



## Town Council Meeting Minutes

Thursday July 21, 2016, at 7:00 PM, in the Matthew Thornton Room

Chairman Harrington called the meeting of the Town Council to order at 7:00 p.m. Present at the meeting were Councilor Boyd, Councilor Dwyer, Councilor Flood, Councilor Rothhaus, Councilor Vaillancourt, Town Manager Eileen Cabanel, and Assistant Town Manager/Finance Director Paul Micali. Councilor Koenig was excused.

### **Pledge of Allegiance**

Eagle Scout Candidate Daniel Figueroa, Troop 424, lead in the Pledge of Allegiance.

### **Announcements**

Regular meetings of the Town Council will be conducted on Thursday August 18<sup>th</sup>, September 8<sup>th</sup>, and September 22<sup>nd</sup> at 7:00 p.m. in the Matthew Thornton Room.

In partnership with the Merrimack Parks and Recreation Department, the Merrimack Police Department will be hosting their first National Night Out on Tuesday, August 2<sup>nd</sup> between the hours of 6:30 p.m. and 10:00 p.m. at Watson Park. National Night Out day is observed annually on the first Tuesday in August. It is a community police awareness-raising event in the United States. National Night Out was created to increase awareness about police programs in communities. Some of these programs include: Drug prevention, Town watch & Neighborhood watch.

This year with the help of the Merrimack Parks and Recreation Department, there will be a movie "ZOOTOPIA" playing on the lawn at the Abbie Griffin Park starting at 8:00 p.m. At 6:30 p.m., while you are waiting for the movie, there will be an egg toss contest for all ages, so please come join us and be part of this big community event.

Chairman Harrington informed the viewing audience of the First Battalion 3<sup>rd</sup> Marines Battle of Fallujah Reunion Welcome Ceremony to be held in honor of Tim Gibson on July 22<sup>nd</sup> at 10:00 a.m. at the Gibson Memorial Field. Fifty marine veterans that fought alongside Merrimack's Tim Gibson will be converging on Merrimack to play in the Annual Tim Gibson Memorial Softball Tournament.

Chairman Harrington stated E. Coli results from the Souhegan River at Watson Park have been elevated. Anything over 100 creates a red flag for swimming, and it is presently at 461. This has been advertised in local media, through a NIXLE announcement, and is posted. The Souhegan River is tested weekly.

Chairman Harrington stated Item #1 under Old Business and Item #3 under New Business have been tabled until the Council's August meeting. Issues related to Item #4 under New Business have been resolved, and the item removed from the agenda.

Town Manager Cabanel stated she, Kyle Fox, Director, Public Works Department (PWD), Dawn Tuomala, Town Engineer, and Vice Chairman Rothhaus met with the Lake Naticook Conservation Association (Association) the prior Tuesday to discuss the issue of the Lake Naticook boat ramp. Director Fox produced a new, more detailed plan that better delineates methods by which silt can be removed.

Vice Chairman Rothhaus remarked the concern expressed by the Association was that the riprap they used to make the boat ramp is itself filling up with silt, which would eventually wash into the lake.

1 They also spoke of the buildup of silt that has accumulated over the years. The plan presented outlined  
2 leaching catch basin(s) that would have a sump at the bottom to hold silt and debris. When that fills it  
3 will leach into the surrounding soil. If it overflowed it would go down trenches on either side of the  
4 new boat ramp, which will be paved leaning to one direction so that runoff would go into a relatively  
5 flat area to be absorbed. The Association seemed to be quite happy with the plan.

6  
7 Chairman Harrington stated her understanding the plan has been approved by the New Hampshire  
8 Department of Environmental Services (DES) Wetlands Bureau, and changes would not have to go  
9 through the approval process. Town Manager Cabanel stated that to be correct. Vice Chairman  
10 Rothhaus added the DES portion was only 400± sq. ft. at the bottom of the ramp that impacted the  
11 water upstream.

### 12 13 **Perfluorooctanoic Acid (PFOA) Information Update**

14  
15 Chairman Harrington stated the Council received copies of letters addressed to the Merrimack Village  
16 District (MVD) from Saint-Gobain contesting responsibility for well #s 4 and 5. They suggest  
17 contamination is probably due to a nearby landfill. The DES is continuing to pursue responsibility by  
18 Saint-Gobain for those wells.

19  
20 Town Manager Cabanel stated Saint-Gobain has been meeting with the DES. The DES is requiring  
21 Saint-Gobain to produce the documentation on which they are basing their lack of responsibility  
22 toward wells 4 and 5. One such piece of documentation is a report that was done in the late '90s by a  
23 consultant hired by the MVD. She noted a copy of the report was provided to her earlier in the day.  
24 However, she has not yet had the opportunity to review it.

25  
26 Chairman Harrington stated blood testing has started, and to date eight (8) Merrimack residents have  
27 signed up.

28  
29 Chairman Harrington spoke of the Press Release that was put out earlier in the day by the NHDES  
30 related to results of stack emission testing at Saint-Gobain. The results showed low level concentration  
31 of PFOAs, which translate to less than 2 ounces of PFOA being released per year. These emissions do  
32 not violate any ambient air quality standard; State or Federal. However, they continue to pursue this.  
33 Saint-Gobain has agreed to clean these residuals from the stacks and perform new emissions testing in  
34 early August. The NHDES is also seeking formulation details from suppliers to Saint-Gobain to  
35 determine whether the chemicals being supplied to the company contained any PFOAs or PFOSs.

36  
37 Councilor Boyd remarked he had the opportunity to attend the Governor's meeting on Friday, July 1<sup>st</sup>.  
38 At the meeting were representatives from Amherst, Bedford, Litchfield, the New Hampshire  
39 Department of Health & Human Services (DHHS), DES, and the MVD. The Governor introduced the  
40 players and provided a broad overview of her understanding of the issue. She drew upon her  
41 experience with what occurred over at the Pease Air Force Base. The Governor allowed Clarke Freise,  
42 Assistant Commissioner, DES, to basically drive the entire meeting.

43  
44 Councilor Boyd stated he did not glean anything new from that meeting. His feeling was the meeting  
45 was more of an opportunity for the Governor to meet with the communities and get a first-hand  
46 impression of what had been going on and what DES and DHHS was doing as it related to these  
47 communities. He stated her primary concern to have been around process; wanted to ensure the  
48 communities, particularly Merrimack and Litchfield, felt that the DES and DHHS were open and  
49 transparent. He had expressed, from Merrimack's perspective, the DES has been extremely forthright

1 in communicating everything they have been doing on a weekly basis. He alluded to the Tuesday call  
2 the DES has with the affected communities, which keeps the communities in the loop. The Friday  
3 reports regarding PFC levels in the wells is another good communication.

4  
5 Councilor Boyd stated one of the things that was discussed related to blood testing. Assistant  
6 Commissioner Freise commented that even though, as it related to the MVD, the data was less than 70  
7 parts per trillion (ppt), there wasn't a precise amount that we could point to. They felt with some  
8 assurance that people in the MVD did not need to go through blood testing. Councilor Boyd raised the  
9 question of whether or not they would consider doing a random sampling of the users of the MVD.  
10 That would result in a quantifiable indicator that it may not buttress the data they don't have, but at  
11 least it confirms the assumption they are making that MVD users don't have to get their blood tested.  
12 The Governor was very receptive to that as was the DHHS, but that comes at a cost, which he  
13 acknowledged. He stated that it would at least give the community of Merrimack and particularly the  
14 users of the MVD some assurance that the impact to them has been diminished or minimized. He  
15 felt that was well received.

16  
17 Councilor Boyd spoke of the letter from Senator Ayotte to the Centers for Disease Control (CDC).  
18 The genesis of the letter was a culmination of the discussion that occurred at the Governor's meeting.  
19 Bedford Councilor Chris Bandazian raised the issue of whether there is anything the towns can do to  
20 engage federal officials beyond reaching out to the EPA. Dr. Chan suggested communicating with the  
21 CDC and bringing awareness to them that this just isn't an environmental issue it is potentially a health  
22 issue. The more information the CDC can produce as it relates to impacts to people's health, the better  
23 off the State will be in terms of being able to better manage PFCs. After the meeting Councilor Boyd  
24 ran into one of Senator Ayotte's aids, mentioned the suggestion to him, and her office was kind enough  
25 to get that letter out.

26  
27 Councilor Boyd stated the Governor wanted to provide assurance she is committed to making sure  
28 DES is providing timelines not just for the Town of Merrimack, but for Litchfield, Bedford, and  
29 Amherst with some of the impacts they may be experiencing. There is a commitment to providing  
30 bottled water for residents whose wells are impacted. They are working hard to take away the fact that  
31 this is an emerging science, and use that science; start quantifying it to gain hard data.

32  
33 He spoke of information communicated to him that was predicated on a meeting that was supposed to  
34 occur on July 18<sup>th</sup>. As it related to Saint-Gobain's letter regarding the landfill and how they were not  
35 going to consider looking at the old landfill because of presence of PFOAs, Assistant Commissioner  
36 Freise indicated to him that they have information that contradicts what Saint-Gobain is saying. He  
37 remarked what Saint-Gobain was saying is correct, but from using the test pits and the test wells, they  
38 were able to identify a specific contaminate in the wells that were up around Saint-Gobain that were  
39 not present in the test wells that are on the old landfill.

40  
41 It was noted private well owners whose wells tested over 70 ppt were offered blood testing. Residents  
42 whose wells tested above 70 ppt have been contacted. The DHHS website has a [link](#) to information on  
43 the Perfluorchemical (PFC) Blood Testing Program.

#### 44 **Comments from the Press and Public**

45 Jim Bollengier, 36 Constance Street  
46  
47  
48

1 Stated he is part of a group called the Merrimack Water Contamination Action Group. He informed  
2 the Council the group would be submitting an agenda item for the August meeting. The group has  
3 gathered approximately 238 signatures on a Petition requesting the Council take action to get Saint-  
4 Gobain to take certain action. Mr. Bollengier spoke of having attended a recent meeting in Litchfield  
5 during which he heard Mr. Freise speak. He also attended the MVD Commissioners' meeting on  
6 Monday at which a discussion occurred that indicated the DES and Saint-Gobain had left them out of  
7 the loop on some design program. The Superintendent of MVD will be taking that up with DES.

8  
9 At the Litchfield meeting the design issue came up, and although DES has not published their slides to  
10 that meeting one of the bulleted items in the presentation stated Saint-Gobain is reviewing the design,  
11 and they would like to have it completed so that an interim and long-term solution to the water  
12 contamination issue is available in August. Mr. Bollengier remarked nowhere on the slide did it  
13 mention the MVD.

14  
15 Mr. Bollengier remarked one of the issues covered by the Petition is blood testing. A lot of people in  
16 Merrimack and the surrounding communities do not believe this has been a real issue since 2014, they  
17 believe they have been drinking this contaminate since Chemfab was here in 1984. Some people are  
18 very concerned about their children and their pets.

## 19 20 **Recognitions, Resignations and Retirements**

### 21 22 **1. Recognition of Town Committee Member's Years of Service**

23 Submitted by Town Council Chairman Nancy Harrington and Vice Chair Finlay Rothhaus  
24 The Town Council to present a plaque to Eber Currier in recognition of his combined 32 years of  
25 service as a past member of the Merrimack Conservation Commission and a current member of the  
26 Agricultural Commission.

27  
28 Mr. Eber Currier was unable to be in attendance. Chairman Harrington will personally present to him  
29 a plaque, which reads:

30  
31 *"Presented to Eber Currier in recognition of your volunteer service to the Town of Merrimack for over*  
32 *30 years of combined service as a member of the Merrimack Conservation Commission and the*  
33 *Agricultural Commission.*

34  
35 *We wish to extend to you our sincere appreciation for your continual commitment and hours dedicated*  
36 *to enhance the quality of life for the Merrimack community.*

37  
38 *Presented on behalf of the Merrimack Town Council, on this the 21<sup>st</sup> day of July 2016."*

39  
40 Vice Chairman Rothhaus commented Mr. Currier's service to the community goes beyond the  
41 committee appointments and participation in the master planning process. He spoke of how his own  
42 children enjoyed the field trips to the Currier Orchards. That is something Mr. Currier has done for  
43 many years. Vice Chairman Rothhaus stated his appreciation for everything Mr. Currier offers the  
44 community.

45  
46 Robert McCabe, Chairman, Agricultural Commission, stated the Commission would like to thank Eber  
47 Currier and his family for the vision of starting the Commission. Mr. Currier wanted to have a voice  
48 for the farmers in Town, and have the farmers education the townspeople. He thanked him for his  
49 vision and sincere interest.

1 Tim Tenhave, Conservation Commission, stated Mr. Currier's last meeting with the Commission was  
2 on June 17, 2013. While he may no longer be participating in the meetings his legacy lives on. A  
3 number of the current Commissioners had the pleasure of being part of his commission throughout the  
4 years. He instilled in them a lot of the qualities that he felt were most important for members of the  
5 Commission. Those members have tried to instill those qualities on the newer members of the  
6 Commission. Eber has left a legacy that will follow for years and years to come. Mr. Tenhave  
7 commented he always thought Eber was the conscience of the Commission.  
8

9 Mr. Tenhave remarked Eber felt strongly that the Commission is a successful body in making a  
10 difference in our community. When he saw the opportunity to have an Agricultural Commission he  
11 championed that effort.  
12

13 He first started working with Eber in the early 2000s while part of the Greens Pond Committee. Eber  
14 was a member of the Conservation Commission. When the committee needed input from the  
15 Commission you could feel Eber's input coming through the words of the members of the Commission  
16 that attended the Greens Pond meetings because Eber felt passionate about the property and how to  
17 manage it.  
18

19 Chairman Harrington remarked Mr. Currier is a man of great integrity and one who has given a great  
20 deal to this community.  
21

22 **Appointments** - None  
23

24 **Public Hearing** - None  
25

26 **Legislative Updates from State Representatives** - None  
27

28 **Town Manager's Report**  
29

30 The library's lower level suffered extensive flooding during Monday's storm. Staff acted quickly to  
31 remove materials and equipment from affected areas to prevent further damage. The library closed  
32 early on Monday, and the lower level has remained closed to the public while the area is drying out.  
33 The Children's Services Department has been operating from the Teen Area on the Main Floor, and  
34 any changes to the Summer Reading Event locations will be updated on the website events calendar.  
35 Town Manager Cabanel stated the expectation the Library will be reimbursed through the filing of a  
36 property & liability insurance claim.  
37

38 On July 19<sup>th</sup>, the Planning Board granted conditional final approval of a site plan for Verizon Wireless  
39 to construct a new 100' tall cell tower on land owned by MVD off Turkey Hill Road (water tower site).  
40 The Planning Board will hold an initial workshop discussion (brainstorming and concept development)  
41 on August 2nd for developing new language to encourage redevelopment of underutilized sites such as  
42 the former Shaw's and Merrimack Hotel parcels, and others the Board feels may be appropriate.  
43

44 The PWD is pleased to announce the hiring of Dawn Tuomala as Town Engineer and Deputy Director  
45 of the PWD. Ms. Tuomala brings more than 30 years of experience in the field of engineering and  
46 surveying, and will make a great addition to the Public Works team.  
47

48 The Bean Road bridge is drawing nearer to completion. The contractor's current schedule calls for the  
49 bridge to be open to traffic in mid to late August. Once the opening date is known, the PWD will

1 schedule a ribbon cutting ceremony.

2

3 The McGaw Bridge Road bridge is back in full construction gear. The bridge is expected to open to  
4 traffic in early November.

5

6 **Consent Agenda** - None

7

8 **Old Business**

9

10 **1. Target Shooting on Town Owned Land**

11 Submitted by David Elliott

12 To have a discussion with the Town Council regarding target shooting on Town owned land

13

14 *Tabled until the August meeting.*

15

16 **New Business**

17

18 **1. Eagle Scout Project Proposal**

19 Submitted by Life Scout Daniel Figueroa

20 Eagle Scout Candidate Daniel Figueroa from Merrimack Boy Scout Troop 424 is proposing to  
21 build the Parks and Recreation Department the sponsorship recognition sign for the entrance to the  
22 future Dog Park at Wasserman Park.

23

24 Life Scout Daniel Figueroa stated the proposed project to be the construction of a sponsorship  
25 recognition sign for the entrance to the future Dog Park. Being proposed is a 6' x 8' sign that would  
26 list all sponsors that have donated funds towards the construction of the park. The main sponsors  
27 would be listed in the middle of the sign (the greater the contribution the higher the sign placement).  
28 Each individual sponsor logo for the center of the sign would be made out of a vinyl or other signage  
29 material and would be attached to 3/4" plywood (elevated off the sign). Bronze biscuit sponsors would  
30 be listed on a raised board so they could be removed and/or changed around as needed. The area at the  
31 bottom of the sign would be for "Part of the Pack" sponsors; people who have donated \$150 or more.  
32 The names will be attached to a board and covered with plexiglass.

33

34 Fundraising efforts such as bake sales, car wash, etc. will occur in September. It is hoped the  
35 construction of the sign will take place in October, and installation will take place when the park itself  
36 is completed.

37

38 When asked if the roof would extend over the front, Life Scout Figueroa stated the intent for it to  
39 extend 1' in each direction.

40

41 Councilor Dwyer stated the project was presented to the Parks and Recreation Committee, and a good  
42 deal of discussion occurred regarding sponsorship, e.g., the priority it would take for those listed on the  
43 center, and the ability to change out the names on the bottom after a period of time. There was a great  
44 deal of input and the presentation was well received. The committee is supportive of the project.

45

46 Councilor Vaillancourt encouraged Life Scout Figueroa to advertise the dates and times of the  
47 fundraisers. She suggested he contact the Parks and Recreation Department for assistance in that  
48 endeavor.

49

1 Chairman Harrington questioned if the exact location for the sign is known. Councilor Dwyer  
2 responded as the landscaping is not yet done the fence is not up, etc.; it is more a concept of the  
3 location at this point. Chairman Harrington questioned where the sign would be stored when  
4 complete, and was informed Matt Casparius, Director, Parks and Recreation would store the sign.  
5

6 Town Manager Cabanel noted the bids for the park came in significantly higher than expected. The  
7 Town is working with local contractors to try and make some modifications so that the park can go  
8 forward. There are some challenges in terms of funding. Anyone wishing to donate to the park is  
9 encouraged to do so.

10  
11 **MOTION made by Councilor Boyd and seconded by Councilor Rothhaus to endorse and**  
12 **support the sponsorship recognition sign for the entrance to the future dog park at Wasserman**  
13 **Park as proposed by Eagle Scout candidate Daniel Figueroa from Merrimack Boy Scout Troop**  
14 **424. MOTION CARRIED 6-0-0**

15  
16 **2. Committee Appointments**

17 Submitted by Town Council Chairman Nancy Harrington and Vice Chair Finlay Rothhaus  
18 The Town Council to consider appointing the following individuals to Town committees, pursuant  
19 to Charter Article 4-8:

- 20  
21 - Paul Drone - Agricultural Commission (Full member)  
22 - Curtis Conrad - Technology Committee (Full member)  
23

24 **MOTION made by Councilor Boyd and seconded by Councilor Rothhaus to appoint Paul Drone**  
25 **as a full member of the Agricultural Commission and Curtis Conrad as a full member of the**  
26 **Technology Committee. MOTION CARRIED 6-0-0**

27  
28 **3. 1st Annual Update on Lake Naticook**

29 Submitted by Lake Naticook Conservation Association

30 To update the Town Council on Lake Naticook water quality, including milfoil mitigation efforts.  
31

32 *Tabled until the August meeting.*

33  
34 **4. Lake Naticook Boat Ramp Discussion**

35 Submitted by Lake Naticook Conservation Association

36 Discussion regarding the Lake Naticook Boat Ramp located at Veteran's Memorial Park.  
37

38 *Removed from the agenda.*

39  
40 **5. 2016 Business Expo / Fall Festival**

41 Submitted by Merrimack Chamber of Commerce President / EDCAC Member Dawn Shepherd

42 Town Council to be presented with the details of the upcoming 2016 Business Expo / Fall Festival  
43 scheduled for Saturday, October 1, 2016.  
44

45 Ms. Dawn Shepherd, President, Merrimack Chamber of Commerce/Member, Economic Development  
46 Citizen Advisory Committee, spoke of discussions concerning the Merrimack Chamber becoming  
47 more involved with the Business Expo. The Chamber will take over the registration and handling of  
48 finances. The Chamber has an online registration system, which will make that an easy task to  
49 undertake.

1 It was noted the information provided with the [agenda](#) packet (attached) highlighted revenue and  
2 expenses from last year's event the surplus generated by the 2014 and 2015 events (\$1,153.86), which  
3 will be utilized for this year's event.  
4

5 The information also addressed advertising techniques that have and have not been successful in the  
6 past, and what would be utilized for this year's event. Also noted was the desire for participation by  
7 Merrimack restaurants. The event is intended to take place from 10:00 a.m. - 2:00 p.m. on October 1<sup>st</sup>  
8 at the James Mastricola Upper Elementary School (JMUES).  
9

10 Councilor Vaillancourt stated she is pleased the Chamber will be participating in the event. When  
11 asked, Assistant Town Manager/Finance Director Micali stated the event is fully funded by the  
12 participants' fee. Mr. Shaw has been very conscientious around understanding what revenue was  
13 being generated and was available to expend on the event. Expenses do not exceed revenue. Over the  
14 past few years the event has resulted in a surplus. When asked how the funds are managed, he  
15 explained the Town deposits the funds into a special deferred revenue account earmarked for the  
16 Business Expo.  
17

18 Councilor Dwyer spoke of the remarks in Mr. Shaw's letter relative to the time and funds expended on  
19 advertising, which did not accomplish his goals. Councilor Dwyer spoke of his experience working on  
20 the Expo., and commented 80% of what they did was advertise; if you can't tell the community it is  
21 happening, it will not be successful. He stated advertising is a critical element. Ms. Shepherd  
22 suggested the intent of the comments was that there is the need to address advertising more  
23 strategically, and learn from forms of advertising that were not successful in previous years. Vice  
24 Chairman Rothhaus stated his impression of the comments in the letter to be that the signs that were  
25 used were too cluttered, and too much for people to read when driving down the road.  
26

## 27 **6. John O'Leary Adult Community Center Agreement**

28 Submitted by Town Council Chairman Nancy Harrington and Town Manager Eileen Cabanel  
29 The Town Council to consider renewing the lease agreement with the John O'Leary Adult  
30 Community Center.  
31

32 Town Manager Cabanel stated the desire to update the agreement, which expired on June 30<sup>th</sup>. The  
33 proposed changes include changing the reference from "Merrimack Adult Community Center, Inc." to  
34 "John O'Leary Adult Community Center, Inc." and changing the effective period of the agreement so  
35 that it begins on July 1, 2016 and ends June 30, 2019.  
36

37 Town Manager Cabanel stated her appreciation of the relationship the Town continues to have with the  
38 Adult Community Center (Center). She remarked collaboration and communication has only  
39 improved over time. She stated her personal opinion the seniors need a safe and accessible place to  
40 gather, and expressed her gratitude for the opportunity provided.  
41

42 When asked, Steve Dembow, Coordinator, Adult Community Center, stated the name changed around  
43 2002.  
44

45 Councilor Flood questioned if there is a current financial statement available and if all audits are up to  
46 date. Assistant Town Manager/Finance Director Micali stated the Town is working with the Center's  
47 Treasurer to obtain additional information. Given the small size of the Center, were an audit to be  
48 performed by an outside firm, the cost would likely equal the revenue received for the year. The  
49 Center has its own Audit Committee. Monthly financial statements are provided to the Town's

1 Finance Department, and the Deputy Finance Director puts them together in a financial statement for  
2 his review. This year the Town is requesting more in depth information relative to invoices and some  
3 receipts to ensure everything is being handled the way it should. As of last year, all of the information  
4 was in his office. They are working towards getting this year's resolved.  
5

6 Larry Vigezzi, President, Adult Community Center, stated annual audits are conducted. He is one of  
7 the auditors that signs off on those. He and two others spend a great deal of time reviewing invoices,  
8 checks, bills, etc. Now that the fiscal year has ended they have worked with Assistant Town  
9 Manager/Finance Director Micali and received his guidance. A request was made that they change the  
10 software system they utilize to be in line with what the Town uses. That was done. With the help of  
11 the Treasurer they are looking to implement a more detailed structure of accounting for revenue and  
12 expenses, which will make the auditing functions easier.  
13

14 They elected and will be updating the Bylaws in September. A Deputy Treasurer was elected to  
15 implement new rules and regulations. Although the center is small in terms of revenue/expenses, they  
16 contacted an insurance company regarding the possibility of becoming bonded. Bonding is extremely  
17 expensive. The insurance company provided guidelines on generally accepted accounting practices,  
18 e.g., two signatures on a check versus one, annual audits being done and shared with the Town, etc.  
19 They are looking at and implementing the guidelines/recommendations provided.  
20

21 Councilor Flood questioned who is responsible for the recycling bin located onsite. Mr. Dembow  
22 spoke of having been contacted by Councilor Flood and made aware of her belief it was  
23 uncharacteristic of the site. She had requested the bin be removed. It was removed, which resulted in  
24 a lot of pushback from the seniors and others who regularly used it. There is a very small revenue  
25 stream that results from the sale of that paper product. The tonnage would otherwise end up in the  
26 transfer station, which would then be hauled away at a cost. The bin was brought back by popular  
27 demand.  
28

29 Councilor Flood stated her opinion bins of that type are more appropriately located in an industrial  
30 area. She expressed concern for the two residences across the street as well as the Congregational  
31 Church that suffer with the view of the bin. Mr. Dembow stated he has never received a complaint  
32 from the church or the residents. He spoke of the amount of use the bin receives noting it is emptied  
33 weekly.  
34

35 Councilor Flood stated she would like to see that moved. She suggested it could be located at the top  
36 of Church Street. Mr. Dembow responded he believes that to be a dangerous spot for cars coming out,  
37 and the ones that come around and then go down D.W. Highway south. Councilor Flood requested  
38 they give consideration to an alternate location. Mr. Vigezzi stated they could look into that.  
39

40 Councilor Vaillancourt stated she is all for recycling and encouraging people to recycle. As a Town  
41 Council member she has not heard any complaints regarding that. She personally would like to see a  
42 conversation had outside of a Council meeting to see if a compromise can be reached.  
43

44 Mr. Vigezzi stated they would be glad to look at the location suggested. The property belongs to the  
45 Town, and they will abide by the wish of the Council. He commented they have approached the  
46 seniors on a few occasions regarding moving the bin, which they were not happy with. He reiterated if  
47 it is something the Council wants it is something they will do.  
48

1 When asked if she is comfortable with that, Town Manager Cabanel stated she was, and suggested  
2 perhaps she or she and Councilor Flood could visit the Center and talk with the seniors to understand  
3 their thoughts, e.g., why that location is convenient, if it could be locate elsewhere, etc. She suggested  
4 the Center could look at the location suggested, and the PWD could be asked to review the area from a  
5 safety perspective. Mr. Dembow reiterated it is not only the seniors who utilize the bin, it is also folks  
6 that come up from the Library parking lot and have to pass through Church Street in order to get back  
7 to Baboosic Lake Road.

8  
9 When asked if the desire would be for both the bin and the dumpster to be removed from the site,  
10 Councilor Flood stated that would be her hope.

11  
12 **MOTION made by Councilor Boyd and seconded by Councilor Dwyer to approve the renewal of**  
13 **the lease agreement with the John O’Leary Adult Community Center, Inc. MOTION**  
14 **CARRIED 6-0-0**

15  
16 Assistant Town Manager/Finance Director Micali commented there is a good deal of construction  
17 occurring at the Center. All of the ceiling tiles over the ballroom have been removed. The grid that  
18 supported the suspended ceiling has been removed, and a new grid installed. New LED lights are  
19 being installed. The lights can be dimmed, individually controlled, and will result in an energy  
20 savings. The interior has been painted. There is an emergency lighting project that quotes are being  
21 sought for. Since the facility is being used more as a rental facility the Fire Department recommended  
22 the emergency lighting and the lighting plans are reviewed. Seven windows will be replaced. The  
23 front entryway door is being replaced.

24  
25 Assistant Town Manager/Finance Director Micali commented with every project comes some  
26 surprises. With the removal of the ceiling tiles what became visible was plastic covering over  
27 insulation, which is discolored. An air quality control individual was brought onsite. The tests have  
28 come back, and indicated the air quality in the Center is better than the air quality outside of the  
29 building. Remediation plans for the discoloration (very well contained mold) are being reviewed. It  
30 may be that because it is sealed the best course of action is to continue air quality testing on a regular  
31 basis. Another option would be total remediation. The available options are being reviewed, and a  
32 recommendation will be forthcoming. The Town is involved as the owner of the building.

33  
34 The John O’Leary Executive Committee has donated the funds necessary for a new sound system at  
35 the Center, which is being installed. They have also donated the window furnishings.

36  
37 Mr. Dembow spoke of the collaborative effort of the users of the Center and people and businesses  
38 located in the community with regard to donating towards the necessary repairs, etc. For example, all  
39 of the HVAC venting materials have been donated by a Town business, the P.A. system is going to be  
40 installed at cost and no labor cost, etc.

41  
42 Councilor Dwyer stated, as a steward of the property, he would not want to take the approach of  
43 simply monitoring the air quality. Having identified the issue, he would like to see it remediated  
44 completely.

45  
46 ***The consensus of the Council was for the mold to be remediated.***

1 Town Manager Cabanel commented it will be a challenge to identify the source of funding for a cost  
2 that could be in the area of \$20,000. A review of the budget will be done to identify areas where  
3 funding could be identified, and the work will be completed.

#### 4 5 **7. Merrimack Youth Association Agreement**

6 Submitted by Town Council Chairman Nancy Harrington and Town Manager Eileen Cabanel  
7 The Town Council to discuss and consider the renewal and approval of a three year contract with  
8 the Merrimack Youth Association.

9  
10 Town Manager Cabanel stated the proposed agreement would be for a period of three years (July 1,  
11 2016 through June 30, 2019), would further define “Merrimack youth” to be “residing” in Merrimack,  
12 calls for monthly installments as opposed to quarterly installments, and would allow for one additional  
13 sign to be placed on the backstop of Veteran’s Park. All other language remains the same.

14  
15 Tom Thornton, President, Merrimack Youth Association (MYA), stated the MYA continues to work  
16 on its internal controls, and utilizes Melanson Heath for its audits.

17  
18 With regard to signage, Convenient MD donates a good deal of funds to the baseball program. The  
19 desire is for the sign to be up for a three-month timeframe (April to July). The program receives  
20 approximately \$3,000 (3 yr. commitment). Those funds will be applied towards lighting at the  
21 Marquette building off Continental Boulevard. Town Manager Cabanel questioned the dimensions of  
22 the sign, and was informed it is likely 6’ x 10’.

23  
24 Councilor Vaillancourt questioned the benefit of monthly installments, and the reasoning for moving  
25 from quarterly payments. Town Manager Cabanel spoke of issues experienced in terms of timing, e.g.,  
26 getting paperwork to auditors and having the auditors able to turn the information around quickly. She  
27 added there was a quarterly payment on October 1<sup>st</sup>, and an obligation MYA had to the Town as of  
28 October 31<sup>st</sup>. If the obligation was not met, the Town would have to wait until the next quarterly due  
29 date to withhold funds if deemed necessary.

30  
31 Councilor Boyd thanked Mr. Thornton for taking the lead with this organization, and everyone that has  
32 stepped up to hear the feedback provided by the Council and do something about it. At the end of the  
33 day it is about the volunteers out there volunteering and the kids we are trying to provide a service to.  
34 He is pleased to see an agreement free from drama and inclusive of the internal controls requested,  
35 come before the Council for approval.

36  
37 When asked about the need for language delineating Merrimack youth as residents, Assistant Town  
38 Manager/Finance Director Micali commented in the world of sports, especially at the youth level,  
39 everyone is looking for a competitive edge for their sons and daughters. There are some in other  
40 communities that do not have a youth program in some of the sports Merrimack offers, and they want  
41 to come over to Merrimack. While discussing this, he and Mr. Thornton spoke of the possibility that  
42 the individual coming to the program from another community may be taking a spot away from a  
43 Merrimack resident. They felt it best for a Merrimack youth to be more defined as a resident of the  
44 Town of Merrimack. There are some youth that are residents of the schools in Merrimack, but reside  
45 in another community.

46  
47 Councilor Vaillancourt remarked it is not a huge number of students that fall into that category. She  
48 stated her belief there may be people from other towns, regardless of whether or not their children go  
49 to Merrimack schools, who would love to participate in this well run and cost effective program. She

1 remarked Merrimack tax dollars go into this program so Merrimack residents are entitled to this  
2 program.

3  
4 Chairman Harrington questioned how the scenario of a divorced family would be handled. Mr.  
5 Thornton stated if a single parent resides in Merrimack, the child(ren) is legitimately a resident of  
6 Merrimack. Mr. Thornton commented there are a lot of different scenarios that are consistently  
7 juggled.

8  
9 **MOTION made by Councilor Boyd and seconded by Councilor Dwyer to renew and approve the**  
10 **three year contract with the Merrimack Youth Association, and furthermore that the Town**  
11 **Manager be authorized to sign the document. MOTION CARRIED 6-0-0**

12  
13 **8. Proposed Change to Chapter 183, Vehicles and Traffic [First Reading]**

14 Submitted by Police Chief Mark E. Doyle

15 The Town Council to consider the proposed change to Chapter 183 – Vehicles and Traffic, of the  
16 Town Code, pursuant to Charter Article V.

17  
18 Mark Doyle, Chief, Merrimack Police Department, stated what was before the Council was a requested  
19 change to Chapter 183 - Vehicles and Traffic; specifically to add a section under the schedule of stop  
20 intersections, which would include a stop sign installed at the intersection of Island Drive at D.W.  
21 Drive. The sign would be on Island Drive as you approach D.W. Drive traveling westbound toward  
22 D.W. Highway.

23  
24 A resident of Island Drive approached the Highway Safety Committee in June to speak to this issue.  
25 The members of the Committee believe it important to not simply deny a request that did not meet the  
26 standards identified in the Manual on Uniform Traffic Control Devices (MUTCD), but to instead hear  
27 the concerns expressed by residents. In this particular case, although the standard wasn't met in terms  
28 of traffic volume, the concerns were validated by the Director of the PWD having assessed the  
29 intersection.

30  
31 As you approach that particular intersection traveling west on Island Drive where it intersects with  
32 D.W. Drive there is a section of the road to the immediate left that traffic traveling north on D.W.  
33 Highway will periodically take to divert itself or maybe even move around the traffic especially during  
34 rush hour, at a high rate of speed down that particular, very narrow, public way. Because of the safety  
35 concerns that are present at that particular time it warrants the installation of the stop sign.

36  
37 The Highway Safety Committee advised the resident a stop sign would be installed at that location  
38 temporarily. Albeit unenforceable, it would bring people up to speed, from an educational perspective,  
39 that the sign exists.

40  
41 Councilor Vaillancourt commented it is a really unusual intersection and difficult to navigate. She  
42 stated she is always appreciative when the legitimate concerns of residents are heard, and that even  
43 though it didn't meet the hard and fast rule for where a stop sign would apply, the concern was viewed  
44 as valid.

45  
46 **MOTION made by Councilor Dwyer and seconded by Councilor Boyd to move to Public**  
47 **Hearing the proposed change to Chapter 183 – Vehicles and Traffic, of the Town Code, pursuant**  
48 **to Charter Article V. MOTION CARRIED 6-0-0**

49

1 **9. Acceptance of NH Fish and Game Department Grant for the Merrimack Police Department**

2 Submitted by Lieutenant Brian Levesque

3 The Town Council to consider the acceptance and expenditure of a grant in the amount of \$1,080  
4 from the New Hampshire Fish and Game Department for the Merrimack Police Department to  
5 conduct (6) 4-hour OHRV patrols in various areas of Town, pursuant to RSA 31:95-b and Charter  
6 Article 8-15.

7  
8 Lieutenant Brian Levesque, Merrimack Police Department, stated the grant in the amount of \$1,150 is  
9 for 6 four-hour patrols with the Off Highway Recreational Vehicles (OHRV) using the department's  
10 ATVs to patrol conservation areas in Town as well as other areas known for riding to provide  
11 education and enforce safety issues. When the patrols were conducted last year, the department issued  
12 8 warnings for trespass violations; typically on conservation areas where motorized vehicles are  
13 prohibited.

14  
15 Councilor Vaillancourt questioned if there would be communication with the Conservation  
16 Commission should the Council approve the request. She spoke of the long-standing relationship the  
17 Commission has had with Lieutenant Tarleton doing similar work on behalf of the Commission. She  
18 requested there be some type of communication with the Commission regarding this. Lieutenant  
19 Levesque stated if it is the pleasure of the Council, they can ensure an email is sent out when the  
20 patrols are set up.

21  
22 **MOTION made by Councilor Boyd and seconded by Councilor Rothhaus to accept a grant from**  
23 **the New Hampshire Fish and Game Department in the amount of One Thousand Eighty Dollars**  
24 **(\$1,080) for the Merrimack Police Department to conduct (6) 4-hour OHRV patrols in various**  
25 **areas of Town, pursuant to RSA 31:95-b and Charter Article 8-15, and furthermore that the**  
26 **Town Manager and/or her proxy be authorized to sign any paperwork necessary to perfect the**  
27 **grant. MOTION CARRIED 6-0-0**

28  
29 **10. Acceptance of a Donation for the Merrimack Police Department**

30 Submitted by Lieutenant Brian Levesque

31 The Town Council to consider the acceptance and expenditure of a donation from an anonymous  
32 resident in the amount of \$1,150 for the Merrimack Police Department that will be used to  
33 purchase trauma bags for the patrol vehicles, pursuant to RSA 31:95-b and Charter Article 8-15.

34  
35 Lieutenant Brian Levesque stated the donation came from a resident wanting to make a donation and  
36 remain anonymous. He explained to the donor some of the needs of the department that they currently  
37 cannot fulfill. One of the issues is trauma bags inside of police vehicles. With the amount of violence  
38 happening, in general, with mass casualties, the desire is to have trauma bags in patrol vehicles. The  
39 trauma bags would consist of pouches for magazines for the weapons, tourniquets (2), chest seals for  
40 gunshot victims, bandages, etc. The items would be those that would be deployed at the scene well  
41 before any EMS response.

42  
43 Councilor Dwyer questioned if the vehicles are equipped with first aid kits, and was informed they  
44 have very basic first aid kits. Lieutenant Levesque noted there are a lot of studies that show the  
45 immediate first aid care is necessary, e.g., you would not be able to do a tourniquet with a normal  
46 bandage.

1 **MOTION** made by Councilor Boyd and seconded by Councilor Dwyer to accept a donation from  
2 **an anonymous resident in the amount of One Thousand One Hundred and Fifty Dollars (\$1,150)**  
3 **for the Merrimack Police Department that will be used to purchase trauma bags for the patrol**  
4 **vehicles, pursuant to RSA 31:95-b and Charter Article 8-15, and furthermore that the Town**  
5 **Manager be authorized to sign any documents necessary to accept the donation, and that the**  
6 **Chief and/or his proxy write the anonymous resident a very nice thank you letter. MOTION**  
7 **CARRIED 6-0-0**  
8

9 **11. Consideration of Contribution Assurance Program (CAP) Agreements – Workers’**  
10 **Compensation Program & Property-Liability Program**

11 Submitted by Town Manager Eileen Cabanel

12 The Town Council to consider signing a Guaranty Maximum Agreement for Property Liability and  
13 Workers Compensation with Primex.

14  
15 Town Manager Cabanel stated the Town has participated in the Contribution Assurance Program  
16 (CAP) offered by Primex for Property Liability and Workers Comp insurance since 2011. The last  
17 contract with Primex was for a three-year period for an 8.0% cap per year for Workers Compensation  
18 insurance through 2016 and a 7.0% increase for Property & Liability insurance.

19  
20 This year Primex is offering a two-year contract with a 10% maximum increase each year for Workers’  
21 Compensation and a 9% increase for Property & Liability coverage. Coverage would continue through  
22 June 30, 2019.

23  
24 Town Manager Cabanel noted the New Hampshire Municipal Association’s Property & Liability  
25 portion of their offerings have been eliminated by the Secretary of State and the Attorney General’s  
26 Office. She stated her belief the Workers’ Compensation insurance has either also been eliminated or  
27 at least pulled back significantly.

28  
29 There are a number of communities who are concerned about this because there now doesn’t appear to  
30 be a competitive edge for municipalities. A group of communities have joined and are trying to  
31 partner with a private insurance company to put together one of these pools. Town Manager Cabanel  
32 stated her opinion, having worked with Primex for 25 years, their rates are fair. Workers’  
33 Compensation for instance is done in a manner in which each category of employee is assigned a  
34 percentage that needs to be paid based on safety, e.g., someone who works in an office, their Workers’  
35 Compensation would likely be less than 1% whereas a police officer or firefighter would have a higher  
36 percentage. That rating occurs every year for every community; there is a list of percentages for each  
37 employee type. The municipality itself, based on its own historical claim experience, is then rated.  
38 The employee’s wages is multiplied by the rate for the type of position, and then multiplied by an  
39 experience modification factor. That customizes it to the community based on its own experience.

40  
41 Town Manager Cabanel stated Merrimack is at .51 or 51%. Instead of paying 100% of the premium,  
42 we would pay 51% because of our good experience.

43  
44 Town Manager Cabanel commented, in the past, she has gone out to bid for Property & Liability  
45 insurance for a municipality she worked for previously. However, she had not realized at that time,  
46 and does now, that there are certain immunities that are garnered by Statute, and maximums that are  
47 paid out for claims if you belong to a truly municipal pool. What is meant by that is that there cannot  
48 be any profit in it. It has to be on the backs of the taxpayers. When a person goes to court they are  
49 looked at as not deep pockets and taking money out of the pockets of shareholders, but as a true

1 municipal pool. For that reason, and aside from the fact that there isn't really another option at this  
2 point, she stated her comfort level with Primex and their Property & Liability program.

3  
4 It was noted the Town has blanket insurance over various buildings and vehicles owned by the Town.

5  
6 Councilor Dwyer remarked in the professional opinion of management it is believed we are getting the  
7 best deal we can. It is a very limited market. We don't have the freedom to get 10 quotes from 10  
8 different insurance companies because there aren't insurance companies that will insure us.

9  
10 Assistant Town Manager/Finance Director Micali stated it has been put out to bid and private  
11 insurance companies will not bid it because they can't touch the \$275,000 liability that we have  
12 because of the pool and being a municipality. There is only one company now that can offer that to the  
13 Town.

14  
15 Councilor Vaillancourt stated municipalities are a very unique risk, and there aren't markets for it. She  
16 stated Primex is a very stable company. She remains hopeful there might be a market for  
17 municipalities in the future, but at present there is nothing. She stated her opinion the rating increase  
18 for the Town's particular risk doesn't appear to be out of whack at all.

19  
20 *The following resolution was read into the record:*

21  
22 **Resolution to Enter Primex**  
23 **Property & Liability Contribution Assurance Program (CAP)**

24  
25 **RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange  
26 (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of  
27 the adoption of this resolution, and to be contractually bound to all of the terms and conditions of  
28 Primex risk management pool membership during the term of the Property & Liability Contribution  
29 Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as  
30 then set forth in the Coverage Documents of Primex.

31  
32 **MOTION made by Councilor Boyd and seconded by Councilor Vaillancourt that the Town**  
33 **Council authorize the Town Manager to sign the Guaranteed Maximum Agreement for Property**  
34 **& Liability with Primex. MOTION CARRIED 6-0-0**

35  
36 *The following resolution was read into the record:*

37  
38 **Resolution to Enter Primex**  
39 **Workers' Compensation Contribution Assurance Program (CAP)**

40  
41 **RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange  
42 (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the  
43 date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions  
44 of Primex risk management pool membership during the term of the Workers' Compensation  
45 Contribution Assurance Program (CAP). The coverage provided by Primex in each year of  
46 membership shall be as then set forth in the Coverage Documents of Primex.

1 **MOTION made by Councilor Boyd and seconded by Councilor Vaillancourt that the Town**  
2 **Council authorize the Town Manager to sign the Guaranteed Maximum Agreement for**  
3 **Workers' Compensation with Primex. MOTION CARRIED 6-0-0**

4  
5 **Addendum to Town Manager's Report**

6  
7 Town Manager Cabanel stated the Town has been setting funds aside for the purchase of Self-  
8 Contained Breathing Apparatus (SCBA) in the amount of approximately \$80,000/year. For the past  
9 few years Assistant Fire Chief Borneman has continued to apply for grant funding. This year the  
10 Town was awarded the grant. The grant total is approximately \$317,000. The Town will be  
11 responsible for 10% matching funds. The result will be that the Town of Merrimack will have the  
12 most up-to-date and safe SCBA equipment possible, and will be able to purchase the equipment right  
13 away. Town Manager Cabanel congratulated the Fire Department and Assistant Chief Borneman in  
14 particular. The presentation will be made at the next meeting of the Town Council.

15  
16 Councilor Flood questioned how many would be purchased. Although she was unable to cite the exact  
17 amount off the top of her head, Town Manager Cabanel stated there to be a significant number. There  
18 is a requirement for a certain number on each truck; every vehicle for every person, volunteers, etc.  
19 Were the Town to purchase them outright fewer units would have been purchased. More detailed  
20 information will be provided during the presentation.

21  
22 Town Manager Cabanel commented during budget meetings, the Council expressed concern if the  
23 Town did not purchase the equipment when the grant funding was not received, that firefighters might  
24 not have the adequate equipment to be safe. At that time Assistant Chief Borneman stated what the  
25 firefighters had was perfectly sufficient and that he preferred to utilize the remaining two opportunities  
26 to apply for grant funding. He wished to purchase the total number of units needed at the same time.  
27 Although the Town appropriated funds for the expense, he didn't want to purchase any until they could  
28 all be purchased and all firefighters could receive the new equipment at the same time. What will be  
29 purchased are units that are greatly enhanced.

30  
31 **Minutes**

32  
33 Approve the minutes from the Town Council meetings of June 23, 2016.

34  
35 **MOTION made by Councilor Boyd and seconded by Councilor Dwyer to accept the meeting**  
36 **minutes of the June 23, 2016 Town Council meeting of as written. MOTION CARRIED 6-0-0**

37  
38 **Comments from the Press** - None

39  
40 **Comments from the Public** - None

41  
42 **Comments from the Council**

43  
44 Councilor Boyd commented on the previous Sunday, Fox 25 News did a story on the best places to go  
45 mountain biking, and they highlighted Merrimack New Hampshire. They interviewed Matt Caron,  
46 Vice Chairman, Merrimack Conservation Commission.

47  
48 Councilor Boyd stated on July 6, 2016 he and his wife formally adopted a 14-year-old girl by the name  
49 of Jade. Jade gave them the opportunity to give her a new middle name. Jade Elizabeth Boyd is now

1 officially a member of the Boyd family. Councilor Boyd remarked he and his wife have been fostering  
2 Jade since August of last year when she was 13. He commented he has become a changed man over  
3 the last 9-10 months. Jade has just completed her first year in the Merrimack public schools. He  
4 spoke of how well she performed in school, and of how proud he is of her accomplishments  
5 particularly coming into a new community, new everything, and being able to do so well. He  
6 remarked he cannot express how thrilled he and his wife are to be Jade's parents.

7  
8 Councilor Boyd spoke of the guidance Councilor Dwyer provided him with all aspects of the adoption  
9 process; something that he will be forever grateful for.

10  
11 Councilor Vaillancourt noted the Conservation Commission met on July 18<sup>th</sup>. At that time the  
12 Commission approved/accepted a few trails recommended for approval by the Grater Woods Sub-  
13 Committee. She spoke of how fortunate Merrimack is to have the trail system it has.

14  
15 The Commission voted for the Chairman to write a letter of support for the Souhegan River Trail.

16  
17 A new member has joined the Wildcat Falls Sub-Committee. The Conservation Commission itself has  
18 open positions; two full-time and 1 alternate.

19  
20 The Commission conducted its Annual Meeting. Matt Caron was re-elected as Vice Chairman. In the  
21 absence of a nomination for Chairman, the Commission is currently without a Chair. Election of a  
22 Chairman will be an item on the Commission's next meeting agenda.

23  
24 Councilor Vaillancourt informed the viewing audience that it is with mixed feelings that she officially  
25 announces her resignation from the Town Council effective today. She is moving out of Town in a  
26 few months' time, and will no longer be eligible to sit on the Council. She thanked all of the residents  
27 who have supported her 24 years of public service to the Town of Merrimack. Chairman Harrington  
28 wished her well.

29  
30 Residents interested in being considered for filling the vacancy on the Council should send a letter of  
31 interest to the Town Manager by August 3<sup>rd</sup>. Interviews will be conducted by the Council on August  
32 8<sup>th</sup> and 9<sup>th</sup>. The final determination/vote will be made during the Town Council meeting on August  
33 18<sup>th</sup>.

34  
35 *The Council expressed its gratitude to Councilor Vaillancourt for her service to the community.*

36  
37 **Adjourn**

38  
39 **MOTION made by Councilor Boyd and seconded by Councilor Vaillancourt to adjourn the**  
40 **meeting. MOTION CARRIED 6-0-0**

41  
42 *The July 21, 2016 meeting of the Town Council was adjourned at 9:43 p.m.*

43  
44  
45  
46 Submitted by Dawn MacMillan

**Town Of Merrimack**  
**FALL BUSINESS EXPO FUND ACCOUNTING**  
as of 11/30/2015

FALL BUSINESS EXPO:				
Beg balance 7/1/2015		\$	(425.00)	[ \$ 774.84 2014 Surplus ] not included in 2015 surplus shown below
Deposits:				
July			(890.00)	
August			(1,005.00)	
September			(945.00)	
October			(50.00)	
November			-	
December			-	
			(2,890.00)	
			<u>(3,315.00)</u>	
Subtotal: Contributions				
Expenses:				
7/31/2015	9/19/15 EXPO DEPOSIT - MCDONNYS FARM		400.00	
9/4/2015	LET'S GOGH ART - Face Painting		250.00	
9/11/2015	MCDONNYS FARM - Balance Due Expo		400.00	
9/18/2015	CARBON COLORS LLC - Flyers, Posters Expo		527.33	
9/18/2015	DEL LLANO, BERNIE - DJ Entertainment Expo		500.00	
10/2/2015	Reimb D. Shaw - EXPO BALLOONS		21.00	
10/2/2015	Reimb D. Shaw - EXPO FCBK ADV		183.91	
10/2/2015	MERRIMACK SCHOOL LUNCH PROG - Cafeteria		156.25	
10/23/2015	Merrimack School District - Custodial Services		397.50	
11/13/2015	Replace stolen pop-up tent borrowed from DPW		99.99	
			<u>2,935.98</u>	
Subtotal: Expenses				
			<u>(379.02)</u>	
		\$	<u>(379.02)</u>	\$ (1,153.86) Cumulative Surplus (2014-2015)

## 2015 Fall Festival – Business Expo recap

Dear Councilors,

Thank you very much for your time. I apologize for not being here in person. My work schedule changed recently and it has been difficult for me to find the time to attend a meeting. I am still very interested in working with the Town to put together the annual Fall Festival and Business Expo.

I would like to say thanks to some of the people who helped out with the 2015 event. I would like to thank my wife Jennie Anne for helping with the planning and preparation. I would like to thank you, our Town Councilors for allowing us to plan this event. I would also like to thank all of last year's participants, exhibitors, volunteers, entertainers, and the guests who attended. Special thanks to ladies at town hall, Kristin, Becky, and Sharon who provide so much help and also thank you to the town's finance department.

A big thank you to the Police and Fire Departments as well as the Dept. of Public Works. Thank you to the school maintenance and cafeteria departments. Thank you to Susan Lee and the rest of the EDCAC for helping out and thank you to Mr. David McCray for being a great help with this year after year. Thank you to the Merrimack Journal, the Merrimack Patch, and thank you to the Merrimack Chamber of Commerce.

Last year's Festival took place on Saturday, September 19<sup>th</sup>. Once again it was a beautiful day, and once again, maybe it was too nice of a day for a big turnout. This event was held one week prior to Merrimack Rocks which seemed to work out okay. This year we are looking at planning the expo for Saturday October 1<sup>st</sup>, which will be one week after Merrimack Rocks. In my opinion Merrimack Rocks kind of pulls the Summer to an end and it really goes out with a bang. The Fall Festival will kick off the new season.

Once again we used Merrimack High School for various reasons. Although there are several pros to using the High School we have decided it would be a good idea to move the event back to James Masticola Upper Elementary School (JMUES). There is definitely more visibility at JMUES and we are hoping to utilize the large field behind the school this year.

Some familiar entertainers returned for the 2015 event. DJ Bernie provided music inside and out. The petting zoo returned and as usual was a big hit and we also had a face painter. Police and Fire demos were once again enjoyed by many. This year we hope to include a lot more family friendly entertainment.

Advertising for the event was still a huge challenge. Once again I spent too much time and money on signs and fliers that did not accomplish my goals. This year I would like to only spend money on large, easy to read signs and place a few around town. I will continue to modify and reuse some of my smaller signs and will place them in areas that receive substantial amounts of foot traffic.

Food will have to be another priority this year. Sal's pizza came back in 2015. No other Merrimack based restaurant was available for this event. I will spend more time spreading the word to EVERY restaurant in town and will search out of town for additional vendors this year if necessary.

Last year I kept vendor pricing the same as previous years. \$50 inside and \$25 outside prior to August 1<sup>st</sup>. After that deadline the price increased to \$75 inside and \$35 outside. We are considering a similar price structure this year.

Total attendees were very difficult to keep track of. There were less than 100 vendors and entertainers and I feel that guest turnout was minimal. I think the low turnout was due in part to the nice weather, advertising challenges, and a lack of vendors. These issues will all be addressed this year.

I have distributed a copy of the 2015 profit and loss report for you all to review. Deposits for vendor spaces totaled \$3,315.00 and I spent \$2,935.98 on the 2015 event. There was a surplus of \$774.84 from 2014 combined with \$379.02 from 2015. We will start this year's event with \$1,153.86 available to spend on the event. We will keep a much closer eye on the surplus this year and will use additional funds for more entertainment and advertising. It is our goal to keep the surplus to an absolute minimum.

Feedback has been good and bad, which I expected. A lot of entertainment was difficult to pull together at the last minute and many exhibitors chose not to return for various reasons.

This year I am looking at scheduling the expo for Saturday October 1st which will be one week after the Merrimack Rocks event. I think this event will be better to hold one week later when we are in the fall season. Perhaps the weather will be nice, but not too nice.

The biggest change this year will be with the involvement of the Merrimack Chamber of Commerce. The Merrimack Chamber has agreed to assist in the planning and preparation of the festival. This will be a great addition to the festival and will eventually relieve town hall from the majority of the pre-festival work.

Moving forward, all registrations, fees, entertainment, and expenses will be handled by the Chamber.

We still consider this to be a Town of Merrimack event. If the Town Council approves, we would like to move forward with the planning of the 2016 Fall Festival & Business Expo immediately.

Thank you for your time and thank you very much to Dawn Shepherd for speaking on my behalf and also for agreeing to work with me on this event.

David Shaw