

**Town Council Off-Site Meeting: Project Plan
June 17, 2019**

Attendees: Tom Koenig, Bill Boyd, Nancy Harrington, Peter Albert, Finlay Rothhaus, Lon Woods, Barbara Healey. Eileen Cabanel, Paul Micali

Topic	Follow- Up Item	Assigned Person	Date Completed
CRF & non-CRF (CEF) creation	Council to create a non-CRF, versus a CEF (Capital Expenditure Fund) under Chapter 35 for non-specific maintenance items for future repairs. Will need to be researched with Legal.	Paul Micali	On Hold until further notice
Reed's Ferry Fire Station	Determine if the Shedd-Harris Fund was a part of the water system when it was turned over to the MVD? Also what about the George Carroll Fund also for fire protection in the Reed's Ferry area?	Eileen Cabanel	It has determined that Shedd-Harris is owned by the Town of Merrimack. The Town can use the money for fire protection purposes. While the 1956 Warrant Article "authorized and directed" the Selectmen to convey the Shed Harris Water System property and assets to the Reeds Ferry Water and Sewer District, it appears the Selectmen did not actually go through with effectuating this, as evidenced by the Town selling land in 1975 to Bedford. Plus, that vote had conditions: (1) provided it is accepted by the District and (2) that such transfer is permissible. Perhaps one of those two conditions was not met which is why the Town maintained control of the fund. Either way, based upon this, and based upon the MVD thinking and believing the Town controls it, I agree with you that the Town can use the money for fire protection purposes.

		To proceed with requesting bids of \$16,000 or less to fix the building and eliminate the "critters" using the Shedd-Harris Fund. Request for bids to be advertised and resulting bids to be discussed at the August Town Council meeting.	Eileen Cabanel	Completed for \$5,630 on December 2019
Highway Department Complex		Official name to be "Town of Merrimack Highway-Maintenance Complex." Need to communicate new name.	Eileen Cabanel	Sign has been ordered and should be installed within a couple of months
Public Safety Building		Council to vote on and form a Public Safety Building Committee. Committee to include 3 Councilors (Albert, Healey and Harrington) as well as the Town Manager, Finance Director, Police and Fire Chiefs, representatives from the respective Unions and a member of the public.	Town Council	Currently the town Manager is in negotiations for property to build the safety complex. Once we have a desired site a committee will be formed.
Wasserman Park		Obtain feedback from Parks & Rec. Committee regarding the idea of razing unused buildings that are in poor repair and provide information to the Town Council.	Eileen Cabanel Parks & Rec. Committee	Completed
		Obtain feedback from Parks & Rec. regarding future plans and any future plans or ongoing need for any of the Cabins at Wasserman.	Eileen Cabanel Parks & Rec. Department	P&R presented the plan to the Town Council on November 21, 2019
		Proceed with and complete re-roofing of the Arts & Craft building.	Eileen Cabanel Parks & Rec. Department	Roof has been fixed September 2019

Town Sidewalks	Town Center Committee, the NRPC and Public Works Department to perform a complete analysis of filling in, i.e., the continuation of sidewalks from the Merrimack 360 Plaza to Bedford Road, along the west side of the Daniel Webster Highway. Also need to include itemized costs associated with each separate segment.	Eileen Cabanel Public Works Department	The Town Council has included \$200,000 in the 2020-21 budget for sidewalks. If the budget gets approved the Town council a detailed presentation will be given to the TC for their acceptance of which sidewalk will be built over the Summer.
Salaries	Town Manager to explore creation of step raises for Management Team and non-union staff. Would include conditions for which a step raise would be granted and approved as well as dollar amount associated with each step.	Eileen Cabanel	Town Manager has asked for additional money in the 2020-21 budget to start adjusting wages. She continues to work on a plan.
Solar Panel Exemption - Property Tax	Topic to be added to the Town Council agenda to propose exemption with a cap on the dollar amount. To be completed/decided on either by ordinance (Council decision) or by Warrant Article initiated by the Council.	Tom Koenig Bill Boyd	Approved by the Town Council and Exemptions for those who qualify will be on the 2019 tax bills
Veteran's Exemption – Property Tax	Topic to be added to the Town Council agenda (Aug) to propose that current exemption also include National Guard and Reservists. To be completed/decided on either by ordinance (Council decision) or by Warrant Article initiated by the Council.	Tom Koenig Bill Boyd	Town Council approved increasing the disabled credit to \$4,000
Athletic Fields and Parks	Use of Horse Hill Nature Preserve – to be explored with the Parks & Rec. Committee regarding Athletic Fields. Skate Park – proceed with the \$5,000 needed for repairs to the equipment.	Eileen Cabanel Eileen Cabanel Parks & Rec. Department	Completed and ongoing maintenance occurring
	Wasserman Park – Add budget item for 2020 budget to fix and update the docks.	Eileen Cabanel	Moved to 2021/22 budget

Comcast Contract	Revised contract to be reviewed by the Town Council.	Town Council	7/18/19
	Topic to be added to the Town Council agenda (Aug) for discussion and approval.	Tom Koenig Bill Boyd	Completed
Miscellaneous Town Items	Add discussion of the impact of fees to the agenda for future Town Council meeting.	Tom Koenig Bill Boyd	
	Fire and Police Chiefs want to add additional staff. Fire Chief looking to add a LT and CPT on each shift. Will need a review of current staffing by department. Review impact of the addition and completion of the new housing developments and their affect on Town resources especially if additional staffing requests are not approved.	Eileen Cabanel Town Council	Included the additional staffing in 2020-21 budget
	Track status of HB 641: Allowing municipalities to collect an occupancy fee from operators of local room rentals. Once passed and signed, implement adding \$2 room fee to each hotel fee.	Eileen Cabanel Town Council	Legislation was not passed.