said the Town would receive the payment from the State for their portion of the grant, which would then be forwarded to the construction company to distribute the funds to subcontractors. Chairman Pike asked about the asphalt that had been put down in the Downtown crosswalks. Town Administrator Fournier said that the State had come in and filled them with asphalt cold patch until they could be fixed, as the pavers had moved more during a recent rain incident.

Town Administrator Fournier stated that the Town Clerk-Tax collector would be sending out **Tax Bills** tomorrow which were due on July 6, 2017. He explained that this bill did not include the Bond for the School that was passed in March which would show on the second tax bill of the year. He said he had received a communication from a member of the Veterans Memorial Trust Committee to remind people that the **Memorial Day Parade** would be held on May 30th at 6:00 pm, ending at Riverside Cemetery where there would be an event that evening. In the case of rain the parade would be postponed to May 31st, and

after that would be cancelled. He said there would also be a **Veterans Memorial Golf Tournament** on June 5, 2017 at Rockingham Country Club, and all money raised would go towards the Veterans Memorial they planned to install near the Library. He said information was available on the Town website.

Town Administrator Fournier stated that they had received a **Paving Bid** from Bell & Flynn. He said though it was the only bid received, the amount was lower than expected and would allow the Town to pave New Road further this year as well as Beech Street Extension. He said that he and Superintendent Meredith Nadeau had discussed setting up the **Joint School Board/Town Council Meeting** for late this summer, tentatively August 30, 2017.

Discussion: Councilor Thompson asked whether the overtime was just a one-time thing due to snow, and Town Administrator Fournier said the winter was fairly mild, but the salt budget was over as well as overtime.

Water & Sewer Assessment Management Plan

Environmental Services Director Sean Greig stated that the Town of Newmarket had received a \$15,000 matching grant from the New Hampshire Department of Environmental Services (NHDES). He said they worked with Underwood Engineers on this and Margaret Blank of Underwood was here to provide a presentation on the plan. He said the main purpose of the grant was to look at the aging water and sewer infrastructure of the Town, inventory everything, and rate it so they could determine the most critical pieces of their infrastructure and replace what needed to be replaced.

Margaret Blank of Underwood Engineers stated that an Asset Management Plan had been prepared for the Town of Newmarket. She said it was a \$30,000 effort with \$15,000 from NHDES and a \$15,000 match from the Town. She said that Asset Management was basically a decision-making tool to provide the desired level of services at the lowest cost, and the components consisted of level of service, asset inventory, identify critical assets, and life-cycle costing to come up with a funding strategy.

Ms. Blank said that Level of Service included meeting customer needs and expectations, regulatory compliance, secondary standards, and availability by servicing as many people as possible and using ISO fire flows where feasible. She said they would need to make sure supply kept up with demand and needed to maintain a certain amount of pressure on the system, with 60-80 PSI preferred and a minimum of 20 PSI. She said the system needed to be reliable with a minimum number of unplanned shutdowns and breaks, and they should provide 48-hour notice of planned shutdowns.

Ms. Blank said that as far as Asset Inventory, Newmarket had 3 supply wells, a blending facility, a booster pump station, a storage tank, and over 132,000 feet of water main, or 25 miles. She said the value of the water main was approximately 98% of the cost of the system. She explained that Critical Assets were those with system-wide impact like wells and blending facilities, those that potentially impact a lot of customers like the booster pump station or the storage tank, and those water mains that would have significant impact in the event of failure, had exceeded their useful lives, or were undersized. She said that Newmarket had 25,000 feet of mains that had been installed in 1895, and said that Underwood had also identified some mains that needed to be up-sized. Town Administrator Fournier asked where the

majority of the 1895 water mains were located. Environmental Services Director Greig said there were some on Elm Street and South Main Street, some on Bay Road, and some on Route 108 by the golf course, but said the bulk were around Spring Street.

Ms. Blank addressed Life-Cycle Costs and said they found that replacement costs for a water system over 100 years would be \$43 million, or approximately \$132,000 per year. She said the need for the next 10 years would be approximately \$4 million. Chairman Pike asked if the figures were in today's dollars, and Ms. Blank said she had used today's dollars as costing out involved a lot of uncertainty. She next addressed setting up a Long-Term Funding Strategy to pay for all this. She said they needed to look at revenues from water use charges and system development charges, build Capital Reserve Funds into the budget reserves, and set aside surpluses or utilize loans or grants.

Discussion: Councilor Finch said that based on some of the charts for the next 20 years, it looked like the focus would be replacing water mains, and asked if it was the 1895 lines that needed to be replaced. Ms. Blank said it was the 1895 lines, and added that there were also some lines from 1940 which would need to be sized up. Councilor Thompson mentioned recent rate increases and said they were building in now to kind of pay ahead, and wondered if that was included in this. Environmental Services Director Greig said that rates were going to have to increase and said they were trying to set money aside. He said they had just done some major projects and were doing a build-out study, and they needed to plan out against so many years and look at rates. He said it was important not to replace all the water mains at the same time and said the replacements would be spread out.

Councilor Thompson said she assumed it would also require taking services down as sequencing needed to get done. Environmental Services Director Greig said it was shaping up to show exactly what their next steps were going to be, and said it was an important planning tool. Councilor Bowden said the document showed that normal working pressure for this system was 35 pounds and he asked where Newmarket was today. Environmental Services Director Greig said they were up to approximately 80 pounds as they needed to maintain a certain pressure unless they were in an emergency situation.

Chairman Pike asked if they were close to having to sell the Water Treatment Plant. Environmental Services Director Greig said they needed to wait until the Wastewater Treatment Plant was completed, and they had funds to move all the water operations out and into the Wastewater Treatment Plant to centralize and streamline it. He stressed that this document was a draft and there would be changes to it. He said a major part of having this meeting was that they were required to educate the public as part of the grant. Ms. Blank said that people needed to be aware that this was coming (\$43 million) gradually. Environmental Services Director Greig said they were moving towards GIS which would maintain the system and track everything.

Ms. Blank said she had planned to show the map which came out of GIS, and said there was an attribute table associated with all the Town pipes and valves. She said the Newmarket staff was ahead of the curve and gave her well-prepared information, and she felt that their Asset Management Plan was a great tool. Councilor Bowden asked if the costs reflected the Department of Public Works and what they were going to need to do with the road work. Environmental Services Director Greig said the cost of \$5/linear foot went into what it would cost to replace the water main and put the road back together.

Environmental Services Director Greig said that next they planned to look at the sewer side and start overlapping the sewer with the water and look at drainage and paving. He said perhaps they could put all the projects together so as to go into an area once and all share the costs. Councilor Finch commented that the draft was very user-friendly, and said it was helpful and reassuring to see the foresight for a 100-year plan. Councilor Kast asked if there were other tools besides GIS to put all the variables together to help in the decision-making process.

Chairman Pike asked about the capacity study coming up. Environmental Services Director Greig said he met with Wright-Pierce last week to go over some additional information and said he had been assured that the capacity study would be ready next week. Chairman Pike mentioned the Technical Committee on groundwater modeling, and said that with rising seawater there could be parts of their community not on Town water. He said there were a lot of contingencies that needed to be worked with on their plan. Councilor Kast asked if the tool would help to adjust the plan as they went along. Environmental Services Director Greig said that was where they would rate by importance and everything would get a numbering system based on criticality.

Ms. Blank showed the spreadsheet that scheduled out the cost for the wells and the pump station. She said there was a column that listed impact of failure and probability of failure, and said the report had a criticality matrix, so that as the Town upgraded facilities the probability of failure would go down. She said any changes to the numbers would carry through to the whole spreadsheet and change the schedule. She said the pipe inventory information came directly out of a map of the system, and there was an impact and probability for each of the pipes as well.

Luis Adorno, the Environmental Program Manager for water with NHDES, said he echoed all that had been said. He said Environmental Services Director Greig and his staff had done a great job putting this tool together and would help the Town in the future. He said the beauty of the tool was that Environmental Services Director Greig would have full control of it, and that if Underwood Engineers needed to do another study they could make adjustments. He said he wanted to congratulate the Department of Environmental Services on what they were doing and asked that the Town Council keep supporting this great effort.

Chairman Pike said it seemed that all this methodology applied to more than just water. Environmental Services Director Greig said they would start with the water system and then start to bring in the sewer system. Mr. Adorno said it was not just for water and sewer but also applied to stormwater and to Public Works with a different kind of format. Councilor Kast asked if Newmarket was the first community to do this, and Mr. Adorno said they had established 48 communities that have gone through the Asset Management process. Ms. Blank said the spreadsheet format made things very adaptable, and if Newmarket found a better program they could migrate this information into that product.

MRI Update – Environmental Services Director Sean Greig

Environmental Services Director Sean Greig said that MRI had looked at their Water & Sewer Department and came up with 3 main things: (1) to add 1 additional person at the Wastewater Treatment Plant, (2) to

add an administrative element, and (3) to look at training as necessary and on-going and look at salaries. He said they were finding that water and sewer had the oldest workforce and that no one new was coming into that workforce. He said as a result they needed to look at what they were paying and what they could do to keep their staff.

Environmental Services Director Greig said as far as adding an additional employee at the Wastewater Treatment Plant, the difficulty with the MRI Study was that it started halfway through their budget year and they had not planned for that person. He said because the Wastewater Treatment Plant was planned to be completed this budget year, they would only need to make a half-payment next year on the loan which would free up funds. Chairman Pike asked if this position would be beyond the new hire already required by the new wastewater plant, and Environmental Services Director Greig said it was beyond that. He said they needed more staff because of the amount of added infrastructure and the degree of technicality of the new plant, and said they had also added a Blending Facility.

Environmental Services Director Greig said that currently their administrative person was being shared with the Department of Public Works and they were paying 20% of the salary. He said ideally his department should hire an administrative person who would be paid 50% out of water and 50% out of sewer. He said there would be money from sewer out-of-flow, and that for water, when they took over the project from NHDES to replace the water main up to the water tower, they got 20% forgiveness and were currently at 40% forgiveness. He said this was a million-dollar project and instead of \$200,000 forgiveness they would be getting \$400,000, which reduced the loan substantially.

Town Administrator Fournier reminded the Council that if a percentage of the administrative salary came from the Department of Public Works, they would have to make up the difference in the General Budget. He said one idea might be for the Department of Public Works to share the position with the new Facilities Director, which would provide him with some clerical staff. Councilor Thompson asked if there was enough workload there for a fulltime person, and Environmental Services Director Greig said they were looking at job descriptions which would need to be redefined.

Environmental Services Director Greig said the last piece was compensation and evaluation of all their employees on a yearly basis, and making sure they got their certificates and training. He said as far as compensation, a Wage Survey was done a few years ago and the department was found to be on the lower side with salaries. He said for the next budget year they would need to try to get people up to where they should be, and said he was working on this with the Town Administrator.

Discussion: Councilor Thompson thanked Environmental Services Director Greig and said he was really fine-tuning things to point out where they needed to go on an administrative level. Councilor Bowden asked if there was a timeline for hiring an administrative person. Environmental Services Director Greig said he first had to work it out with the Department of Public Works, and he was working on it with the Town Administrator. He said salary evaluations would come every July. Town Administrator Fournier said that the last Wage Study was conducted in 2015 and presented on March 9, 2016.

Chairman Pike said there had been some conversation about another community possibly joining the Town sewer system, and asked Environmental Services Director Greig if he was now trying to figure out

capacity. Environmental Services Director Greig said they still had conversations with one community and said the Capacity Study would be coming back soon. He said other communities would need to wait until the Town had received their permit.

MRI Update – Department of Public Works Director Rick Malasky

Public Works Director Rick Malasky said he felt the MRI Study was a great thing but that it had been difficult with it being in the middle of a budget year. He said that everyone in the Town realized the importance of addressing roads and said that UNH had come up with a plan and the Council had increased the budget figure. He said they no their mechanic had been cut by a former Town Council, and they had been making it work and had saving money. He said as far as facilities, the new Facility Director had been hired and would be starting in a few weeks.

Public Works Director Malasky said that the Public Works Department was a member of the Lamprey Cooperative and got a reduced fee with other communities for disposal of their trash and recyclables. He said they had been with the Lamprey Coop for 25 years and also used MRA Management for disposal of items from the Transfer Station. He said the department also got a discount with other communities and took advantage of State pricing for many items. He said that he was already doing most of the MRI Report recommendations. As far as staffing, he said the Town was very lean in a number of departments.

Discussion: Councilor Bowden asked if he felt there was anything that MRI missed, and Public Works Director Malasky said that he thought they had been very thorough and had left no stone unturned. Councilor Bowden said a neighbor had repeatedly asked him where the recycling goes. Public Works Director Malasky said that Casella Waste Management took all the risk, so that if the market was slow they sometimes had to pay to have things recycled. He said that personally he felt it was fiscally irresponsible to recycle curbside.

Town Administrator Fournier explained that there were a number of facilities run by Casella with the State. He said aluminum was probably shipped overseas as well as a lot of the plastics, and said the pulp from paper was recycled into other paper goods. He said if the Town did not recycle, their tipping fees and tonnage would be much higher. Chairman Pike felt there was a good system in the Town, and said recycling encouraged people to create less trash.

MRI Update – Fire Chief Rick Malasky

Fire Chief Rick Malasky stated that MRI had made 25 recommendations and that the Fire Department was already doing 21 of them. He said the first was to maintain potential recruitment and training which they had been doing for several years. He said it was getting tougher and tougher for someone working fulltime with a family to also be a volunteer firefighter. He said the Newmarket Fire Department was extremely busy with a high volume of calls, and it was challenging to find staff. He said he had picked up a lot of new applicants with a recent mailing.

Chairman Pike asked if training was part of the time demand put on new recruits. Fire Chief Malasky stated that it took 6-8 months to get the training required to be able to run calls, and said the department had

medical calls approximately every 2 hours and Fire Department calls were up 100 calls per year. He said the Town of Newmarket was also the largest employer and it was hard to find recruits. He said as far as partnering with other communities, Newmarket was already doing that. He said the Fire Department was a member of Seacoast Chiefs, which consisted of 41 communities with a membership fee of less than \$2,000/year. He said with the membership, the Fire Department got a Hazmat Team and the cost was shared as part of the \$2,000 fee they paid and this allowed them to utilize equipment worth billions of dollars. He said they also did group purchases and said that all the communities put in for their gear at the same time.

Councilor Thompson said she was aware that staffing levels were tight and the Fire Department needed more people, but that the Town Administrator had said that Ambulance receipts were down. Fire Chief Malasky said there was some catching up with books that would show the department being off there. Town Administrator Fournier said that also at night if they were toned out and there was no response from a volunteer in Newmarket, they toned out to Durham or Exeter to cover and they got the revenues. Councilor Thompson asked what percentage of the numbers listed were toned out and asked if calls were going to other Towns. Town Administrator Fournier said that he and the Fire Chief were looking into that right now, and he wanted to do an analysis of response times. He said he had asked Dispatch for support of calls from last year as to when they were toned, when the response occurred, and who responded.

Councilor Thompson said she was concerned that the wait was longer when the ambulance had to come from another town. Fire Chief Malasky said typically calls were lost because an ambulance was out of service or because a vehicle was in the shop for repairs. Town Administrator Fournier stated that the policy of Police Chief True was that if an ambulance is toned out a police officer goes to the scene as well, and said he was trying to address the weekend stipend for volunteer firefighters. Fire Chief Malasky said the department had lost some key players and said he had made some adjustments which seemed to be working right now, but said they would have to increase salaries for call to sustain this. Town Administrator Fournier said he hoped to address the issues this year with a study, but said the culture of the volunteer firefighter had changed.

Fire Chief Malasky said that as far as Paramedic services they were provided to the Fire Department free, and did not feel it was fiscally responsible for them to hire paramedics. He said that as far as staffing they did pursue working with other communities, and said they looked at their staffing hours and responses. He said the recommendation to work with local businesses was already addressed. He said the Fire Department applied for grants as much as possible, but that unless the applications were regional Newmarket was overlooked due to the size of the Town.

Chairman Pike asked Fire Chief Malasky if he did most of the grant writing, and Fire Chief Malasky said that John Diesel wrote grants for a living and they had worked with him periodically. He felt the Town should reconsider finishing the upstairs of the Fire House so they could potentially provide board for on-call volunteers. Councilor Kast asked if the Fire Department could then get volunteers from other communities. Fire Chief Malasky said they had already expanded that and said there were a lot of students right next door at UNH who were fully certified, but could not respond on medical calls. He said the department did what they could without facilities for locker rooms and showers.

Chairman Pike asked what the cost might be to renovate the Fire House and Fire Chief Malasky said approximately \$275,000. He said the area was a big open space and was not set up for individual spaces, and they could not do sections one at a time. He said he had looked into working with the High School but that classes were usually held at night, and he felt the students needed to concentrate on graduation first. He said he was working with the Superintendent to have students start taking EMT and Fire 101 and 102. He said as far the MRI recommendation to find his successor, he felt the Town was very lucky to have him in the same building being able to do what he did.

Chairman Pike said when he first joined the Council there was a lot of yearning for regionalization by councilors without any understanding of any lower level regionalization already going on. He said he felt it was hard to go to higher level regionalization without some lead by the State. He said the MRI Report had helped the Council to better understand what things were already happening in terms of efforts to be efficient. Fire Chief Malasky said it was difficult geographically for Newmarket having smaller communities next door. He said they were looking into billing for emergency services, and said it was challenging to try to discuss this with other communities. He said as far as adding a false alarm, the Fire Department already had a false alarm system.

Chairman Pike asked Fire Chief Malasky if there was anything he felt would make his department more efficient or more effective that MRI did not address with their report. Fire Chief Malasky said having more people, and said he tried to work with what he had but it was getting very challenging to cover all the calls. Chairman Pike also asked where he thought the Fire Department was in terms of fire equipment. Fire Chief Malasky stated that the CIP was a little off for engine replacement, and said a new engine would be coming up in the next couple of years which he would be putting it in CIP.

Councilor Kast asked if some calls could be reduced by education of the public, and Fire Chief Malasky said he did not think that was an issue. Town Administrator Fournier said it was not so much a category but more of an individual, and they had frequent customers who may not be using it for the right reasons. Chairman Pike said MRI had been very complimentary to Fire Chief Malasky and his department and their level of efficiency. He said that was one good result of doing the MRI Study, and said this type of document would help succeeding Town Councils get up to speed with where they were as a Town.

COMMITTEE REPORTS

Councilor Finch reported that the *Conservation Commission* had met on May 11, 2017. He said they had done a site walk of Schanda Park due to concern about some erosion around the seawalls. He said they had found visible damage to the seawalls and flows that needed to be addressed, and were trying to find ways to stabilize those areas. He said there were concerns about a buffer zone being encroached upon in the Boulder Brook Subdivision area, and they were continuing developments with Schoppmeyer Park.

Chairman Pike said there was a meeting of the *Groundwater Technical Committee* with regard to a study looking at bedrock wells, which alerted them to some of the challenges brought on by rising sea levels. He said it was also challenging to figure out all the agencies involved and how to coordinate it. He said the *Macallen Dam Committee* would be meeting next week to start reviewing the proposals coming in for the next step in the process.

Chairman Pike said that Fish & Game had their fish ladder for the herring run which was held last Saturday, and said the Lamprey was the largest herring run of all the rivers that flowed into Great Bay. He said this would be reconsidered when the dam was reengineered for the abutment walls, and they needed to preserve access to the fish ladder per the Lamprey River Advisory Committee.

OLD BUSINESS

ORDINANCES AND RESOLUTIONS IN THE 2ND READING – None

ORDINANCES AND RESOLUTIONS IN THE 3RD READING – None

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

CORRESPONDENCE/CLOSING COMMENTS

Chairman Pike mentioned that the Town Administrator had set a date for the School/Town Council Joint Meeting of August 30, 2017. He said he felt it would also be useful for the Sub-Committee to meet one last time to wrap up before the joint meeting. He said the Town Administrator and the Superintendent were working on the agenda.

Councilor Finch reminded everyone that the Annual Fishing Derby was scheduled to take place on Saturday June 17, 2017 from 7 am to 10:30 am.

Councilor Thompson asked where the other two councilors were this evening, and Chairman Pike said that Councilor Burns and Councilor Weinstein were both excuse.

NEXT MEETING: Next regular Town Council Meeting June 7, 2017

ADJOURNMENT

Chairman Pike adjourned the meeting at 8:55 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary