



Town Council Regular Session

August 21, 2024 at 7:00 PM

Town Council Chambers

MINUTES

1. Pledge of Allegiance

Chair Conley convened the Meeting at 7:00 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 Justin Glazebrook, Councilor Sonke Dornblut, Councilor Colin White.

Absent: Councilor Scott Blackstone.

Staff Present: Town Manager Stephen Fournier, Town Engineer Lyndsay Butler and Recording Secretary Wendy Chase.

3. Public Forum

Chair Conley opened the Public Forum at 7:02 PM.

Bert John Allen III, Smith Garrison Road spoke about (Sleepy Hollow MHP) the mobile home park off of New Road and 501(c)(3) non-profit status. He would like to speak only to the Town Council to educate them on ways that will benefit both Newfields and Newmarket regarding 501(c)(3) as well as the mobile home park.

Chair Conley closed the Public Forum at 7:06 PM.

4. Public Hearing

Chair Conley opened the Public Hearing at 7:07 PM.

- a. Resolution #2024/2025-02 - Acceptance of Briallia Circle and Kielty Drive as Town Roads

Town Engineer Butler explained that it was brought to the Public Works Department's attention that Briallia Circle and Kielty Drive were never officially accepted as town roads but have been maintained by the town since being constructed. The resolution is to correct an oversight and officially accept Briallia Circle and Kielty Drive as town roads.

Chair Conley closed the Public Hearing at 7:08 PM.

5. Town Council to Consider Acceptance of Minutes

- a. July 17, 2024 Meeting Minutes

Motion: Councilor Ward made a motion to approve the July 17, 2024 Meeting Minutes

Second: Councilor White
Vote: Unanimously Approved (6-0-0)

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

- a. Sue Anne Bottomley - Alternate Member to the Arts, Culture and Tourism Commission - Term Expiration April 2027

Motion: Councilor Ward made a motion to appoint Sue Anne Bottomley as an alternate member to the Arts, Culture and Tourism Commission with a term expiration of April 2027.

Second: Councilor White
Vote: Unanimously Approved (6-0-0)

- b. Eric Hicks Resignation from the Arts, Culture & Tourism Commission

Motion: Councilor Glazebrook made a motion to accept Eric Hicks' Resignation with regret from the Arts, Culture & Tourism Commission.

Second: Councilor Ward

Discussion: Councilor Glazebrook said he had the pleasure of serving with Mr. Hick's on the Commission, and he will be sorely missed.

Vote: Unanimously Approved (6-0-0)

- c. Michael Hoffman - Public Transportation Advisory Committee - Term Expiration April 2027

Motion: Councilor Ward made a motion to appoint Michael Hoffman to the Public Transportation Advisory Committee with a term expiration of April 2027.

Second: Councilor Glazebrook

Discussion: Mike Hoffman thanked the Council for creating the Advisory Committee and said that he is dedicated to the social and economic vitality of downtown.

Councilor LaMattina questioned the RSA on the committee/board application that requires applicants to be US citizens and registered voters.

Town Manager Fournier explained that there are statutory requirements for certain commissions and boards, such as the Conservation Commission and ZBA versus advisory committees created by the Town Council. He will seek legal counsel on whether members of advisory committees have to be town residents and their right to vote on committee matters. He will further ask if U.S. Citizenship is required to serve on a committee or board.

Vote: Unanimously Approved (6-0-0)

7. Report of the Town Manager

a. TM Report August 21, 2024

FY2024 Budget update: At the end of the fiscal year, 92% of the operating budget was spent, leaving around \$1.26M. (This number is subject to change with more invoices pending). The departments that exceeded their budgets include Fire and Rescue and Direct Assistance.

July signifies the start of FY 2025: The expense report might appear elevated at the year's outset because of costs such as health and worker's compensation insurance and allocations to the capital reserve funds.

Congressionally Directed Spending: Senator Shaheen's Office has included \$353,000 for the Town Dispatch Center upgrades in the Senate appropriation bill. This is a single step in a series of actions required for the project to receive funding.

Communications Specialist: One of the Town Council's goals for the current fiscal year was to improve communications with the public. Town Manager Fournier proposes a new part-time position that would assist with communications. The role involves working with the Town Manager and Media Services Manager to provide recommendations on internal and external communication and public relations. He suggests allocating funds for the communications specialist position from the Economic Development budget, which currently is \$30,000. The job would be performed remotely. The hope is to have the position filled by mid-year.

Curbside Collection of Large Waste Items: The town ceased curbside collection for large waste items over 10 years ago due to the expenses and potential hazards associated with the materials collected. The Town Manager, the Public Works Director and the Town Engineer are working together to reintroduce a revamped version of this service. Some area towns offer residents to purchase stickers to place on large waste items and schedule times for the DPW to pick them up. The goal is to finalize the policy by this autumn, so the first pick-up could take place the following spring.

Clay v Town Appeal: The judge upheld his previous decision and agreed to our \$15,219 in attorney fees. The collection of these fees will be on hold until Mr. Clay exhausts his appeal opportunity. He has indicated that he will appeal to the New Hampshire Supreme Court.

Council FY2026 Budget Meeting: The Budget meeting will be held on Saturday, October 26, 2024 at 9:00 AM. The Town Manager would like the Town Councilors to think about how they want to proceed with the facilities study. He did not include it in this coming year's budget. He does not want it to "sit on a shelf".

Town Manager Fournier commended the Rec Department and those involved with the Backyard Bash for a job well done. It was a well attended and

successful event.

Charter Commission. Town Manager Fournier explained that the Council would need to form and pass a Resolution establishing the Charter Commission, then place the question on the ballot. Any changes made to the Charter by the Commission will be placed on the following year's ballot for town vote.

Town Manager Fournier received a question about septate income. The monies collected from receiving and processing septage is put back into the sewer enterprise fund.

b. Department Reports July 2024

8. **Committee Reports**

Councilor Glazebrook reported on the Arts, Culture & Tourism August 7th meeting:

The Commission received the grant from Eversource to put the screen on the utility box at Willey House Park Project. The unveiling at the park will be September 28th. The 3 winners for the photo contest have been selected.

9. **Old Business**

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

a. Resolution #2024/2025-01: Relating to the Town's Investment Policy

Motion: Councilor Ward made a motion to approve Resolution #2024/2025-01: Relating to the Town's Investment Policy

Second: Councilor Dornblut

Discussion: Town Manager Fournier explained that the town is required by the auditors to update the policy yearly.

Vote: Unanimously Approved (6-0-0)

b. Resolution #2024/2025-02 - Acceptance of Briallia Circle and Kielty Drive as Town Roads

Motion: Councilor Ward made a motion to approve Resolution #2024/2025-02 - Acceptance of Briallia Circle and Kielty Drive as Town Roads

Second: Councilor Glazebrook

Vote: Unanimously Approved (6-0-0)

c. Resolution #2024/2025-03 - Adopting Use ImageCast Electronic Ballot-Counting Box

Motion: Councilor Ward made a motion to approve Resolution #2024/2025-03 - Adopting Use ImageCast Electronic Ballot-Counting Box

Second: Councilor LaMattina

Discussion: Town Moderator Chris Hawkins reported on the new electronic ballot-counting box. He and Town Clerk Terri Littlefield attended the demonstration at the State House earlier this year. LHS is the company that we have always worked with, and they support the Use ImageCast Electronic Ballot-Counting Box. It has not yet been approved by the Ballot Box Commission. The goal is to have that done by the beginning of next year. The new machine will have a two-key locking system that increases security.

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

11. Resolutions/Ordinances in the 1st Reading

- a. Resolution #2024/2025-04 - Annual Lease Payment for Two International Dump Trucks with Plow Equipment
Chair Conley read Resolution #2024/2025-04 into the record.
- b. Resolution #2024/2025-05 - Annual Lease Payment for Trackless MT7 Sidewalk Tractor
Chair Conley read Resolution #2024/2025-06 into the record.
- c. Resolution #2024/2025-06 - Annual Lease Payment for Engine 5
Chair Conley read Resolution #2024/2025-06 into the record.
- d. Resolution #2024/2025 - 07 Purchase of Stryker Power Pro Cot & Two Power Load Systems
Chair Conley read Resolution #2024/2025-07 into the record.
- e. Resolution #2024/2025-08 - Paving Improvements
Chair Conley read Resolution #2024/2025-08 into the record.
- f. Resolution #2024/2025-09 - Purchase of Two Ford Trucks
Chair Conley read Resolution #2024/2025-09 into the record.

12. New Business/Correspondence

- a. Correspondence to the Town Council
There was no correspondence to the Town Council.
- b. Closing Comments by Town Councilors
Councilor Lamattina asked that Town Manager Fournier get a legal opinion from town counsel regarding the requirement for US Citizenship when applying to a town board or committee and ask if it can be removed from the application.

Councilor LaMattina commented that the resolutions and ordinances are not easy to access to do research. Town Manager Fournier explained that we have an index of all resolutions and ordinances and will be working on a system to have them more readily available and easier to access.

Councilor Dornblut inquired about the resident that was at the last meeting requesting signage at Pulaski Drive for safety purposes. A slow children sign and a dead end sign at the entrance of Pulaski Drive. Town Manager Fournier

explained that he met with the Public Works Director and Town Engineer. Pulaski Drive is privately owned, and the town has no authority to erect signs. The town does not maintain the Drive.

c. Next Meeting

- i. September 4, 2024

13. Adjournment

Chair Conley adjourned the meeting at 7:55 PM without objection.

Respectfully submitted,

Wendy V. Chase
Recording Secretary