



Town Council Regular Session

August 20, 2025 at 7:00 PM

Town Council Chambers

MINUTES

1. **6:30 PM Non-public Session Pursuant to RSA 91-A:3,II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**
Motion: **Councilor Ward** made a motion to enter non-public session 6:30 PM pursuant to RSA 91-A:3,II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
Second: **Councilor LaMattina**
Vote: **Unanimously Approved (6-0-0)**
Motion: **Councilor Ward** made a motion to leave non-public session at 6:55 PM and return to public session.
Second: **Councilor LaMattina**
Vote: **Unanimously Approved (6-0-0)**
2. **Pledge of Allegiance**
Chair Conley convened the meeting at 7:00PM. Councilor Ward led the Pledge of Allegiance.
3. **Roll Call**
Present: Council Chair Katanna Conley, Council Vice-chair Brian Ward, Councilor Scott Blackstone, Councilor Joe LaMattina, Councilor Sonke Dornblut, Councilor Justin Glazebrook.
Staff Present: Town Manager Steve Fournier, Finance Director William Tappan, Police Chief Greg Jordan (Oath of Office ceremony), Recording Secretary Wendy Chase.
Motion: **Councilor Ward** made a motion to seal the non-public meeting minutes indefinitely because it is determined that divulgence of this information likely would render a proposed action ineffective.
Second: **Councilor Dornblut**
Vote: **Unanimously Approved (6-0-0)**
4. **Public Forum**
Chair Conley opened the public forum at 7:01 PM.

Chair Conley closed the public forum at 7:01 PM without public comment.
5. **Town Council to Consider Acceptance of Minutes**

a. July 16, 2025 Meeting Minutes

Motion: **Councilor Ward** made a motion to approve the July 16, 2025 Meeting Minutes as written.

Second: **Councilor Dornblut**

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

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

a. Town Councilor Colin D. White, Sr. - Resignation from the Town Council

Motion: **Councilor Ward** made a motion to accept, with regret, Town Councilor Colin D. White, Sr.'s Resignation from the Town Council.

Second: **Councilor Dornblut**

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

Town Manager Fournier explained the process of appointing a new Town Councilor.

Steps for Handling a Vacancy in the Town Council

1. Section 3.5 of the Town Charter states:

Vacancies occurring in the office of Councilor at any time shall be filled, by appointment, until the next regular election, by the Council at its next regular meeting, by majority vote of four (4) Councilors.

The Council must address this matter on September 3. The vacancy will be posted immediately, with the application deadline set for August 27 at 12 noon, aligning with the agenda deadline. Interested individuals must submit a letter of interest detailing their qualifications and reasons for applying.

3. On September 3, you can have the individuals who are interested appear before the Council, explain why they are interested, and answer questions.

4. After hearing from the candidates, the Town Council will vote and I (as a Justice of the Peace) can swear them in immediately.

b. Oath of Office - Police Department Officers

Laehcim Miller

Brycen Hill

Henrik Strand

Police Chief Jordan introduced and presented a brief bio of newly hired police officers Laehcim Miller, Brycen Hill, and Henrik Strand.

Town Clerk Terri Littlefield administered the Oath of Office to each officer.

Police Chief Jordan presented Brenda Bounphakhom with a plaque in appreciation of her service to the Department as Accreditation Manager.

- c. Proclamation presentation - Richard & Lorraine Shelton
Chair Conley read a Proclamation to Richard and Lorraine Shelton celebrating their 70th wedding anniversary.

7. Report of the Town Manager

- a. TM Report - August 20, 2025

Town Manager Fournier reported on the following:

- FY25 Expense and Revenue Report: Currently, 94% of the budget has been expended, reflecting a slight increase over the previous fiscal year. Direct Assistance expenditures have exceeded the allocated budget. The Fire Department's expenses exceeded projections due to increased costs associated with the per diem program.
- Town Council Goal Setting Session: The Council met in June 2025 for a goal-setting session to lay out priorities for the next year. Since last year, the voters approved the Charter Commission, brought in a media consultant to boost communications and made headway on transportation projects (sidewalk work, parking study and master plan updates). We pushed forward on renewable energy with the Sewell Well solar array design. Current goals is better communication between boards, getting more youths involved, moving transportation plans from paper to action, expanding renewable energy and taking a hard look at how we define affordable housing.
- Draft parking study: The Strafford Regional Planning Commission (SRPC) studied 482 parking spaces in downtown and four satellite lots, tracking occupancy, turnover and time-limit compliance over two weekdays and one Saturday in May 2025. The next steps: the Transportation Committee will review and recommend actions - likely focusing on simplifying regulations, improving signage and access, and addressing long-term parking in customer areas.
- FY27 Budget Process:
 - Monday, August 4th Dept Head Budget Review
 - Friday, August 29th Dept Head Budgets are Due
 - Tuesday, Sept 2nd Finance and Department Budget Review
 - Friday, September 12th Budget Presented to Town Manager
 - Monday, September 15th Town Manager begins Budget Review
 - Wednesday, October 1st Town Manager Delivers Budget to Town Council
 - Wednesday, October 15th Town Manager must Deliver Budget to Town Council
 - Saturday, October 18th Town Council Budget Workshop - Auditorium at 9:00 AM
 - Saturday, November 1st Town Council Budget Workshop Back up Date
 - Wednesday, November 5th Town Council Votes on Budget
 - Saturday, November 15th Budget Must be approved by Town Council

- Monday, November 17th Budget Committee Begins Review

b. Department Reports - July 2025

8. Committee Reports

Councilor LaMattina reported on the Riverfront Advisory Committee:

The Committee plans on creating a Downtown Riverfront Capital Reserve Fund dedicated to improvements to the downtown riverfront and to allow for a coastal resiliency tax incentive zone for those property owners making improvements along the riverfront that will make it more resilient, as ordinances or resolutions or Warrant Articles on the March 2026 Ballot. Town Manager Fournier explained that the Council has the authority to create both and that there is no need for either to be a Warrant Article.

Councilor LaMattina asked to have the Community Development Director placed on the September agenda to discuss it further with the Council. Town Manager Fournier suggested placing the topic on the September 17th agenda and that they may have Resolutions prepared for the meeting instead of a presentation from the Community Development Director.

Councilor LaMattina commented that the Rivermoor Landing Condo Association has erected signs prohibiting access to the riverwalk behind Rivermoor Landing Condominiums. He distributed copies of a petition signed by 156 residents requesting the Town of Newmarket take action and uphold the public's right to enjoy the riverfront. The Committee is requesting the Town Manager agree to do a legal review of the waterfront and to meet with the Rivermoor Landing Homeowners Association (HOA). The Town has easements to access for emergencies only. The HOA maintains that they were advised by their insurance company to erect the signs because of liability concerns. They have also experienced issues with the public being disruptive and using condo residents' outdoor furniture. Town Manager Fournier said that there is a legal review being done.

Councilor Glazebrook reported on the Arts, Culture & Tourism's August 5th meeting:

The online auction consisting of donated art closed on August 8th and brought in \$880.00. In October, they plan to hold a community singing event that will involve a musician accompanying the public in singing popular songs; they hope to have 50 or more people. More information will be forthcoming.

9. Old Business

10. Resolutions/Ordinances in the 2nd Reading

- a. Resolution #2025/2026 – 03 - Town Investment Policy (annual update)**

Motion: **Councilor Dornblut** made a motion to approve Resolution #2025/2026 – 03 - Town Investment Policy (annual update)

Second: **Councilor LaMattina**

Discussion: Town Manager Fournier explained that the policy must be adopted annually.

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

- b. Resolution #2025/2026 - 04 - Siemens BMS Software Migration & Installation Project

Motion: **Councilor Ward** made a motion to approve Resolution #2025/2026 - 04 - Siemens BMS Software Migration & Installation Project

Second: **Councilor LaMattina**

Discussion: Finance Director Tappan explained that the migration will allow us to have the application on our server so we can patch a hole in the wall by way of a VPN.

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

- c. Resolution #2025/2026-05 - DPW Annual Lease Pymt Dump Trucks

Motion: **Councilor Dornblut** made a motion to approve Resolution #2025/2026-05 - DPW Annual Lease Pymt Dump Trucks

Second: **Councilor Ward**

Discussion: Town Manager Fournier explained that this is an annual Resolution to be approved by the Council.

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

- d. Resolution #2025/2026-06 - DPW Trackless Sidewalk Tractor Lease Payment

Motion: **Councilor Ward** made a motion to approve Resolution #2025/2026-06 - DPW Trackless Sidewalk Tractor Lease Payment

Second: **Councilor Dornblut**

Discussion: Town Manager Fournier explained that this is an annual Resolution to be approved by the Council.

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

11. Resolutions/Ordinances in the 1st Reading

- a. Resolution #2025/2026-07 - Firewall Systems Upgrade
Chair Conley read Resolution #2025/2026-07 into the record.
- b. Resolution #2025/2026-08 Increasing the Disabled Veterans' Tax Credit
Chair Conley read Resolution #2025/2026-08 into the record.
- c. Resolution #2025/2026-09 - Vector Truck Replacement - Granite State Clean Fleets (GSCF) Grant
Chair Conley read Resolution #2025/2026-09 into the record.
- d. Resolution # 2025/2026 - 10 Septage Receiving Phase 1 Construction
Chair Conley read Resolution #2025/2026-10 into the record.
- e. Resolution # 2025/2026 - 11 HPZ Evaluation

Chair Conley read Resolution #2025/2026-11 into the record.

- f. Resolution #2025/2026-12 - MS4 Outfall Screening (Dry Weather)

Chair Conley read Resolution #2025/2026-12 into the record.

12. New Business/Correspondence

- a. Correspondence to the Town Council

There was no correspondence to the Council.

- b. Closing Comments by Town Councilors

Councilor Blackstone commented that there was a glowing article in the Piscataqua Estuary Newsletter about the town's Wastewater Treatment Facility and our nitrogen mitigation.

Councilor Blackstone said that during the Charter Commission meetings it was mentioned that there were questions on whether we are meeting two of the requirements mandated in the town charter. 4.9 - Annual review of Department Heads - the Town Manager is required to have an annual review of the department heads. The Town Manager first meets with the Town Council to establish the department's goals and objectives for the coming year. An annual report identifying the department's goals and objectives as well as the status of achieving them shall be drafted by the department head, approved by the Town Manager and submitted to the Council to review and discuss at a meeting with the department head and Town Manager. Art. 4, Section 4.6.(i) - Convening the chairs of the administrative committees at least annually to discuss matters of common concern.

Town Manager Fournier explained that the department heads submit a monthly report each month to the Council. He said annually convening chairs of the administrative committees submit an annual report for the town report.

Councilor Dornblut suggested that if we are not meeting with the committee chairs annually, then maybe it should be removed from the Charter.

Councilor LaMattina asked people to use common sense on the roadways with school beginning soon. Be aware of your surroundings, including buses and children walking to school.

- c. Next Meeting

- i. September 3, 2025

13. Adjournment

Chair Conley adjourned the meeting at 8:00 PM without objection.

Respectfully submitted,

Wendy V. Chase
Recording Secretary

