



Town Council Regular Session

October 16, 2024 at 7:00 PM

Town Council Chambers

MINUTES

1. Pledge of Allegiance

Chair Conley convened the meeting at 7:04 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 Scott Blackstone, Councilor Colin White, Councilor Sonke Dornblut, Councilor Justin Glazebrook.

Staff Present: Town Manager Steve Fournier, Environmental Services Director Sean Greig and Wendy Chase, Recording Secretary.

3. Public Forum

Chair Conley opened the Public Forum at 7:05 PM.

Chair Conley closed the Public Forum at 7:05 PM without public comment.

4. Town Council to Consider Acceptance of Minutes

a. Seal 10/02/2024 Non-public minutes

Motion: Councilor White made a motion to seal the 10/02/2024 Non-public minutes on grounds that would render ineffective the action/proposed action taken.

Second: Councilor Ward

Vote: Unanimously Approved (7-0-0)

b. October 2, 2024 Non-public Minutes

Motion: Councilor Ward made a motion to approve the October 2, 2024 Non-public Minutes as written.

Second: Councilor Glazebrook

Vote: Unanimously Approved (7-0-0).

c. October 2, 2024 Regular Meeting Minutes

Motion: Councilor Ward made a motion to approve the October 2, 2024 Regular Meeting Minutes as written.

Second: Councilor Glazebrook

Vote: Motion Passed (6-0-1) (Councilor White abstained because he was not present at the October 2, 2024 meeting).

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

- a. Michael Parkin Resignation from the Newmarket Housing Authority (Term Expiration April 2028)
- Motion:** **Councilor Ward** made a motion to accept Michael Parkin's Resignation from the Newmarket Housing Authority (Term Expiration April 2028)
- Second:** **Councilor Dornblut**
- Vote:** **Unanimously Approved (7-0-0)**
- b. Judi Case - Newmarket Housing Authority Commissioner - Term Expiration April 2028
- Motion:** **Councilor Dornblut** made a motion to appoint Judi Case to the Newmarket Housing Authority Commission with a term expiration of April 2028
- Second:** **Councilor Ward**
- Vote:** **Unanimously Approved (7-0-0)**
- c. Michael Pelczar - Newmarket Housing Authority Commissioner - Term Expiration April 2027
- Motion:** **Councilor Dornblut** made a motion to appoint Michael Pelczar to the Newmarket Housing Authority Commission with a term expiration of April 2027.
- Second:** **Councilor Ward**
- Vote:** **Unanimously Approved (7-0-0)**
- d. George Anderson - Energy & Environment Advisory Committee - Term Expiration April 2026 (2 applicants, 1 open seat)
- Motion:** **Councilor LaMattina** made a motion to appoint George Anderson to the Energy & Environment Advisory Committee with a term expiration of April 2026.
- Second:** **Councilor Dornblut**
- Discussion:** There are two applications for the 1 seat on the Energy & Environment Committee. It was a consensus of the Council that Mr. Anderson had more experience, but encouraged Ms. Sinclair to apply for future vacancies. Councilor LaMattina suggested creating an alternate position for Ms. Sinclair to be seated. Town Manager Fournier said that the Resolution would have to be amended to allow alternate members.
- Vote:** **Unanimously Approved (7-0-0)**
- e. Julia Sinclair - Energy & Environment Advisory Committee - Term Expiration April 2026 (2 applicants, 1 open seat)
- Motion:** **Councilor White** made a motion to appoint Julia Sinclair to the Energy & Environment Advisory Committee with a term expiration of April 2026.

Second: Councilor Ward

Discussion: The Council appointed George Anderson to the Energy & Environment Advisory Committee.

Vote: 0-0-0 (voting against - None)

6. Report of the Town Manager

a. October 16, 2024

- Reminder to the of the Councilors of the Budget review meeting on Saturday, October 26th at 9:00 AM. He encouraged the Councilors to reach out to him ahead of time with any questions so that he would have answers at the meeting.
- FY25 Expense and Revenues: September completes the first quarter of the fiscal year. The operation budget is 33% spent, similar to the previous fiscal year. Revenues continue to align with our projections.
- Exeter Hospital ALS: Exeter Hospital is discontinuing its Advanced Life Support paramedic intercept program. We have increased our own paramedic staff to avoid depending on them as first response. We also work with MacGregor Ambulance out of Durham to provide mutual aid as well.

Councilor Blackstone asked if the indictment of Supreme Court Justice Marconi would have an impact on the Clay court case. Town Manager Fournier said that it would not.

b. Department Reports - September 2024

c. FY2026 Proposed Budget

Town Manager Fournier presented a PowerPoint presentation of the FY 2026 budget:

Proposed budget \$18,476,675, an increase of \$788,844. Increases include:

- Human Resources - Payroll fringe benefit costs and healthcare
- Police Department - 5.25% mainly due to contract obligations
- Welfare - 5,000 for rental assistance
- Assessing - 11,000 for the assessing software
- Legal increased by 15%
- Street lighting - increased by 12/7% due to increases in electricity costs

Potential Warrant Articles:

- \$100,000 Bonds for planning & design of the Bay Road forcemain replacement (This loan will be taken out from the State Revolving Loan fund and will have \$100,000 of forgiveness).

- \$5.5M Bonds or notes for replacing the Bay Road Forcemain and Pump Station (\$2.5M in potential congressionally directed spending and the remaining amount will be raised through ratepayers).
- \$1.4M Cushing Road and Lubberland Road Stormwater Improvement Project (This would have \$360,000 principal forgiveness and will be seven cents on the tax rate year one).

The Town Manager estimates the 2024 town portion of the tax rate to be \$4.52 per thousand of assessed value.

7. Committee Reports

Councilor LaMattina reminded everyone of the Town Design Charrette at the Town HJall Auditorium on October 18th from 3:30-5:00 PM and 6:30–8:00 PM for public listening sessions and October 19th at 3:00 PM for Presentation and Recommendations. Department Heads and Councilors may attend the staff session at 1:00 PM on the 19th.

Councilor Dornblut reported on the October 9th Public Transportation Advisory Committee Meeting:

A member of the Stafford Regional Planning Commission attended the meeting and gave advice on changes to the to the Transportation Chapter of the Master Plan. He also reported that there is an individual interested in filling one of the vacant seats on the Committee.

8. Old Business

9. Resolutions/Ordinances in the 2nd Reading

a. Resolution #2024/2025-11 - Town Server Replacement

Motion: Councilor Ward made a motion to approve Resolution #2024/2025-11 - Town Server Replacement

Second: Councilor LaMattina

Discussion: Town Manager Fournier explained that the current server is aging out and needs to be replaced now before it fails completely, so there will be uninterrupted service.

Vote: Unanimously Approved (7-0-0)

b. Resolution #2024/2025-12 - Septage Station Final Design Bidding

Motion: Councilor White made a motion to approve Resolution #2024/2025-12 - Septage Station Final Design Bidding

Second: Councilor LaMattina

Discussion: Environmental Services Director Greig explained that they will receive 5 to 6 million gallons of septage per year. He hopes to start construction in the spring and be done by fall

and the trucks will no longer have to travel through Creighton Street to empty septage.

Vote: **Unanimously Approved (7-0-0)**

c. Resolution #2024/2025-14 - Bay Road Forcemain Prelim

Motion: **Councilor Ward** made a motion to approve Resolution #2024/2025-14 - Bay Road Forcemain Prelim

Second: **Council White**

Discussion: Environmental Services Director Greig explained that the pipe is in poor condition. There are two options - install the new pipe along Bay Road and across the Veterans Bridge and back down Penstock Drive, or go through Bryant Rock over the footbridge and replace the footbridge at the same time. He prefers the latter choice. He has been applying for grants.

Vote: **Unanimously Approved (7-0-0)**

d. Resolution #2024/2024-15 - Wastewater Collection System Repair Engineering

Motion: **Councilor Ward** made a motion to approve Resolution #2024/2024-15 - Wastewater Collection System Repair Engineering

Second: **Councilor LaMattina**

Discussion: Environmental Director Greig explained that they videoed the pipe to identify the problem that needs repair. The Sewer Department has secured a loan for \$1,750,000 with up to \$612,500 forgiveness.

Vote: **Unanimously Approved (7-0-0)**

10. Resolutions/Ordinances in the 1st Reading

- a. Resolution #2024/2025-16 - Bay Road Forcemain Prelim Design
Chair Conley read Resolution #2024/2025-16 into the record.
- b. Resolution #2024/2025-17 - Moonlight Brook Stormwater Investigation
Chair Conley read Resolution 2024/2025-17 into the record.
- c. Resolution #2024/2025-18 - Ash Swamp Rd Culvert - Preliminary Design
Chair Conley read Resolution #2024/2025-18 into the record.
- d. Resolution 2024/2025-19 - Approval FY2026 Budget
Chair Conley read Resolution #2024/2025-19 into the record.

11. New Business/Correspondence

- a. Correspondence to the Town Council
Town Manager Fournier had the Councilors sign the General Election Warrants.
- b. Closing Comments by Town Councilors
Councilor Glazebrook noted that the Halloween Haunt is today and that the flipping of the art murals at the Pocket Park was taking place at 3:00 PM today.
- c. Next Meeting

i. November 6, 2024

12. Adjournment

Chair Conley adjourned at 7:52 PM.

Respectfully submitted,

Wendy V. Chase
Recording Secretary