TOWN OF
NEWMARKET
NEW HAMPSHIRE

Town Council Regular Session

October 18, 2025 at 9:00 AM
Town Council Chambers

MINUTES

1. Roll Call

Present: Council Chair Katanna Conley, Council Vice-chair Brian Ward, Councilor Scott Blackstone, Councilor Joe LaMattina, Councilor Sonke Dornblut, Councilor Justin Glazebrook, Councilor Chase Eagleson.

Staff Present: Town Manager Stephen Fournier, Finance Director William Tappan, Police Chief Greg Jordan, Fire Chief/DPW Director Rick Malasky, Recreation Director Aimee Gigandet, Environmental Services Director Sean Greig, Planning & Community Development Bart McDonough, Town Engineer Lyndsay Butler, Library Director Andy Richmond.

2. Recreation

Rec Director Gigandet explained that the most significant changes were to the Arts, Culture & Tourism Commission (increase $15,000), Full-Time Salaries (increase $29,965) and Training Staff Development (increase ($6,000).

There was a slight increase to the Revolving Fund. The goal is to end the year with a profit.

The FY27 Request: $354,835
Budget Increase of $32,776 from FY26

The Recreation budget will appear on the ballot as presented.

3. Police

Chief Jordan explained that the main increase in the Police budget is mainly due to salary increases. He said that the Department is fully staffed for the first time in 10 years. He said there is one part-time administration position available.

He explained that the overtime budget line is mainly used to cover shifts for officers that are out or away at court.

Total FY27 Request: $2,765,277
Budget increase of $439,904 from FY26

The Police Department budget will appear on the ballot as presented.

4. Environmental Services
Water Enterprise Fund

The Water Enterprise Fund supports the operation, maintenance, and long-term upgrades of the town's water system and relies entirely on user fees; not property taxes.

Environmental Services Director Greig said the significant changes to the budget are personnel costs (increase $20,570); health insurance ($6,826); retirement (increase $6,843) and electricity (increase $5,000).

Total FY27 Request: $1,993,107
Budget increase of $23,624 from FY26

The Water Department budget will appear on the ballot as presented.

Sewer Enterprise Fund

Environmental Services Director Greig explained that there is a decrease to the Wastewater budget.
Town Manager Fournier explained that a partial amount of the Town Manager's salary and the Finance Director's salary comes from the Enterprise fund because the Town Manager is the Chief Executive Officer of the Department and the Finance Director is the Chief Finance Officer of the Department.

Total FY27 Request: $3,063,117
Budget decrease of $30,667 from FY26

The Wastewater Budget will appear on the ballot as presented.

The Councilors would like to see revenues placed in each department's budget for the future. Town Manager Fournier said he is working on putting the revenue information into each department rather than just the budget summary. He is confident we will be able to accomplish this with the new budget software.

5. **Department of Public Works**

Public Works Director Malasky explained that the increase in the budget is due to salary increases.

Councilor Blackstone asked about the Moonlight Brook sewage problem. Town Manager Fournier said that they are moving forward on remedying that; it's a capital improvement project, and it takes time.

Total FY27 Request: $756,415
Budget increase of $17,444 from FY26

The Public Works Administration budget will appear on the ballot as presented.

Roadways and Sidewalk Maintenance

Public Works Director Malasky explained that the department will be taking over maintenance of more roadways. Hot Top increased by 31.50%; Winter Salt increased by 27.50%; Construction increased by 11.81% and Mosquito Control increased by 9.45%.

Total FY27 Budget Request: $757,900
Budget increase of $115,200 from FY26

The Roadways and Sidewalk Maintenance budget will appear on the ballot as presented.

Street Lighting

Public Works Director Malasky, explained that we pay a flat fee for the number of lights in town. It's important for residents to call in an outage of a streetlight because we are paying for it whether it's working or not. The street lighting is all Light-Emitting Diode (LED).

Total Budget Request: $35,500
Budget increase of $1,000 from FY26

The Street Lighting budget will appear on the ballot as presented.

Bridges

Public Works Director Malasky explained that this budget is for maintaining the guardrails.

Total FY27 Request: $12,000
$0 change from FY26

The Bridges budget will appear on the ballot as presented.

Buildings and Grounds

Public Works Director Malasky said the main increases in the budget were due to salaries and building maintenance. He explained the budget includes maintenance of town buildings, excluding the schools, although the department maintains the school's athletic fields.

Total FY27 Request: $923,662
Budget increase of $6,076 from FY26

The Buildings and Grounds budget will appear on the ballot as presented.

Cemeteries

Total FY27 Request: $45,431
Budget increase of $375.00 from FY26

The Cemeteries budget will appear on the ballot as presented.

Vehicles

Director Malasky said that the Public Works Department used to employ their own mechanic, but now they contract that service out.

Total FY27 Request: $330,700
Budget increase of $47,500 from FY26

The Vehicles budget will appear on the ballot as presented.

Solid Waste

Town Manager Fournier explained that the "pay as you go" program was designed to pay for solid waste removal, but it doesn't cover the entire budget. He is looking at a potential 3-year extension with Casella for waste collections.

Director Malasky said that we get paid for metal and that there is free compost available at the transfer station where residents can come collect compost for their gardens.

FY27 Request: $1,009,900
Budget increase of $20,500 from FY26

The Solid Waste budget will appear on the ballot as presented.

6. Fire Department

Fire Chief Malasky explained that the largest increase is salaries. The per diem employees work on an hourly-based pay without benefits. The ambulance service is very busy.

Town Manager Fournier said that the Fire Department Study will be finalized in a week or two.

Total FY27 Request: $935,065
Budget increase of $104,810 from FY26

The Fire Department budget will appear on the ballot as presented.

Emergency Management

Town Manager Fournier explained that the Emergency Management is level budgeted and that Homeland Security pays for most of it.

Total FY2027 Request: $2,250
$0 increase from FY26

The Emergency Management budget will appear on the ballot as presented.

7. Library

Library Director Andrews introduced himself. He was recently hired. He explained that the main increase in the budget is due to salaries, books and subscriptions.

Town Manager Fournier explained that the Trustees oversee the budget line items, and he has the authority to make adjustments to each budget line.

Total FY27 Request: $613,461
Budget increase of $16,287 from FY26

The Library budget will appear on the ballot as presented.

8. Capital Improvement Plan (CIP)
Planning and Community Development

Community Development Director Bart McDonough explained that there was a $14,000 increase. Strafford Regional Planning dues, tax map updates and hiring a part-time minute taker for the Conservation Commission, and mapping software subscription were reasons for the increase.

Total FY27 Request: $181,315
Budget increase of $14,204 from FY26

The Planning and Community Development budget will appear on the ballot as presented.

Code Enforcement

Director McDonough explained that the increase is mainly due to salaries. He said that the Administrative Assistant salary is split between Code Enforcement and Planning and Community Development Departments.

Total FY27 Request: $130,505
Budget increase of $2,900 from FY26

The Code Enforcement budget will appear on the ballot as presented.

Conservation Commission

Director McDonough explained that he has contracted out easement monitoring to make sure the town is meeting the responsibility of the easement. It is done on an annual basis. He hired Southeast Land Trust to do the monitoring.

Total FY27 Request: $16,600
Budget increase of $11,257 from FY26

The Conservation Commission budget will appear on the ballot as presented.

Economic Development

Economic Development is level funded.

Total FY27 Request: $20,000
$0 Increase from FY26

The Economic Development budget will appear on the ballot as presented.

Contributions into Capital Reserve Funds

Total FY27 Request: $664,420
Budget increase of $41,420 from FY26

The increase includes:

- Police Dispatch Equipment +$14,420 to continue upgrading radio and dispatch infrastructure
- 300th Anniversary Trust +$5,000 to assist with final preparations for Newmarket's upcoming anniversary events
- Master Plan +$2,000 to support continued implementation efforts
- Library +20,000 (new funding) for facility improvements

Town Engineer Butler explained that there are a number of requirements we have to meet and be completed for the MS4 Permit in the next 3 years, such as, manhole inspections, stormwater access inspections and storm drains will have to be replaced.

Capital Improvement Funds budget will appear on the ballot as presented.

Town Council

Total FY27 Request: $12,150
$0 Increase from FY26

The Town Council budget will appear on the ballot as presented.

Town Manager

Town Manager Fournier explained that there is a reduction due to the fire study included in the FY26 budget.

Total FY27 Request: $297,851
Budget decrease of $59,307 from FY26

Human Resources

Town Manager Fournier explained that the increase is mainly due to health care and retirement increases.

Total FY27 Request: $2,826,972
Budget increase of $363,447 from FY26

The Human Resources budget will appear on the ballot as presented.

Town Clerk/Tax Collector

Town Manager Fournier explained that the increase is mainly due to the State Election.

Total FY27 Request: 287,000.

The Town Clerk/Tax Collector budget will appear on the ballot as presented.

Direct Assistance

Town Manager Fournier explained that the budget increase of $20,000 is mainly due to trying to keep up with rental costs.

Councilor Dornblut recommended increasing the budget by $5,000. The Council as a whole agreed. Town Manager Fournier will add it to the budget.

Total FY27 Request: $79,288
Budget increase $34,221 from FY26
Amendment: increase of $5,000

The Direct Assistance budget will appear on the ballot as amended.

Legal

Total FY27 Request: 115,000
$0 Increase from FY26

The Legal budget will appear on the ballot as presented.

Debt Service

Town Manager Fournier explained that no changes can be made to Debt Service.

Total FY27 Request: $129,314
Budget increase of $771.00 from FY26

The Debt Service budget will appear on the ballot as presented.

Information Technology

Town Manager Fournier said the main increase is due to increases in software maintenance.

Total FY27 Request: $201,529
Budget ncrease of $16,609 from FY26

The Information Technology budget will appear on the ballot as presented.

Media Services

Total FY27 Request: $86,135.74
Budget increase of $15,849

Town Manager Fournier explained that the increase is mainly due to salaries.

The Media Services budget will appear on the ballot as presented.

Community Grants

Total FY27 Request: $59,000
0% Increase from FY26

The Community Grants budget will appear on the ballot as presented.

Property and Liability Insurance

Total FY27 Request: $153,508
Increase of $8,508 from FY26

The Property and Liability Insurance budget will appear on the ballot as presented.

Social Service Grants - Non-Profit Organizations

Total FY27 Request $52,844
Budget increase of $6,300 from FY26

The Social Services Grants budget will appear on the ballot as presented.

Patriotic Purposes

Total FY27 Request: $2,500
0% Increase from FY26

The Patriotic Purposes budget will appear on the ballot as presented.

Assessing

Town Manager Fournier explained that the increase in the Assessing budget is due to contract increases and software updates.

Total FY27 Request: $118,250
Budget increase of $7,300 from FY26

The Assessing budget will appear on the ballot as presented.

Town Manager Fournier said that he plans to take the Council recommended $5,000 increase to the Direct Assistance Budget out of the Fund Balance, which gave Finance Director Bill Tappan heartburn.

The budget, including the amendment, will be voted on by the Council at the November 5, 2025 Council Meeting.

9. Adjournment

Chair Conley adjourned the Budget Workshop at 11:50 AM without objection.