



Town Council Meeting Minutes

Thursday September 22, 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, Vice Chairman Rothhaus, Councilor Boyd, Councilor Dwyer, Councilor Flood, Councilor Koenig, Councilor Mahon, Town Manager Eileen Cabanel, and Assistant Town Manager/Finance Director Paul Micali.

Pledge of Allegiance

Chairman Harrington led in the Pledge of Allegiance.

Announcements

Merrimack Rocks, an event to celebrate Merrimack and its citizens will be held on Saturday, September 24th from 4:00 - 8:00 p.m. at Watson Park.

The 10th Annual Merrimack Fall Festival and Business Expo. will be held on Saturday, October 1st from 10:00 a.m. - 2:00 p.m. rain or shine at the James Mastricola Upper Elementary School located at 26 Baboosic Lake Road. Over 100 businesses, organizations and crafters will be on hand to show citizens from all over New Hampshire what Merrimack and surrounding communities have to offer. Admission is free.

Regular meetings of the Town Council will be conducted on Thursday October 13th and October 27th at 7:00 p.m. in the Matthew Thornton Room. The November and December meetings will be conducted on the 1st and 3rd Thursday of each month.

Merrimack Police are hosting Coffee with a Cop on October 7th at the brand new Fig & Olive at the Residences at Daniel Webster at 246 D.W. Highway. Join them for coffee and conversation; no agendas, just an opportunity to meet, greet and speak with officers about anything you bring to the table.

Perfluorooctanoic Acid (PFOA) Information Update

Chairman Harrington read into the record the letter received from Jake Leon, Director of Communications, Department of Health & Human Services:

“I am writing to confirm that the New Hampshire Department of Health and Human Services (DHHS) has received the Merrimack Town Council’s request that DHHS conduct a random blood sampling of Merrimack Village District (MVD) customers.

I am pleased to inform the Merrimack Town Council that DHHS has finalized a blood testing program to assess perfluorochemical (PFC) exposure to residents served by the Merrimack Village District (MVD) public water system.

DHHS began developing a program, to randomly sample MVD customers since it was first proposed by Merrimack Town Council Member William Boyd during a meeting convened by Governor Maggie Hassan in April 2016. DHHS, at the request of the Merrimack Town Council and in coordination with

1 the Governor's office, will conduct a limited community exposure assessment by testing blood (serum)
2 of randomly selected households in the MVD public water system.

3
4 DHHS is conducting the MVD PFC Community Exposure Assessment to inform residents, State and
5 local officials, and MVD about PFC exposure in MVD customers. Based on currently available data,
6 MVD water supply wells are monitored for PFCs, and concentrations of Perfluorooctanoic acid
7 (PFOA) and perfluorooctane sulfonic acid (PFOS) in the tap water are expected to be below the
8 Environmental Protection Agency's Lifetime Health Advisory Level of 70 parts per trillion. It is the
9 Department's goal that the MVD Community Exposure Assessment will provide residents with
10 information about approximate levels of PFC exposure in the community, which could partly be
11 associated with drinking water exposure.

12
13 Attached to this letter is the final protocol for the MVD PFC Community Exposure Assessment, which
14 outlines the sampling program, and describes the random sampling process. DHHS will begin sending
15 letters of invitation to randomly selected MVD customers the week of October 3, 2016, to inform them
16 about the process to participate in the random blood sampling program. DHHS will continue to send
17 letters of invitation to MVD customers until 200 individuals are enrolled in the community exposure
18 assessment.

19
20 Once the Merrimack Town Council has received and reviewed the attached document, DHHS
21 representatives would be pleased to present the MVD PFC Community Exposure Assessment during a
22 Town Council meeting."

23
24 Also received was an explanation of the assessment. The DHHS will utilize the Town's GIS system to
25 enroll the first 100; will send out letters instructing residents if interested in participating to respond
26 either online or call the number that will be included within 30 days. After the initial 30 days they will
27 seek additional participants. Participants will receive individual test results at the completion of the
28 program, and a summary of the community's results will be shared with participants and the public.

29
30 Chairman Harrington noted all of the documents would be posted on the Town's website.

31
32 Councilor Mahon questioned if the DHHS would look at other environmental variables. Chairman
33 Harrington stated the questionnaire has not been provided as of this time. Receipt is anticipated.
34 Councilor Mahon remarked there are a lot of items in an individual's home, car, etc. that would result
35 in exposure to these kinds of substances.

36
37 Town Manager Cabanel stated she questioned what the questionnaire would include as it would be
38 indicative of what they will be looking for and making allowances for. She was informed it is not yet
39 finalized, but is being worked on.

40
41 Chairman Harrington thanked the DHHS for the quick response, and their offer to appear before the
42 Council to provide an explanation of the assessment. A request will be made for representative(s) of
43 the DHHS to appear before the Council to provide additional information once the questionnaire is
44 developed.

45
46 **Comments from the Press and Public - None**

47
48 **Recognitions, Resignations and Retirements** – None

1 **Appointments**

2
3 **1. Annual Review with the Economic Development Citizen Advisory Committee**

4 Submitted by EDCAC Chair Susan Lee

5 Per Town of Merrimack Charter Section 6-6, at least annually, there should be an annual review
6 with the Economic Development Citizen Advisory Committee. This agenda item is to highlight
7 the committee's significant actions, current projects, anticipated actions, and to raise any concerns
8 the Council should know or could act on.

9
10 Susan Lee, Chairman, Economic Development Citizen Advisory Committee, commented when last
11 before the Council there was concern over low membership on the EDCAC. Membership was down to
12 3, and has increased to 6.

13
14 In the past year, one of the activities of the EDCAC was to act as a sounding board and review team
15 for Jillian Harris, Planning & Zoning Administrator. Ms. Harris participated in the UNH Economic
16 Development Academy, and her project for that was to start a development guide for Merrimack. It
17 was something the EDCAC had been talking about doing. Feedback was provided on the initial draft
18 guide. Once completed, it will serve as a great tool.

19
20 Last year the EDCAC had opted to move to a 5 meeting/year schedule adding on meetings as needed.
21 An unscheduled meeting was conducted this month to get the next project up and running and another
22 is scheduled for November. The current project is conducting a business survey. A survey was done
23 in 2009 to gain a feeling of what the business community was made up of and what they saw as
24 positives and negatives in the Town. The current survey was suggested by a new member, and will
25 look at the level of awareness local businesses have of the tools available to them, e.g., Town's
26 website, staff in the Community Development Department, regional resources, etc. The EDCAC will
27 look to see what can be done to increase awareness.

28
29 The business survey is expected to go live the day of the Fall Festival. Information will be handed out
30 at that time. Emails will be sent out as well.

31
32 In November David Preece, Executive Director/CEO, Southern New Hampshire Planning
33 Commission, will provide a presentation on livable communities.

34
35 Ms. Lee remarked the EDCAC was asked to look into the New Markets Tax Credit Program, which is
36 a program run by the Federal Government. A pool of funds is available for use in underutilized areas,
37 designated by the results of the incomes of the last census. Merrimack just barely qualifies with a zone
38 from the north end of Town to the south end of Town along Route 3. The program is fairly
39 convoluted, and requires a lot of maneuvering. The amount of funds available is limited, and the
40 competition is great. Ms. Lee noted she spoke with Jack Donovan, Executive Director, Business
41 Finance Authority. Although he does not oversee the program, he did state, because of the competition
42 and the fact that Merrimack just barely qualifies, it would be highly unlikely, if there were any funds
43 available, that Merrimack would be considered. Given the fact that every time the EDCAC
44 membership looked at the program more questions arose, as a committee, they have decided to leave it
45 where it stands.

46
47 Councilor Mahon stated he spoke with Mr. Donovan who provided him with the minutes from the last
48 board meeting. He complimented Mr. Donovan on the article that appeared in the Union Leader on the

1 program. He has had discussions with a few people regarding sidewalk issues, which tied into the
2 opportunities available for methods of allowing pedestrian movement. Mr. Donovan informed him
3 someone was coming in from his organization to explain this to the EDCAC in the near future. Ms.
4 Lee stated Mr. Donovan would be attending the November 9th meeting.
5

6 Town Manager Cabanel commented she has spoken with two of the larger businesses in Town that are
7 expanding in other communities, and was informed they are experiencing an issue with identifying the
8 technical talent to fill those slots. She suggested making Merrimack more livable would attract
9 individuals with the desired skillsets.
10

11 **2. Annual Review with the Zoning Board of Adjustment**

12 Submitted by Zoning Board Chairman Patrick Dwyer

13 Per Town of Merrimack Charter Section 6-6, at least annually, there should be an annual review
14 with the Zoning Board of Adjustment. This agenda item is to highlight the board's significant
15 actions, current projects, anticipated actions, and to raise any concerns the Council should know or
16 could act on.
17

18 Patrick Dwyer, Chairman, Zoning Board of Adjustment (ZBA), stated from July 1, 2015 through June
19 30, 2016, the ZBA had 58 Petitions. Of those, 43 were Variances, 10 Special Exceptions, 2 Equitable
20 Waivers, 1 Appeal from an Administrative Decision, and 2 requests for re-hearing. Of the 58 petitions,
21 51 were approved and 7 were denied for various reasons.
22

23 The ZBA has 1 open alternate position.
24

25 **Public Hearing**

26 **1. Public Hearing – Acceptance of Donation for Merrimack Police Department**

27 Submitted by Lieutenant Denise Roy

28 The Town Council will hold a public hearing to consider the acceptance and expenditure of an
29 anonymous donation in the amount of \$14,500 for the Merrimack Police Department to be used for
30 the purchase of tactical vests to be placed in the marked and unmarked cars that the Police
31 Department utilizes, pursuant to RSA 31:95-b and Charter Article 8-15.
32
33

34 Lieutenant Denise Roy stated the request to be for acceptance of an anonymous donation in the amount
35 of \$14,500 to be used specifically for tactical vests.
36

37 On Saturday, February 27th, Ashley Guindon, a 2005 Merrimack High School graduate started her first
38 shift as a Prince William County Police Officer in Virginia. Shortly into her first shift, she, her field
39 training officer, and a backup officer responded to a local residence for a domestic disturbance.

40 Unbeknownst to the officers, the male party within the home had just shot and killed his Wife all while
41 their small child was watching. When the officers approached the door they were met by the suspect
42 who was armed with a rifle. Shortly after their initial contact with him, he opened fire on the officers
43 striking all three of them. Although Ashley received a fatal gunshot wound, she still directed the
44 young child who was near the father away from the home, potentially saving his life.
45

46 After the funeral services for Ashley, Lt. Roy and Chief Doyle were approached by a Merrimack
47 resident who wished to make a donation in Ashley's memory. The donor wanted to purchase some
48 type of equipment that would help protect officers. After discussing several options, she, Chief Doyle,

1 Lt. Tarleton, and the donor determined that tactical vests, ones which would help protect the officers
2 against higher-caliber weapons such as the one that killed Ashley, would be the most effective tool.
3 Although Ashley's life may not have been saved that night by the tactical vests, giving the officers
4 more protection, more of a chance of survival in the event that they do come face-to-face with an
5 armed assailant could mean the difference between life and death.

6
7 The tactical vests that have been chosen are meant to be in addition to the current ballistic vests worn
8 by the patrol officers. The current vests do not protect against rifle rounds or higher caliber rounds.
9 These vests would be placed in each one of the vehicles (15).

10
11 Lt. Tarleton provided a demonstration of how quickly the vests can be put on, and allowed members of
12 the Council to touch the vests to better understand how it is not practical to wear them during an 8-
13 hour shift.

14
15 The department has had vests of this type for some time, but they are older, much harder to maneuver
16 in, harder to get on, and do not have the pouches the new vests will provide.

17
18 Lt. Roy remarked it is important for the community to understand who Ashley was and why this
19 donation means so much to the department. Ashley graduated from Merrimack High School in 2005,
20 attended Embry-Riddle Aeronautical University in Daytona, FL where she received a Bachelors
21 Degree in Aeronautical Science, served in the Marine Corps Reservists where she was involved in
22 aeronautics and the mortuary affairs office. She volunteered at a suicide prevention program and local
23 pantries. Her high school motto in the year book was live for something rather than die for nothing. In
24 her short years, she led a remarkable life. The donor wrote in a letter Ashley was an extraordinary
25 individual, and her heroic service to her community will never be forgotten. She was a strong, caring,
26 and compassionate young woman that was compelled to help people of all walks of life. Ashley had a
27 generous heart, and knowing that I am doing something to honor her memory gives me comfort to be
28 able to touch someone else's life in a positive way.

29
30 Lt. Roy, on behalf of the Chief, thanked the donor who believes in keeping the officers safe so that
31 they can go home to their families at the end of their shift; something Ashley's family will never have
32 the opportunity to know.

33
34 Councilor Flood questioned what other equipment is used to protect officers beyond the area covered
35 by the vests. Lt. Tarleton responded with regard to the legs there is not much. They have ballistic
36 helmets in the cars. The only other equipment they presently have in the cars is the older vests, which
37 will be replaced with the new vests.

38
39 Councilor Koenig stated his appreciation for the donation. He questioned the likelihood an officer
40 would take the time to put on such a vest when responding to a domestic dispute. He asked if the vests
41 would only be useful when there is a known shooter. Lt. Roy responded to say that the vest would be
42 put on for every domestic call is unrealistic. However, the department does receive a lot of domestic
43 calls where they know there are weapons inside the home. Knowing that, an officer is likely to put the
44 vest on. She noted officers frequently go to calls of armed suspects, barricaded suspects, etc., which
45 would be other opportunities to utilize these vests.

46
47 Councilor Dwyer stated his appreciation for the donation. He expressed concern related to the
48 coverage area of the vests. Lt. Tarleton commented the current vests are so bulky it makes it difficult

1 to get to duty gear, e.g., draw pistol, reload, etc. He noted the State Police just ordered 250 of the
2 newer vests because they see the benefits. The new vests would be an upgrade from what the officers
3 currently have.

4
5 Councilor Dwyer questioned if the wearing of vests is dictated by policy or a matter of officer
6 preference. Lt. Roy stated all patrol officers, when in uniform, must wear a vest, which is dictated by
7 policy.

8
9 *Chairman Harrington declared the Public Hearing open at 7:53 p.m.*

10 No public testimony was offered.

11
12
13 *Chairman Harrington declared the Public Hearing closed at 7:54 p.m.*

14
15 **MOTION made by Councilor Boyd and seconded by Councilor Mahon to approve the**
16 **acceptance and expenditure of an anonymous donation, with thanks and gratitude, in the**
17 **amount of Fourteen Thousand Five Hundred Dollars (\$14,500) for the Merrimack Police**
18 **Department to be used for the purchase of the tactical vests to be placed in the marked and**
19 **unmarked cars that the Police Department utilizes, pursuant to RSA 31:95-b and Charter**
20 **Article 8-15. Furthermore that the Town Manager and/or her proxy be authorized to sign any**
21 **and all documents necessary to accept the donation. MOTION CARRIED 7-0-0**

22
23 **Legislative Updates from State Representatives** - None

24
25 **Town Manager's Report**

26
27 The Function Hall at Wasserman Park is now available for private rentals. The Hall features a small
28 commercial kitchen and then two different rooms that are available for use. Rentals are accepted on a
29 first come/first serve basis. For complete details on the facility including pricing options, visit the
30 Parks & Recreation Department website at www.merrimackparksandrec.org or call them at 882-1046.

31
32 **Consent Agenda** - None

33
34 **Old Business** - None

35
36 **New Business**

37
38 **1. Donation Acceptance for the Merrimack Police Department**

39 Submitted by Captain Peter Albert

40 Town Council to consider the acceptance and expenditure of a donation in the amount of \$5,000
41 from the Rotary Club of Merrimack to the Police Department to be used towards the purchase of a
42 new Police K-9 and formation of the new team, pursuant to RSA 31:95-b and Charter Article 8-15.
43 The Merrimack Rotary Club has further applied to the Rotary International for a \$5,000 grant to be
44 used towards the new K-9 unit expenses.

45
46 Captain Peter Albert stated during the initial verbal discussion he had believed the grant total to be
47 \$10,000; \$5,000 from the Merrimack Rotary Club and \$5,000 from the Rotary International, which
48 they were applying for. He received a letter from the Rotary President indicating it is \$2,500 from the

1 Club and they are applying for \$2,500 from the Rotary International through a grant. He apologized
2 for the confusion.

3
4 Captain Albert remarked the Rotary Club came forward and asked what they could do with the process
5 of the purchase of the K-9. The department is grateful, and the donation would be very helpful to the
6 K-9 unit. When asked, he stated the new Shepherd was picked up the prior week. He is now with his
7 handler, and they begin the Boston Police Department's Patrol Dog Academy on Monday. It is a ten-
8 week course. Following that will be about a month off, and the dog will then go to drug detection
9 school, which is a six-week program. The dog will then be acclimated in working with Sgt. Walters
10 and Gunny for a period of time, and then Gunny will retire and the new K-9 will take over. The
11 handler named the dog Dallas in honor of the officers who recently died in the line of duty in Dallas.

12
13 Derek Edry, Nashua Telegraph

14
15 Asked for clarification \$2,500 has been received from the Rotary Club and an additional \$2,500 is
16 being sought.

17
18 Captain Albert responded the Rotary offered to make the donation of \$2,500. They are applying to the
19 Rotary International for a grant. If approved, an additional \$2,500 would be donated.

20
21 Councilor Flood questioned the entire cost of the process of getting the new K-9 on duty, and was
22 informed the K-9 cost was \$7,000, the handler's home had to be outfitted with a portable kennel, a
23 kennel and a pen had to be provided at the house, and there are medical and insurance costs. The
24 actual physical exam that was done by Mercy Hospital was at a cost of \$1,300. In addition there is the
25 cost of training; the Patrol Dog Academy is \$1,500, the Drug Detection Academy is another \$500, and
26 then there is a list of items that need to be purchased including equipment for the officer.

27
28 **MOTION made by Councilor Boyd and seconded by Councilor Rothhaus to approve acceptance
29 and expenditure of a donation in the amount of Two Thousand Five Hundred Dollars (\$2,500)
30 from the Rotary Club of Merrimack to the Police Department to be used towards the purchase
31 of a new Police K-9 and formation of the new team, pursuant to RSA 31:95-b and Charter
32 Article 8-15. Furthermore that the Town Manager and/or her proxy be authorized to sign any
33 documents necessary to accept and expend. MOTION CARRIED 7-0-0**

34
35 **2. Donation Acceptance for Merrimack Parks and Recreation Department**

36 Submitted by Parks and Recreation Director Matthew Casparius

37 Town Council to consider the acceptance and expenditure of a donation in the amount of \$400
38 from the Merrimack Lions Club to the Parks and Recreation Department's Camp Scholarship Fund
39 which allows low income Merrimack families the opportunity to go to summer camp, pursuant to
40 RSA 31:95-b and Charter Article 8-15.

41
42 Town Manager Cabanel stated a donation has been made by the Merrimack Lions Club to the Parks
43 and Recreation Department's Camp Scholarship Fund.

1 **MOTION made by Councilor Dwyer and seconded by Councilor Boyd to approve the**
2 **acceptance and expenditure of a donation in the amount of Four Hundred Dollars (\$400.00)**
3 **from the Merrimack Lions Club to the Parks and Recreation Department's Camp Scholarship**
4 **Fund which allows low income Merrimack families the opportunity to go to summer camp,**
5 **pursuant to RSA 31:95-b and Charter Article 8-15. MOTION CARRIED 7-0-0**
6

7 **3. Consideration of Proposed Zoning Ordinance Amendments [First Reading]**

8 Submitted by Community Development Director Tim Thompson

9 The Town Council to consider the proposed Zoning Ordinance amendments regarding accessory
10 dwelling units and signs (Sections 2.02.1 and 17), as supported and recommended by the Planning
11 Board, pursuant to RSA 675:2 and Charter Article V.
12

13 Tim Thompson, Director, Community Development, stated the Planning Board has recommended
14 changes to two sections of the Zoning Ordinance. The first is Section 2.02.1, which deals with
15 accessory dwelling units. The State Legislature approved a significant change to how communities
16 now are allowed to treat accessory dwelling units. It changes the way that we have to look at and
17 address how they are approved here in Merrimack. Towns can no longer restrict occupancy of
18 accessory dwelling units to family members only. They cannot be restricted based on family
19 relationship anymore per the new Statute.
20

21 In addition, in the 2013 Master Plan, the Town also looked at accessory dwelling units as something
22 that should be changed to make it a more attractive alternative type of housing unit that is an easy way
23 to help address some of the requirements of the State's workforce housing laws without having to do
24 significant wholesale changes to the Town's ordinances. What is proposed is that there be two
25 separate processes; one for the traditional accessory dwelling unit that is attached inside the house,
26 doesn't change the appearance of the home, looks like a single-family home; they would no longer
27 have to go to the ZBA to get a special exception for those. They would be approved administratively
28 by the Community Development Department and the Building Department as long as they meet certain
29 criteria.
30

31 The other would be a conditional use permit process, which would go to the Planning Board rather
32 than the ZBA. Those would be for any detached accessory dwelling.
33

34 Changes are also proposed within Section 17, which is the sign ordinance. The department is not
35 looking for significant substantive changes to the ordinances. What the department is doing is reacting
36 to and addressing the requirements from a U.S. Supreme Court case that came out of the State of
37 Arizona, and requires municipalities to ensure they are not basing any restrictions on the content of the
38 signs.
39

40 A comprehensive evaluation of the ordinance was conducted with the assistance of legal counsel to
41 look at, in particular, those signs that don't require permit currently, but there were all kinds of
42 different requirements based on what was in the signs. Significant changes have to be made to ensure
43 any content bias is removed from within the ordinance and regulations.
44

45 Chairman Harrington requested an example of what might have been restricted, that no longer can be.
46 Director Thompson responded there were previously about 28 different sub-sections to the section of
47 permit not required. If the proposed amendments are approved, there will be 9. As an example, a

1 contractor job sign; if in a residential district a particular size was allowed, if in a commercial district a
2 different size sign was allowed.

3

4 The Supreme Court decision in Reed v. Town of Gilbert basically states you cannot make distinctions
5 based on the message of the speech. In the case the Gilbert, AZ sign code placed stricter limits on
6 temporary event signs but freely allowed ideological and political signs despite the fact all of these
7 types of signs have the same effect on traffic safety and community Aesthetics.

8

9 In the proposed amendments, the department looked to eliminate, wherever possible, anything that
10 could be construed as a content based restriction.

11

12 Vice Chairman Rothhaus used the example of the State Farm sign on Naticook Road, and questioned if
13 that could be restricted. Director Thompson suggested if the Council has specific concerns about
14 particular changes to how signs are handled, that they be addressed separately from this exercise. This
15 exercise is purely to ensure the Town is complying with the Supreme Court case. He remarked any
16 time a sign ordinance update is done it will be controversial. To do it properly takes 12-15 months and
17 requires involvement by the Planning Board, the Council, EDCAC, the business community, legal
18 counsel, etc. It is a wide range of people that need to be brought to the table in order to get some
19 agreement on what should be done.

20

21 Councilor Boyd questioned Section 2.02.1 (e), which states: “The ADU shall not exceed 1,000 square
22 feet in area.” specifically if that is a cap. Director Thompson stated that to be part of the new Statute.
23 When asked how they arrived at 1,000’, he stated they looked back at what the Town has typically
24 looked at for special exceptions going before the ZBA (allowed to do up to 25% of the gross living
25 area). Generally speaking they are usually on either side of 1,000 sq. ft.

26

27 Councilor Boyd questioned how the language under Section 2.02.1 (g), which states: “The property
28 owner must occupy one of the two dwelling units” is enforced. Director Thompson stated that is part
29 of the State law. In order to an ADU you have to commit yourself to living in one of the units. The
30 Legislature doesn’t want these to turn into absentee landlord situations where someone is renting both
31 the house and the ADU and not living on the property. We are requiring the recording of a new
32 restrictive covenant. Previously the restrictive covenants dealt with family relationship. Legal counsel
33 has stated those to be invalid under the new State law, and cannot be enforced. The new covenant will
34 say you can do an ADU, but you can’t convert your property into a condominium or other form of
35 ownership. It needs to be recorded along with the conversion that you now are committed to
36 remaining as a single-family home with an accessory dwelling unit with an owner occupying one of
37 the two units. The restrictions don’t technically go into effect until June of 2017.

38

39 **MOTION made by Councilor Koenig and seconded by Councilor Dwyer to move to Public**
40 **Hearing the proposed Zoning Ordinance amendments regarding accessory dwelling units and**
41 **signs (Sections 2.02.1 and 17), as supported and recommended by the Planning Board, pursuant**
42 **to RSA 675:2 and Charter Article V. MOTION CARRIED 7-0-0**

43

1 **4. Request to Create a New Position of Assistant Maintenance Manager in the Wastewater**
2 **Division of Public Works**

3 Submitted by Assistant Director of Public Works / Wastewater James E. Taylor

4 The Wastewater Treatment Facility has evolved into a highly complex system of sophisticated
5 controls and equipment. This position fills a need to repair and maintain the equipment, provide
6 coverage in the absence of the Maintenance Manager, provide training to staff, and potential for
7 promotion to the Maintenance Manager position.
8

9 Town Manager Cabanel spoke of significant upgrades to the equipment at the Wastewater Treatment
10 Plant. In order to retain employees that are being trained on this very specific equipment, there is the
11 need to have a different position that would be well-trained and more sophisticated in terms of specific
12 types of equipment. That is what the request is about.
13

14 Kyle Fox, Director, Public Works Department, remarked that is the primary focus for the request. An
15 additional component, much like the larger companies in Town that are having trouble attracting and
16 retaining specialized skill help, the wastewater plant has the same problem losing help to Nashua,
17 Manchester, and other larger communities. We train them and then they leave to go elsewhere.
18

19 James Taylor, Assistant Director, Public Works/Wastewater, stated the treatment plant began in 1970.
20 In the beginning it was a very basic three-shift facility with 28 employees. Over time, through
21 automation, computerization, that changed to a single shift with 21 employees.
22

23 Mr. Taylor spoke of having worked with Town Manager Cabanel and the Human Resources Manager,
24 Sharon Marunicz, to identify an appropriate labor grade that is believed will attract someone with the
25 skill level being sought. The position would be a bridge between the Maintenance Manager and the
26 Maintenance staff so that it is primarily a working position, but would have the ability, if the
27 Maintenance Manager is on vacation, etc., to fill in to order parts, provide training to the existing staff,
28 etc.
29

30 **MOTION made by Councilor Mahon and seconded by Councilor Boyd to adopt the creation of a**
31 **new position of Assistant Maintenance Manager in the Wastewater Division of Public Works as**
32 **presented. MOTION CARRIED 7-0-0**
33

34 Councilor Dwyer noted the recommended labor grade for the position is grade 13 with a salary range
35 of \$21.36/hr. to \$30.33/hr.
36

37 **MOTION made by Councilor Mahon and seconded by Councilor Boyd to reconsider. MOTION**
38 **CARRIED 7-0-0**
39

40 **MOTION made by Councilor Mahon and seconded by Councilor Boyd to adopt the creation of a**
41 **new position of Assistant Maintenance Manager in the Wastewater Division of Public Works at a**
42 **grade 13 and a salary range of \$21.36 to \$30.33/hour. MOTION CARRIED 7-0-0**
43
44

1 **5. Drought Press Release**

2 Submitted by Town Council Chairman Nancy Harrington and Vice Chair Finlay Rothhaus
3 Town Council to consider proposed press release related to further water restrictions.
4

5 Chairman Harrington spoke of a State-wide phone conference conducted on September 16th with
6 participation from representatives of the Town, MVD, and state officials to discuss the drought
7 emergency across the state. During this conference the State of New Hampshire recommended
8 increased water conservation measures.
9

10 There have been and will continue to be major financial issues with farmers; especially dairy farmers.
11 A 20-80% crop loss is projected. Dairy farmers have been particularly hit because they are using up
12 all of their feed. They normally have a second growing season, which they have not been able to do.
13 They will have to purchase feed for the winter months. Some private wells have already run dry and
14 some fire departments have been trying to help fill them. The State is warning against that citing the
15 possibility for cross-contamination. The National Weather Service sees no changes long-term, and
16 foresees continued drought. At present the State is 16” below normal precipitation for the year. Even
17 if the precipitation occurs during the winter after the ground is frozen, the drought conditions will not
18 be resolved.
19

20 Towns are encouraged to establish lawn watering restrictions and emergency water supplies, primarily
21 for private wells. There are State and USDA funds available for those in need to be able to drill their
22 wells deeper.
23

24 Chairman Harrington remarked the Council should begin discussions of emergency plans in case the
25 drought continues through the winter, particularly for the private well owners. Another concern
26 discussed during the phone conference was that of wildfire occurrences and the impact of the drought
27 on firefighting capacity and increased labor time and cost.
28

29 Following that was a discussion with MVD, which highlighted the desire for the same outcome and
30 methodology. A draft press release was prepared. Chairman Harrington attended the prior Monday’s
31 meeting of the MVD Board of Commissioners during which additional wordsmithing was done.
32 Chairman Harrington commented one of the things she learned during that meeting was that bids for
33 the booster to attach to Pennichuck were in. A vendor was chosen, the construction was approved, and
34 it is projected the booster should be installed by the beginning of December. Councilor Mahon noted
35 that is intended to be an emergency source only.
36

37 Chairman Harrington read the press release into the record, and noted, if approved, the Press Release
38 would be released the following day:
39

40 *“On September 16th, Town of Merrimack and Merrimack Village District (MVD) personnel*
41 *participated in a state-wide phone conference with state officials to discuss the drought emergency*
42 *across the state. During this conference the State of New Hampshire recommended increased water*
43 *conservation measures. In support of this recommendation, the Town and the MVD encourage all*
44 *residents, businesses and industries to use personal water conservation measures.*
45

46 *In addition, the MVD will be instituting further restrictions on outside watering beginning Monday,*
47 *September 26th, from twice daily to ONCE daily, 5:00-8:00pm ONLY, odd/even days. All Town*
48 *properties and facilities will abide by these restrictions and recommendations.*

1 *The New Hampshire Department of Environmental Services (NHDES) has developed a link for*
2 *drought information at: <http://des.nh.gov/organization/divisions/water/dam/drought/index.htm>.*

3
4 *Residents are also alerted that continued drought conditions may create supply shortage concerns for*
5 *winter water availability, especially for users of private wells. The Town of Merrimack and the MVD*
6 *are strongly encouraging all private well owners to also limit their external watering uses. Private*
7 *well owners need to be aware that if the drought continues, their well levels may be limited and may*
8 *create a concern as the winter progresses. We also strongly encourage all businesses and industries*
9 *to establish water conservation efforts in order to assist the community in meeting their water needs*
10 *through the winter.*

11
12 *This notice, as well as the NHDES “Drought Emergency in New Hampshire Recommended Measures*
13 *for New Hampshire Residents” and “2016 Drought Guidance for Homeowners on Private Wells”*
14 *documents will be placed on the Town of Merrimack (<http://www.merrimacknh.gov>) and Merrimack*
15 *Village District (<http://www.mvdwater.org>) websites. Updates will be posted as they become*
16 *available.”*

17
18 Councilor Dwyer remarked when he first heard of this he felt it was his property, his well, and the
19 State could not tell him he can’t water his grass. State Statute RSA 41:11-d I states: “The local
20 governing body may establish regulations restricting the use of water from private wells or public
21 water systems for residential outdoor lawn watering when administrative agencies of the state or
22 federal government have designated the region as being under a declared state or condition of
23 drought.”

24
25 Chairman Harrington noted what was being discussed was “strongly recommended” not an actual ban.
26 Councilor Dwyer spoke of the difficulty involved in enforcement. He remarked if a homeowner
27 continues to water his lawn on his private well and it goes dry, that is on him.

28
29 Chairman Harrington stated her belief the responsibility of the Council is to do whatever it can to
30 inform the public.

31
32 Councilor Flood stated her belief it should be explained to people that it isn’t their well. She
33 commented she has an artisan well on her property, but she is drawing from an aquifer. Councilor
34 Mahon commented in order to enforce something like that there would have to be some kind of
35 mechanism in place. With no enforcement mechanism in place, there would be the need for an
36 Ordinance to address this issue.

37
38 Councilor Mahon questioned the interest of the Council in banning all outdoor watering at Town
39 facilities and properties, including fields. He commented it was disheartening to arrive at Town Hall to
40 find the parking lot being watered. Councilor Dwyer remarked mid-September most people shut off
41 irrigation systems. If the Town’s was on that has to be an oversight.

42
43 Councilor Dwyer remarked he would request of the Town Manager that the sprinklers are shut off for
44 the rest of the year. Chairman Harrington stated she has spoken with Shannon Barnes, Chairman,
45 Merrimack School Board and Director Fox to make them aware of the discussion that would occur, the
46 press release, and to gain feedback. The school had concerns around their fields, and the damage that
47 would be done if they could not maintain them. Director Fox mentioned they already have an
48 agreement with MVD that because their fields are used from 5:00 - 8:00 p.m. in the evening they can

1 water from 8:00 - 11:00 p.m. Chairman Harrington suggested that type of arrangement for the schools
2 as well, which was approved by the MVD. Those would be two exceptions the MVD would be fine
3 with.

4
5 Vice Chairman Rothhaus stated agreement with prohibiting watering of Town properties such as the
6 Town Hall complex, Police Department, etc. He agreed it could be detrimental to stop watering
7 playing fields.

8
9 Councilor Dwyer questioned the number of ballfields in Town that have sprinkler systems. Director
10 Kyle stated the Town owned fields that have irrigation are Bishop Field, Veterans' Park, Bise Field,
11 Gibson Field, and Reeds Ferry fields. Veterans' Park draws off of Naticook Lake. The lake is pretty
12 low at this point. He could not speak regarding the school fields.

13
14 Chairman Harrington stated she spoke with Ron Miner, Superintendent, MVD who provided her
15 assurance if there were an increased concern with water supply he would contact the Council
16 immediately.

17
18 Councilor Flood stated her hope those utilizing the fields would minimize watering.

19
20 Chairman Harrington stated the MVD would be sending out notices to businesses that are on MVD
21 informing of restrictions. He commented the south end of Route 3 is all Pennichuck.

22
23 Vice Chairman Rothhaus remarked should the point come where a ban is necessary, he is not
24 interested in policing that to a hard core extent. Those on private wells should be made aware, and he
25 believes the vast majority will do the right thing. Getting the information out is very important.

26
27 Chairman Harrington noted the Town could utilize Nixle to get the word out as well as electronic
28 signs. Town Manager Cabanel noted the new electronic sign has been received. The Town now has
29 two electronic signs that are movable.

30
31 **MOTION made by Councilor Boyd and seconded by Councilor Mahon to release the Press**
32 **Release as written. MOTION CARRIED 7-0-0**

33
34 Town Manager Cabanel noted what is occurring is a State-wide drought emergency situation, and
35 residents need to understand complying with the recommendations is in their own best interest.

36
37 Town Manager Cabanel questioned if there was any sense as to how much longer there will be the
38 need to water the fields. Director Fox stated they typically water deep into October. One of the
39 difficulties they have with the ballfields is because they are used so heavily they get very stressed, and
40 the fall season is really the only time they have to get new grass to grow. Given the conditions he
41 understands if that cannot be done this year. He stated the department is prepared to react to
42 whichever direction the Council wishes.

43
44 Vice Chairman Rothhaus stated it to be the investment that he is concerned with. He provided the
45 example of his neighbor who has invested in his beautiful lawn, and should water when allowed to
46 during this time. That is the way he sees the Town fields as well, and it is the investment he is
47 concerned with.

48

1 **6. MS-434 Review**

2 Submitted by Town Manager Eileen Cabanel

3 Town Council will be presented with the details of the undesignated fund balance as it relates to
4 the 2016 MS-434.

5
6 Town Manager Cabanel remarked every year there are several forms that have to be submitted to the
7 State in order to set the tax rate. What was before the Board was the MS-434. Town Manager Cabanel
8 stated the need for a decision to be reached by the Town Council with regard to undesignated fund
9 balance. The communication provided with the agenda identified some of the purposes for an
10 undesignated fund balance. During times when interest is earned on bank accounts, this fund can be a
11 source of revenue that could be used to help offset taxes in terms of interest income.

12
13 Bond rating agencies believe it a good guideline that the fund balance be anywhere between 8 and 15%
14 of your annual revenue. The Town has adopted a policy that states the balance will fall within 4 - 8%
15 of the annual revenues or expenditures. That includes the Town's budget plus the net school budget,
16 and the County's budget. All of those figures are added together and multiplied by 4% or 8% to
17 identify where the fund balance should be for the Town.

18
19 At one point, the balance was dangerously low (in the 2% range). Over the past 5 years the amount
20 has been gradually increased. This year there were anomalies in the revenues and expenditures
21 whereby some of the revenues came in significantly higher than anticipated and some expenses
22 significantly lower than expected. When there is excess revenue beyond what was budgeted or
23 unexpended appropriations/expenditures, the two of those things come together and are added to the
24 fund balance. The MS-434 provides the opportunity for the Council to make some choices about the
25 level of fund balance that should be retained.

26
27 At the start of the last fiscal year, the fund balance was \$5,176,186.68 (approx. 6.6%). During the
28 current fiscal year, because of the anomalies, there were additions to the fund balance. Revenues
29 exceeded budgeted amounts in the areas of Motor vehicle revenue (approx. \$800,000), building permit
30 revenue (approx. \$80,000), Highway Block Grant (\$15,000), interest on investments (\$60,000), and
31 overlay had been budgeted as an offset to expenditures at \$375,000, and it came in \$190,000 less than
32 had been expected to be granted in abatements. That totals approx. \$1.1 million in excess revenues.

33
34 In terms of appropriations/expenditures; the Police Department, with a significant number of
35 retirements and new hires coming onboard at lesser salaries, had a savings of \$235,000 \pm , the Fire
36 Department with what has already been taken out for roads, etc. still has another \$18,000 in savings as
37 a result of staff turnover. There was a significant period of time when the position of Director of
38 Public Works went unfilled, which resulted in a savings.

39
40 Total added to the fund balance as a result of excess revenue and unexpended appropriations is
41 \$1,498,171.03. The total estimated fund balance as of June 30, 2016 is \$6,674,357.71.

42
43 During the budget process, the Council identified \$225,000 of the undesignated fund balance to be
44 utilized for the one-time 53rd week payroll. The projected fund balance for June 30, 2016 is
45 \$6,449,357.71 or 7.19%.

1 Provided in the communication was information related to the fund balance retention policy and lists
2 of items that have been discussed in the past for which the Council may determine monies from the
3 fund balance could be utilized.

4

5 Town Manager Cabanel advised if the Council wished to utilize fund balance for tax relief it should be
6 spread out over a number of years to avoid spikes in the tax rate. Councilor Mahon stated the Town is
7 not permitted, under State law, to have a rainy day fund. The Town cannot set this aside and
8 specifically designate it for property tax relief.

9

10 Town Manager Cabanel stated the Council is the body that makes the decision of whether or how to
11 utilize fund balance. She reiterated the fund balance could be utilized to reduce the tax rate or could be
12 utilized on projects that were already planned. Typically the types of expenditures the funds are used
13 for would be one-time costs.

14

15 Vice Chairman Rothhaus commented he fully embraced the Ordinance that identified a level of 4-8%.
16 He believes 6% is a reasonable level. He stated agreement with the recommendation that a small
17 portion be utilized to offset taxes for a period of several years. He suggested any decisions to expend
18 funds on planned projects should be discussed during the next budget cycle when it is more likely to
19 become known to the public through multiple discussions, Public Hearing, etc.

20

21 Chairman Harrington commented were the decision made to utilize some of the funds to offset a bond
22 for the Highway Garage for example, a Warrant Article would be required. Town Manager Cabanel
23 stated in the absence of formal action by the Council, the year-end fund balance would automatically
24 become part of the fund balance. Were a decision reached at a later time that funds should be used for
25 a project such as the Highway Garage, that item would be brought up to the public with the
26 expenditure to be coming from fund balance.

27

28 Town Manager Cabanel noted it is important to understand that many many communities don't have
29 an adequate fund balance. The greatest source of revenue is property tax revenue, which comes in two
30 chunks each year. Meanwhile monies have to be provided to the school. What other communities
31 have to do in order to keep up with the uneven revenue stream is borrow on the short-term (tax
32 anticipation notes). A fund balance can provide a revenue source from interest as well as prevent from
33 having to borrow on the short-term to fulfill financial obligations.

34

35 When asked if the fund balance could be drawn upon to cover expenses such as payroll obligations,
36 Town Manager Cabanel stated fund balance is basically determined once a year. You have revenues
37 and expenditures and the cash can be expended, but at the end of the year it all has to come out even.

38

39 Councilor Dwyer stated when the law was passed for a range of 4-8% he felt it was too high. When
40 approaching over 7% and keeping \$6.4 million on the sidelines is a number he is not comfortable with.
41 He would like the balance to fall between 5% and 6%.

42

43 Councilor Dwyer stated he disagrees with using the fund to reduce the tax rate over a period of several
44 years. Through no fault of anybody, the Town took in a lot more money than was needed from the
45 taxpayers. Part of him thinks it needs to be given back. Were he to make a motion to use \$700,000 or
46 \$800,000 to offset the tax rate, it may have the result of only \$15/mo. on the taxes. To him the
47 important issue is the philosophy behind why he would propose such a motion; we took in more than
48 what was really needed from the taxpayers. Therefore, they deserve to get it back this year not

1 \$300,000 now and \$300,000 next year, etc. He stated he would be in favor of discussing putting the
2 money towards reducing the tax rate over a period of two years, but not beyond.

3
4 Vice Chairman Rothhaus stated for him it has always been about stabilizing the tax rate. He would
5 rather not see the spikes. It was noted \$1 million equates to roughly \$0.30 on the tax rate. He had
6 anticipated a discussion of putting \$50,000 - \$100,000 towards offsetting the tax rate.

7
8 Town Manager Cabanel commented were someone, such as a bond rating agency, to come in and look
9 at our books, they would be looking for a range of say 8-15% not 4-8%. Eight percent would be
10 considered borderline in terms of a healthy fund balance. She stated she would feel comfortable with
11 putting as much as \$300,000 per year towards offsetting the tax rate.

12
13 Assistant Town Manager/Finance Director Micali remarked the big thing is the stabilization of the tax
14 rate. He provided the example of a year when the tax rate was lowered to \$2.42 from \$5.24, and the
15 next year it went back up again. There were residents coming into the office complaining that screwed
16 up their escrow; dropped the tax rate and now the person owes \$1,000 at the end of the year.
17 Stabilization is what he sees as the most important factor.

18
19 Councilor Mahon stated the Town did not over collect on the taxpayers of the Town. It was a matter
20 of significant revenues beyond what had been anticipated. Councilor Dwyer remarked he had not
21 intended for his comments to sound that way. Councilor Mahon stated the Town collected exactly
22 what was needed to be collected from the taxpayers in terms of what was needed to operate the Town.
23 What happened at the end of the year was there were other issues that came about, e.g., budget lapses
24 discussed previously and a million dollars in additional revenues.

25
26 Councilor Boyd stated his comfort with a fund balance of 6%. The question remains of how to address
27 the additional \$1.5 million. He commented he is of the mindset that the Town has projects in place
28 that should be considered in the January and February timeframe, but there is also an opportunity to
29 stabilize the tax rate. His initial thought was to return \$300,000 - \$500,000 to lower the tax rate, which
30 is anywhere from \$0.10 to \$0.16 off the tax rate.

31
32 Town Manager Cabanel stated the addition to fund balance to be approx. \$1.5 million, but \$225,000
33 was identified for the one-time 53rd week payroll. The remaining balance is approx. \$1,275,000.

34
35 **MOTION made by Councilor Boyd and seconded by Councilor Dwyer that the Town Council**
36 **allocate the sum of Four Hundred Thousand Dollars (\$400,000) from fund balance for rate relief**

37
38 **ON THE QUESTION**

39
40 Councilor Boyd stated that to represent a reduction of \$0.12 on the tax rate. He believes that would
41 provide the level of tax stability the Town Manager and Assistant Town Manager have stressed during
42 previous budget discussions. Councilor Dwyer stated that to be an amount he believes to be
43 reasonable. Councilor Flood commented in good times you do things that you perhaps can't afford to
44 do when the economy turns. There are projects that are under consideration such as the Highway
45 garage, and she believes it would be a mistake to put some of it back to the taxpayers when it was not
46 an overpayment of taxes that resulted in the fund balance. She commented on the fact the Town is
47 lightly bonded. The Town is a cash-in-hand Town, which is something she believes the community

1 should be very proud of. She stated she would be supportive of putting the entire amount into the fund
2 balance.

3
4 Assistant Town Manager/Finance Director Micali stated there to be one taxpayer in town whose tax
5 bill is \$1.7 million. If the instance occurred where that taxpayer did not pay, the fund balance could be
6 looked to as a means of offsetting that shortfall. He commented that taxpayer is the 3rd largest
7 taxpayer in Town.

8
9 **AMENDED MOTION made by Councilor Mahon and seconded by Councilor Dwyer that the**
10 **Town Council allocate the sum of Three Hundred Thousand Dollars (\$300,000) from fund**
11 **balance for rate relief**

12
13 **ON THE QUESTION**

14
15 Vice Chairman Rothhaus reiterated the funds being discussed were gained through unanticipated
16 revenue. He commented a year down the road when revenues may be less, the offset will be the
17 property tax. That would make it more difficult to maintain the level of fund balance he would like to
18 see. He stated he would not be supporting the amended motion or the main motion as he would like to
19 see a sum closer to \$200,000 be identified for use to lower the tax rate. He added that if he is able to,
20 he would look to follow through with the same thought process in the following year.

21
22 Councilor Koenig stated he would be supportive of an amount in the \$200,000 - \$250,000 range.

23
24 Councilor Dwyer commented it may be that during this next budget cycle the anticipated revenues
25 from motor vehicle registrations should be increased.

26
27 Councilor Mahon commented the way the budget laws in New Hampshire are written and the way they
28 manage the setting of the tax rate and the other issues involving how you handle your money, it is near
29 impossible to do any kind of reasonable projection on revenues.

30
31 Town Manager Cabanel stated this past year the Town under-budgeted for revenues on the motor
32 vehicle side in an attempt to be cautious understanding those revenues had gone up significantly and it
33 was unknown if that would continue. For the current budget, Councilor Koenig had suggested an
34 increase in revenue estimate for motor vehicle permits to be closer to actuals. She commented in a
35 situation with an unpredictable number like that, which is based on the economy, the type of deals
36 being offered, etc. it is best to budget cautiously because if those revenues are not achieved it becomes
37 necessary to cut expenditures.

38
39 ***Vote on the amended motion***

40
41 **MOTION CARRIED**

42 **4-3-0**

43 *Councilors Flood, Rothhaus, and Boyd voted in opposition*

44
45 ***Vote on the main motion***

46
47 **MOTION CARRIED**

48 **4-3-0**

1 *Councilors Koenig, Flood, and Rothhaus voted in opposition*

2
3 **Minutes**

4
5 Approve the minutes from the Town Council meetings of September 8, 2016.

6
7 *The following amendments were offered:*

8
9 Page 2, Line 25; correct the spelling of “Sergeant”

10 Page 10, Line 22 and Page 11, Line 7; replace “beer” with “bear”

11 Page 10, Line 27; replace “Boyd” with “Dwyer”

12 Page 12, Line 46; replace “individuals” with “bureaucrats”

13 Page 13, Line 1; insert commas around “at no time”

14 Page 13, Line 9; delete “tell”

15
16 **MOTION made by Councilor Boyd and seconded by Councilor Koenig to accept the meeting**
17 **minutes of the September 8, 2016 Town Council meeting of as amended. MOTION CARRIED**
18 **6-0-1**

19 *Councilor Flood Abstained*

20
21 **Comments from the Press** - None

22
23 **Comments from the Public** - None

24
25 **Comments from the Council**

26
27 Councilor Boyd spoke of the meeting of the Nashua Regional Planning Commission (NRPC)
28 conducted the prior evening noting one of the developments discussed was a Strategic Plan for the
29 future of the NRPC. Two of the things incorporated into their strategic planning were ideas on
30 promoting economic development and combining transportation monies and working with the
31 Department of Transportation (DOT) and the Southern New Hampshire Regional Planning
32 Commission to create a new body, which would meet to decide each year how those specific monies
33 would be allocated.

34
35 Whether or not the DOT buys into this will be contingent on the outcome of a meeting scheduled for
36 September 26th. The NRPC was looking to memorialize the Strategic Plan as presented and he argued
37 successfully that they ought to reach out to the donor communities to have a discussion with the local
38 legislative bodies about what the Strategic Plan means especially where they would potentially be
39 creating a new body that would have a level of fiduciary responsibility.

40
41 There are exceptions to this. The Federal Bridges Program would not be impacted nor would the
42 Federal Highways Program. He was uncertain what monies would be available that would actually
43 impact Merrimack, but has asked Tim Roache, Executive Director to present the Strategic Plan to the
44 Merrimack Town Council in October. He suggested the October 27th meeting date. He remarked it is
45 not that he is against strategic planning, but he did not feel comfortable exercising a vote one way or
46 the other without the Council having an understanding of what the NRPC is trying to accomplish. If
47 you take Nashua out of the equation, Merrimack is the second largest community member.

1 They are trying to get the Commissioners to report back to their own legislative bodies on the activities
2 of the NRPC. Vice Chairman Rothhaus questioned the number of members Merrimack has on the
3 NRPC, and was informed there are 5. He agreed the Council should receive updates regarding the
4 activities of the NRPC.

5
6 Councilor Mahon questioned if the discussion had anything to do with trying to coordinate more local
7 projects through the Ten-Year Plan. Councilor Boyd responded it did not. In fact, it would pull
8 monies from the Ten-Year Plan.

9
10 **Adjourn**

11
12 **MOTION made by Councilor Dwyer and seconded by Councilor Boyd to adjourn the meeting.**
13 **MOTION CARRIED 7-0-0**

14
15 *The September 22, 2016 meeting of the Town Council was adjourned at 9:47 p.m.*

16
17
18
19 Submitted by Dawn MacMillan

