



September 21, 2022

Town Council Regular Session

September 7, 2022 at 7:00 PM
Town Council Chambers

MINUTES

1. Pledge of Allegiance

Present: Council Chair Toni Weinstein, Council Vice-chair Katanna Conley, Councilor Joe LaMattina, Councilor Scott Blackstone, and Councilor Brian Ward

Absent: Councilor Brabec and Councilor White

Staff Present: Town Manager Stephen Fournier, DPW Director Rick Malasky, Environmental Services Director Sean Greig, Town Engineer Lyndsay Butler and Wendy Chase, Recording Secretary

Chair Weinstein convened the meeting at 7:00 PM and led the Pledge of Allegiance.

2. Public Forum

Chair Weinstien opened the Public Forum at 7:01 PM.

Chair Weinstien closed the Public Forum at 7:01 PM without public comment.

3. Town Council to Consider Acceptance of Minutes

a. August 17, 2022

Motion: Councilor Ward made a motion to approve the August 17, 2022 Meeting Minutes

Second: Vice-chair Conley

Discussion:

Vote: 4-0-1 (voting against - None) Vice-chair Conley abstained.

4. Report of the Town Manager

a. Town Manager's Report September 7, 2022

Town Manager Fournier reported on the following:

- **Town Engineer:** Town Manager Fournier introduced Lyndsay Butler as the new Town Engineer. Ms. Butler recently served as a town engineer in Salem, NH.
- **New Agenda Software:** We are using a new agenda software, CivicClerk that will be user-friendly for the Council and public.
- **Town Logo/Branding:** We will be implementing branding and logo guidelines for the Town. Building a brand allows a town to establish a good reputation and a positive impression of services. The new logo includes the town seal (required by law) and the font is ADA compliant. We will use similar colors and fonts in all public-facing notices in the future

and will be rolling out the image over time. We are also encouraging departments and committees to use similar branding in the future.

- **Historical Society Employee Tours:** Town Manager Fournier thanked the Historical Society for coordinating tours to their museum for town employees today. It was a great opportunity for employees to learn a little bit of the history of the town they work for, especially for those who do not reside in Newmarket.

Chair Weinstein asked for an updated report of the town's water levels because of the drought. Environmental Services Director Greig explained that the town is in good shape water-wise. There are two wells on line and two more wells will go on line in November and January.

Chair Weinstein said she was approached by a business owner in town requesting that the small portion of land owned by the Town near Mcallen dam be turned into a small park and dedicated to a Newmarket resident. She asked what the process would be to move forward with that.

Town Manager Fournier said that he and former Councilor Sanders were working on an ordinance naming and purchasing benches for memorials. He has the outline and will finalize it and bring it forward to the Council for Readings shortly.

5. Committee Reports

Councilor Ward reported on the Capital Improvement Plan Committee Meeting held yesterday:

The CIP Committee took a first pass at the CIP requests from the Departments. They will meet tomorrow with some of the Department Heads to answer questions the Committee has. The Committee did approve the Master Plan Update, Splash Pad upgrade, the Police Department's auto fingerprint scanner, and Building study. Councilor Ward commented that the CIP and Budget Committees have voiced concerns over using capital reserve funds for vehicle lease payments and keeping the reserves properly funded.

Town Manager Fournier explained that vehicle leases are not capital projects, they are an operational cost. There is a large amount of money sitting in the Capital Reserve Fund so we will draw down on it, otherwise it would just sit there now that we are adding police vehicles to the operating budget.

Chair Weinstein reported on the Licensing Board's last week's meeting:

The Licensing Board met last week and approved an application for the marathon and half marathon road race on October 23.

6. Old Business

7. Resolutions/Ordinances in the 2nd Reading

- a. Resolution #2022/2023-02 - DPW Dump Truck Lease Payment from CRF
- Motion:** **Vice-chair Conley** made a motion to approve Resolution #2022/2023-02 - DPW Dump Truck Lease Payment from CRF
- Second:** **Councilor Ward**
- Discussion:** Town Manager Fournier explained that we entered into a leasing contract with the leasing corporation for the plow truck in 2021 and this Resolution authorizes us to drawdown from the Capital Reserve to pay the lease.
- Vote:** **Unanimously Approved**
- b. Resolution #2022/2023-03 - Implementation of Water System Energy Improvements
- Motion:** **Councilor LaMattina** made a motion to approve Resolution #2022/2023-03 - Implementation of Water System Energy Improvements
- Second:** **Vice-chair Conley**
- Discussion:** Environmental Services Director Greig explained that as a result of the Energy Audit, the town was offered a 50% match grant of up to \$40,000 for the identified energy improvements. The Council would have to authorize \$40,000 from the Town Water Capital Reserve Fund for the commitment to meet the 50% matching funds requirement for energy improvements.
- Chair Weinstein wanted to highlight the work the Environmental Services Department has done to reduce energy costs.
- Councilor LaMattina said the Energy & Environment Committee is working on the energy aggregation plan and they are using some of the slides and information from the energy audit presentation to show what Newmarket has been doing.
- Vote:** **Unanimously Approved**
- c. Resolution #2022/2223-04 - Dewatering Improvements at the WWTF
- Motion:** **Councilor Ward** made a motion to approve Resolution #2022/2223-04 - Dewatering Improvements at the WWTF
- Second:** **Vice-chair Conley**
- Discussion:** Environmental Services Director Greig explained that the thickening equipment approved by the Council last year will be coming soon but at a higher cost. The Sewer Department has secured 30% ARPA grant funds to offset increased project construction and engineering costs. He is requesting the Town Council authorize the Town Manager to enter into agreements with Wright-Pierce to perform the necessary engineering services and secure the ARPA funds for the Thickener Project.

Vote: **Unanimously Approved**

d. Resolution 2022/2023-05 - Building Permit Fees

Motion: **Vice-chair Conley** made a motion to approve Resolution 2022/2023-05 - Building Permit Fees

Second: **Councilor LaMattina**

Discussion: Town Manager Fournier said the town's new Code Enforcement Officer realized the building permit fees had not increased in 10 years. He looked at a number of area communities to help determine the increases. We will be seeing approximately \$100,000 additional revenue per year that will help cover costs. The Town Manager suggested we look at the fees every two years or annually.

Vote: **Unanimously Approved**

8. Town Council to Consider Nominations, Appointments, and Elections

a. Ingrid Ahlberg - Riverfront Advisory Committee - Term Expiration - April 2024

Motion: **Councilor Ward** made a motion to Appoint Ingrid Ahlberg to the Riverfront Advisory Committee with a term expiration of April 2024.

Second: **Vice-chair Conley**

Discussion: Ms. Ahlberg was present and introduced herself. Chair Weinstein commented that Ms. Ahlberg has served on other committees and the School Board and thanked her for her willingness to serve on this committee.

Vote: **Unanimously Approved**

b. Amy Burns - Racial Equity, Inclusion & Human Rights Committee - Term Expiration - April 2025

Motion: **Councilor Ward** made a motion to Appoint Amy Burns to the Racial Equity, Inclusion & Human Rights Committee with a term expiration of April 2025.

Second: **Vice-chair Conley**

Discussion: Chair Weinstein commented that Mrs. Burns has served as a Town Councilor for 6 years and has a strong knowledge of how the Town works.

Vote: **Unanimously Approved**

c. Michael "Mickey" Burns - Racial Equity, Inclusion & Human Rights Committee - Term Expiration - April 2024

Motion: **Councilor Ward** made a motion to Appoint Michael "Mickey" Burns to the Racial Equity, Inclusion & Human Rights Committee with a term expiration of April 2024.

Second: **Vice-chair Conley**

Discussion: Chair Weinstein commented that Mr. Burns has served on different committees and appreciates his willingness to serve. Town Manager Fournier confirmed that there is now a full complement of the committee.

Vote: Unanimously Approved

9. Resolutions/Ordinances in the 1st Reading

- a. Resolution #2022/2023-08 - Paving Improvements New Rd, Bay Rd. and Young Lane - *Staff requests suspension of the rules to act on this item this evening*

Motion: **Councilor Ward** made a motion to suspend the rules to Resolution #2022/2023-08 - Paving Improvements New Rd, Bay Rd. and Young Lane.

Second: **Vice-Chair Conley**

Discussion: Town Manager Fournier explained that they needed to request suspension of the rules to act on the Resolution this evening because the project is ahead of schedule and they are at a point where they are ready to pave the road. They would not be able to wait for two readings of the Resolution.

Vote: Unanimously Approved

Motion: **Vice Chair Conley** made a motion to Approve Resolution #2022/2023-08 - Paving Improvements New Rd, Bay Rd. and Young Lane

Second: **Councilor Ward**

Discussion: DPW Director Malasky explained that there is 1,000 feet of roadway from Birch Drive to Great Cove Drive that is not part of the New Road project but is in disrepair. It makes sense to pave that portion while Bell & Flynn paving is already mobilized to finish the New Road project.

Vote: Unanimously Approved

- b. Resolution 2022/2023 - 06 - Designating Newmarket as a Purple Heart Community

Chair Weinstein read Resolution #2022/2023-06 into the record.

- c. Resolution 2022-2023 - 07 - Changing the Membership of The Newmarket Energy and Environment Advisory Committee

Chair Weinstein read Resolution #2022/2023-07 into the record.

10. New Business/Correspondence

- a. Correspondence to the Town Council

- i. Letter from Ben Stebbins

Town Manager Fournier read a letter from business owner Ben Stebbins explaining his Newmarket rental properties' rent increases and problems with state wide housing shortages.

The letter is attached to the minutes.

- b. Closing Comments by Town Councilors

c. Next Meeting

i. September 21, 2022

11. Adjournment

Chair Weinstein adjourned the meeting at 7:50 PM without objection.