



Town Council Regular Session

February 1, 2023 at 7:00 PM

Town Council Chambers

MINUTES

1. Pledge of Allegiance

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

2. Roll Call

Present: Council Chair Toni Weinstein, Council Vice-chair Katanna Conley, Councilor Scott Blackstone, Councilor Megan Brabec, Councilor Brian Ward, Councilor Joe LaMattina, Councilor Colin White.

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

3. Public Forum

Chair Weinstein opened the public forum at 7:02 PM.

Chair Weinstein closed the public forum at 7:02:05 PM without public comment.

4. Town Council to Consider Acceptance of Minutes

a. January 18, 2023

Motion: **Katanna Conley** made a motion to approve the January 18, 2023 Meeting Minutes as written.

Second: **Brian Ward**

Discussion:

Vote: **Unanimously Approved**

5. Report of the Town Manager

a. Town Manager's February 1, 2023 Report

Town Manager Fournier sent out to the Councilors, via email, the signup sheet for the town election on March 14. There must be coverage from the Council during the polling hours 7:00 AM to 7:00 PM. Councilor Blackstone is excluded because his name is on the ballot.

Town Manager Fournier reported that his office had received questions regarding the town's warming center availability. He explained that a warming station was not set up during the last storm because the temperature was not below freezing. The standard to open a warming station is when a majority of the town loses power and the temps fall below freezing. The warming stations do not provide overnight accommodation. Residents may go to the Town Office, Library and Police Station during power outages to charge their electronic devices

during business hours. He recommended that residents check on their neighbors this weekend during the predicted arctic cold front headed our way.

Weekend Storm: January 23rd and January 24th winter storm event. There were numerous roads closed due to downed trees and power lines. 20% of Eversource customers in town were without power. Town Manager Fournier commended the Public Works, Fire and Police for their efforts during the storm.

Pay and Classification Study: The study conducted by MRI was completed last year. The study determined that there are 8 positions recommended to have salaries increased to bring their positions to the minimum salary in the grade assigned. The projected cost to implement the proposed plan for a full year is \$21,344. Some of the issues within the report have already begun being addressed. The 8 positions: Library Director, DPW Foreman, Deputy Town Clerk/ Tax Collector, 2 Police Officers, Library Employee, Town Clerk's PT Clerk, Recreation Receptionist. The report also suggests other employee incentives, such as reinstating the longevity adjustment.

FY22 Audit: Plodzik and Sanderson completed the FY22 Audit. They found no significant issues. There are some best practices findings that they are recommending to be corrected or worked on.

Councilor Ward inquired about the "best practices" findings the auditors referred to. Town Manager Fournier explained that they recommend we change accounting practices. For example, the Solid Waste budget is an enterprise fund and they suggest it be a part of the operating budget.

b. IT Department Report December 2022

c. Finance Department Report December 2022

6. Committee Reports

Councilor LaMattina reported on the Energy & Environment Committee's January 25th meeting:

The Energy Aggregation plan has gone through technical review. Councilor LaMattina plans to present the plan to the Council at the February 15 Work Session Meeting.

7. Old Business

8. Resolutions/Ordinances in the 2nd Reading

a. Resolution #2022/2023-30 - Facilities Master Plan

Motion: **Katanna Conley** made a motion to approve Resolution #2022/2023-30 - Facilities Master Plan

Second: **Colin White**

Discussion: Town Engineer Butler explained that the scope of work regarding the space needs analysis includes existing conditions assessment of the Town Hall and Police Department and some cursory assessments of other facilities and then developing a Master Plan for prioritizing improvements and upgrades and space needs for those facilities.

Councilor LaMattina asked if they intend on doing a cursory assessment of the Water Treatment Plant.

Town Engineer Butler said that the developer would give us general recommendations of ways we could potentially use the building going forward. It would be very costly to get detailed existing conditions estimates for all 9 facilities. Everything would need to be evaluated; structural, HVAC, electrical, etc. The plan is to get the initial planning done, then start phasing other assessments and then develop a Master Plan.

Vote: **Unanimously Approved**

b. Resolution #2022/2023-31 - Engineering for Septage Receiving Station

Motion: **Colin White** made a motion to approve Resolution #2022/2023-31 - Engineering for Septage Receiving Station

Second: **Katanna Conley**

Discussion: Environmental Services Director Greig explained that the purpose of the septage receiving station is to remove all of the truck traffic and septage out of the Creighton Street Pumping Station and move it to the Wastewater Treatment Plant. The truck traffic will come down New Road on to Young Lane, resulting in less of an impact on the Creighton Street area residents. 2.6 million gallons have been received so far this fiscal year, equating to \$260,000. It is anticipated that they will receive 3 to 4 million gallons by the end of the fiscal year. Taking in the septage is a good funding source and a good food source for the plant. It will put a better effluent out into the river that is better for the environment.

Councilor LaMattina asked if this would make the Creighton Street pumping station obsolete. Director Greig explained that Creighton Street is the main station where all of the town's wastewater comes in; it then gets pumped up into the wastewater treatment plant.

Chair Weinstien asked how many towns are bringing their septage to Newmarket, and what is the maximum amount

we can take. Director Greig said we are receiving septage from a lot of towns and he estimates the maximum to be 5 million gallons per year.

Vote: Unanimously Approved

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

- a. Joshua Skovlund - Arts, Culture, & Tourism Commission - Term Expiration April 2024

Motion: Joe LaMattina made a motion to appoint Joshua Skovlund to the Arts, Culture, & Tourism Commission with a term expiration of April 2024

Second: Megan Brabec

Discussion:

Vote: Unanimously Approved

10. Resolutions/Ordinances in the 1st Reading

- a. Ordinance No. 1 - 2022/2023 An Ordinance Amending Chapter 20 of the Code of the Town of Newmarket, NH; Prohibiting Camping in Public Places
Chair Weinstein read Ordinance No. 1 - 2022/2023 into the record.
- b. Ordinance No. 2 - 2022/2023 - An Ordinance amending Chapter 2 of the code of the Town of Newmarket, NH; Naming of Public Land and Facilities and Placement of Memorials
Chair Weinstein read Ordinance No 2 - 2022/2023 into the record.
- c. Resolution #2022/2023-32 - Amending Council Rules Introducing Legislation
Chair Weinstein read Resolution #2022/2023-32 into the record.

11. New Business/Correspondence

- a. Correspondence to the Town Council
There was no correspondence.
- b. Closing Comments by Town Councilors
Councilor Ward asked that everyone try and stay warm this weekend because of the cold front headed our way.

Chair Weinstein commented that the filing period to run for office closes on Friday, February 3. The hours to file on Friday are from 3:00 PM - 5:00 PM at the Town Clerk's Office.

- c. Next Meeting

i. February 15, 2023

12. Adjournment

Chair Weinstein adjourned the meeting at 7:23PM without objection.

Respectfully submitted,

Wendy V. Chase
Recording Secretary