



Town Council Regular Session

May 3, 2023 at 7:00 PM
Town Council Chambers

MINUTES

1. Pledge of Allegiance

Councilor Conley convened the meeting at 7:10 PM. Councilor White led the Pledge of Allegiance.

2. Roll Call

Present: Council Chair Katanna Conley, Council Vice-chair Brian Ward, Councilor Joe LaMattina, Councilor Colin White, Councilor Sonke Dornblut, Councilor Justin Glazebrook

Excused: Councilor Scott Blackstone

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

3. Election of Officers, Adoption of Town Council Rules, and Committee Assignments

a. Committee Assignments

Chair Conley postponed Committee appointments to the May 17, 2023 Town Council Meeting.

4. Public Forum

Chair Conley opened the Public Forum at 7:14 PM.

There was no one from the public in attendance.

Chair Conley closed the Public Forum at 7:14:30 PM.

5. Town Council to Consider Acceptance of Minutes

a. April 19, 2023 Meeting Minutes

Motion: **Councilor White** made a motion to Approve the April 19, 2023 Meeting Minutes

Second: **Councilor Ward**

Discussion:

Vote: **Unanimously Approved (6-0-0)**

6. Report of the Town Manager

a. May 3, 2023

- **Facilities Study Update:** The Town contracted with Placework to do a facilities study. The facilities that need to be addressed are the Town Hall and Police Department. Some ideas are to expand the town hall in the back, so all public-facing services (Town Clerk) are in one space and easier to access. There is a resolution on the agenda to expand the study and include the old water treatment plant on Packers Falls Road and use funds from the Water Capital Reserve Fund.
- **Cable Franchise Agreement:** The Town Manager is working with legal counsel to make a new amendment to the current Cable Franchise Agreement with Comcast. Comcast is reviewing it now and we should have a final agreement before the Council later this month for action in June.
- **Arbor Park:** The Town is working on upgrading Arbor Park. The Town Engineer, Public Works Director and Buildings & Grounds Supervisor met to review costs and how to implement the plan. The Town Engineer estimates the project to cost \$94,460. We will be doing most of the work in-house. The Public Works Department is currently facing staffing issues; a lot of people are leaving to work in the private sector. The Public Works Director is planning not to fill one of the open positions and use those savings to increase the base salary for the other open positions they have available.

7. **Committee Reports**

Councilor Ward reported on the Budget Committee's April Meeting:

The Committee met and reviewed town expenses. The Committee voted Chris Wolfe as Chair and Richard LeSavoy as Vice-chair.

8. **Old Business**

9. **Resolutions/Ordinances in the 2nd Reading**

- a. Resolution #2022/2023-44 - Facilities Master Plan - Amendment No.1

Motion: **Councilor Ward** made a motion to Approve Resolution #2022/2023-44 - Facilities Master Plan - Amendment No.1

Second: **Councilor White**

Discussion: Town Engineer Butler explained that the town is under contract with Placework for the facilities study and they have analyzed the town hall and police department. After discussions with Environmental Services Director Greig, they thought to include the old water treatment plant on Packers Falls Road as part of the study and to use money from the Water Capital Improvement Fund. Councilor Dornblut asked if there were any restrictions or conditions on how the Capital Reserve Funds can be used. It was confirmed that there are no restrictions or conditions to use these funds for this purpose.

Vote: **Unanimously Approved (6-0-0)**

10. Town Council to Consider Nominations, Appointments, Elections, and Resignations

- a. Ben Reeder - Arts, Culture & Tourism Commission - Term Expiration April 2026
Motion: **Councilor Ward** made a motion to Appoint Ben Reeder to the Arts, Culture & Tourism Commission - Term Expiration April 2026
Second: **Councilor LaMattina**
Discussion:
Vote: **Unanimously Approved (6-0-0)**
- b. Sean Moran - Resignation from the Energy & Environment Advisory Committee
Motion: **Councilor Ward** made a motion to accept Sean Moran's Resignation from the Energy & Environment Advisory Committee
Second: **Councilor LaMattina**
Discussion: Chair Conley confirmed that Mr. Reeder moved out of town and was no longer eligible to serve on the Committee.
Vote: **Unanimously Approved (6-0-0)**

11. Resolutions/Ordinances in the 1st Reading

- a. Resolution #20222023-43 - Newmarket/Newfields Ambulance Service Agreement
Chair Conley read Resolution #2022/2023-43 into the record.
- b. Resolution #2022/2023-45 Newmarket Community Power Aggregation Plan
Chair Conley read Resolution #2022/2023-45 into the record.

12. New Business/Correspondence

- a. Correspondence to the Town Council
There was no correspondence.
- b. Closing Comments by Town Councilors
Councilor Ward has learned of interest from residents in conducting a citizen's survey and he believes it is a solid idea.

Town Manager Fournier agreed and said that he has been working on using the same survey we used 10 years ago.

Councilor Dornblut commented that the Wildcat transit bus no longer has a Newmarket/Durham Route and COAST bus has on-demand services only. He asked if the Town Manager would have a conversation with COAST to improve the transportation connection to Durham.

Town Manager Fournier explained that the number of users has dropped significantly over the past 5 years and that is why COAST changed to "on demand". He said that he would reach out to the Executive Director of COAST to discuss this issue.

c. Next Meeting

i. May 17, 2023

13. Adjournment

Chair Conley adjourned the meeting at 7:35PM without objection.

Respectfully submitted,

Wendy V. Chase
Recoding Secretary