



Town Council Meeting Minutes

Thursday December 6, 2018 at 7:00 PM, in the Matthew Thornton Room

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

Pledge of Allegiance

Boy Scouts Max Townsend and Sidhanth Dhanaraj led in the Pledge of Allegiance.

Announcements

Regular meetings of the Town Council will be conducted on Thursday, December 20th and January 10th at 7:00 p.m. in the Matthew Thornton Room. Budget meetings will be conducted on Monday, January 7th and January 14th at 6:00 p.m. in the Matthew Thornton Room.

The rescheduled Tree Lighting will take place Sunday, December 9th at 4:00 p.m. at Abbie Griffin Park. The winter parking ban is in effect until April 15th. No vehicles can park on the streets from 11:00 p.m. - 6:00 a.m.

The Police Department is collecting non-perishables for the Holiday Food Drive. Items can be dropped off in the lobby of the Police Department.

Highway Garage Project Update

Assistant Town Manager/Finance Director Micali spoke of a delay in the opening of the garage resulting from backordered items. It is hoped personnel will be in the new facility in early January.

Gas pumps will be completed slightly ahead of schedule. The roof has been done on the old highway garage, and siding will be put up in January. The project is coming in under budget.

Asked if the gas pumps will be covered, Assistant Town Manager/Finance Director Micali stated were a canopy put up, the cement would have to be ripped out when the tanks are replaced. Given the age of the tanks, it was believed prudent to postpone a canopy. The pumps are weather tight.

Comments from the Press and Public - None

Recognitions, Resignations and Retirements

1. Recognition of Retirement of Town Employee [Continued from the October 11, 2018, Town Council meeting]

Submitted by Human Resources Coordinator Sharon Marunicz

The Town Council will present an award to Assistant Chief Brian Borneman in recognition of his retirement after more than 24 years of full-time service with the Town of Merrimack Fire and Rescue Department. Brian retired on September 21, 2018.

Chairman Rothhaus presented Brian Borneman with a plaque in recognition of his 24 years of full-time service with the Town of Merrimack Fire and Rescue Department.

1
2 Michael Currier, Fire Chief, Merrimack Fire & Rescue, stated Assistant Chief Borneman was hired in
3 July of 1994, promoted to Master Firefighter in 1999, to Lieutenant in 2004, Captain in 2008, and
4 Assistant Chief of Support Services in 2013. He spoke of the contributions he provided the department
5 noting he designed and put into practice a hiring process that allowed the department to sort through
6 hundreds of applications that would come in for a position. He designed a practical testing process that
7 would determine common sense, that ability for a firefighter to do a firefighter's job, a written process,
8 oral board process, and a Chief's interview process to find the best candidates to service the residents
9 of Merrimack.

10
11 Chief Currier spoke of Assistant Chief Borneman's experience; Bachelors Degree from Anna Maria
12 College, EMT, Company Officer II, Certified Firefighter I, II, and III, Hazardous Materials
13 Technician, past President of Local 93 union, and a member of the Eboard on the International
14 Association of Firefighters. He commented on the support of his family and his current endeavor
15 working for Fitchburg State College.

16
17 Town Manager Cabanel spoke of how much Assistant Chief Borneman is missed. She spoke of how
18 his practical experience, hands-on experience, and his down-to-earth, no-nonsense manner made an
19 enormous difference bridging the gap between management and rank and file.

20 21 **2. Recognition of Full-time Years of Service of Town Employees**

22 Submitted by Human Resources Coordinator Sharon Marunicz

23 The Town Council will present recognition awards to the following Town Employees:

- 24
25 - Asst. Chief Matthew J. Duke - 20 year plaque (Date of Hire: 11/23/1998)
26 - Cathy F. Nadeau - 30 year clock (Date of Hire: 10/03/1988)

27
28 Chairman Rothhaus presented Assistant Chief Matthew Duke with a plaque in recognition of his 20
29 years of service to the Town of Merrimack.

30
31 Hired in 1998, he was promoted to Master Firefighter in 2003, Lieutenant in 2009, Captain in 2014,
32 and Assistant Chief in 2018. He is a Certified Firefighter I, II, and III, Hazmat Technician, Company
33 Officer II, Advanced EMT, holds a degree in Fire Science, has been Secretary/Treasurer of the
34 Professional Firefighters Union, was Firefighter of the Year in 2001 and again in 2014. He has several
35 committees under his belt; part of the Apparatus Purchasing Committee, member of the Continuous
36 Quality Improvement Committee, and was part of the hiring process with the oral board and oral board
37 panel.

38
39 Chief Currier spoke of Assistant Chief Duke's leadership skills, and of his confidence he will make an
40 excellent Assistant Chief.

41
42 Ms. Nadeau was unable to be in attendance. She will be presented with a clock in recognition of her
43 30 years of service to the Town of Merrimack.

1 **Appointments**

2
3 **1. Consideration for Eagle Scout Project for Sklar Park**

4 Submitted by Life Scout Sidhanth Dhanaraj

5 The Town Council to consider Life Scout Sidhanth Dhanaraj’s Eagle Scout project request to build
6 a kiosk at Sklar Waterfront Park that can provide information to visitors.
7

8 Life Scout Sidhanth Dhanaraj stated his Eagle Scout project to be the construction of a kiosk at the
9 entrance to the Sklar Waterfront Park. The design found to be best is one from the Appalachian Trails;
10 most compatible with his specific/unique ideas. A 1’ hole (diameter) will be dug 3’ down and cement
11 poured to ensure the strength of the structure. The kiosk will be 12’ tall (from ground to tip). Distance
12 from the bottom of the roof to the ground will be approx. 7’. The kiosk will be 6’ across providing
13 sufficient space for displaying of materials. A diagram was provided. Some features to be
14 implemented are a bench and solar panel lights for evening visibility.
15

16 Anticipated cost is \$580. Fundraising will be through a bake sale and car wash.
17

18 Councilor Thornton commented the materials listing identifies metal roofing whereas the diagram
19 notes wood shakes. Life Scout Dhanaraj remarked he wished to do metal roofing as it seemed most
20 straightforward; however, kiosks located in other areas have used shingles, and the desire is for a
21 similar image.
22

23 Councilor Boyd commented the Sklar Waterfront Park is brand new, and this kiosk will create a
24 gateway to that property. He stated his hope that will attract the type of people into the area who wish
25 to walk the area, enjoy a picnic, and provide the Council some ideas of the amenities the park should
26 have.
27

28 Councilor Albert questioned the anticipated completion date, and was informed fundraising activities
29 will take place during the winter months with the anticipation digging would begin in the spring. He is
30 hopeful the project will be completed within 3 months’ time.
31

32 **MOTION made by Councilor Boyd and seconded by Councilor Albert to approve Life Scout**
33 **Sidhanth Dhanaraj’s Eagle Scout project request to build a kiosk at Sklar Waterfront Park that**
34 **can provide information to visitors, and furthermore that the Town Manager or her proxy be**
35 **authorized to sign any paperwork necessary to perfect his application for this project. MOTION**
36 **CARRIED 5-0-0**
37

38 **Public Hearing - None**
39

40 **Legislative Updates from State Representative**
41

42 Representative Wendy Thomas spoke of having submitted 3 bills; one for blood testing for
43 communities affected by the PFOS, PFAs chemicals. Currently there is no access to blood work. This
44 would provide access to the two labs in the U.S. that offer these tests and that they be available at the
45 State contracted price. The other two have to do with therapeutic cannabis. One of the bills looks to
46 open up satellite dispensaries and the other to add three medical qualifying conditions; moderate to
47 severe insomnia, moderate to sever anxiety, and Lyme Disease including post-syndrome Lyme
48 Disease.
49

1 Emails for newly elected Legislators will be available shortly. They are making themselves available
2 for meetings/presentations. They are also working on having office hours once a month at the Library.
3
4 Representative Rosemarie Rung commented on it being a privilege to representative Merrimack. She
5 urged the Council, staff, and residents to reach out, and provided her contact information (424-6664).
6 She spoke of a Legislative Service Request (LSR) she submitted as a result of a public workshop held
7 in Litchfield regarding the process of NHDES for setting maximum contamination levels for PFOA
8 and three other PFAS chemicals. During that meeting, the Deputy Commissioner, mentioned that the
9 financial penalties in RSA 125-C hadn't been updated since 1996. The LSR looks to bring those up to
10 the cost of living for today.
11
12 She stated they would reach out to the rest of the Delegation, but there will be at least one
13 Representative in attendance for every Town Council meeting.
14
15 Councilor Boyd requested Representative Thomas inform the Council when a hearing date is set for
16 the Bill on blood testing.
17
18 Representative Nancy Murphy thanked the Council and community for its support. She spoke of three
19 LSRs she filed; the first establishes a commission to study health impacts and the extent of exposure of
20 Merrimack residents and surrounding areas.
21
22 The second is a Medicaid mental health bill requiring parity in the spend down requirement for mental
23 health and medical expenses. She discovered that for some reason people on Medicaid that have
24 medical bills and mental health bills are allowed to use medical bills for their spend down at any point
25 as long as it remains unpaid; however, mental health bills can only be used for that spend down in the
26 month of service. For someone that has a \$60 spend down every week, they don't reach that spend
27 down until the last few days of the month and get insurance for 3 days and then go through the same
28 thing again.
29
30 The third LSR is establishing a commission to study environmentally triggered chronic illness.
31
32 Representative Kathy Stack spoke of an LSR she submitted relative to private well testing and future
33 development in the Town and who will bear the cost of providing filtration. Her desire was to shed
34 some light on monetary concerns of the MVD, and shift the monetary burden to where they rightfully
35 belong.
36
37 Councilor Albert remarked in the past year Representatives have spoken to the Council informing they
38 are reformulating a formula on the valuation of utility properties (HB324). As that could impact the
39 community, he requested the Representative keep a watchful eye on it.
40
41 He spoke of the F.E. Everett Turnpike widening project noting the presentation that was provided the
42 Council, and of being bothered by the promotion of the possibility of a swap where the Town would
43 take ownership of the maintenance of Industrial Drive/Continental Boulevard for two toll booths (exits
44 10 and 11) that are losing money. He requested Representatives keep an eye on that and perhaps get
45 some movement on that.
46
47 With regard to the widening, there are several neighborhoods that will require adequate sound and
48 sight protection. The Council forwarded a list of those areas.
49

1 Councilor Albert noted the Governor recently changed the bail laws. He is of the belief that will be
2 revisited as inequities were found. He spoke of problems with the law.

3
4 Representative Murphy requested she be provided with a hard copy of the information discussed.

5
6 Councilor Boyd stated his hope, moving forward, that the Legislative Delegation really pays attention
7 to the role that the DOT has on projects occurring in Merrimack. He encouraged Representative Stack
8 to go to the DES website and review the well water board. There is a board that manages well water in
9 the State. He was fascinated by the level of responsibility they have regarding private wells in the
10 State. Understanding the role that very small board and the responsibility it has not only gets directly
11 to environmental quality, but actually gets to planning standards and planning board standards with
12 how developers are able to build commercial and resident property in the State.

13
14 Representative Stack commented she has submitted requests to be on some of those commissions;
15 particularly related to environment and well water.

16 17 **Town Manager's Report**

18
19 On December 4th, the Planning Board granted conditional approval to Edgebrook Heights for a
20 conditional use permit (CUP) to allow for the development of a future mixed-use development
21 consisting of 34,400 sq. ft. of commercial/retail/office space, a 4,000 sq. ft. convenience store with 12
22 gasoline fueling positions, 76 units of elderly housing, and 156 units of multi-family residential spread
23 across 3 buildings (with an associated clubhouse).

24
25 The property is located at the southern end of D.W. Highway, just to the south of the former Nashua
26 Corporation and Nanocomp Technologies. The CUP does not authorize any actual construction to take
27 place, it merely sets the parameters for how the development will be reviewed and regulated in the
28 subdivision and site plan review process. The CUP will be followed by individual subdivision and site
29 plans. Only after final approval of individual site plans would any actual construction be allowed to
30 take place.

31
32 The Developer for the Greenfield Farms Phase 14 project has completed the sewer extension along
33 Brenda Lane, Blair Road and Whispering Pines Lane. Residents located along the path of the new
34 sewer line are now able to connect to the system.

35
36 **Consent Agenda** - None

37 38 **Old Business**

39
40 **MOTION** made by Councilor Boyd and seconded by Councilor Harrington to take from the
41 table the follow-up discussion of the MS4 Permit. **MOTION CARRIED 5-0-0**

42 **1. MS4 Permit Follow-up Discussion [Tabled at the November 15, 2018, Town Council meeting]**

43 Submitted by Deputy Public Works Director / Town Engineer Dawn Tuomala

44 The Town Council to be presented with an update on the MS4 permit.

45
46 Dawn Tuomala, Deputy Public Works Director/Town Engineer, stated the Municipal Separate Storm
47 Sewer System (MS4) went into effect July 1, 2018. The Town had to have the first part of this project
48 completed by October 1st (Notice of Intent (NOI)).

1 The MS4 relates to anything that impacts waterways, e.g., roads, drainage. The Town has to ensure
2 there is clean water going to them. The program helps clean up all of the storm sewers and runoff.
3 What the Town needs to do is be able to get the water cleaned. The program, through the EPA, is
4 intended to do that.

5
6 The first five years of this new permit is for planning and data collection. Work will be done testing
7 water/soil to meet the regulations established by the EPA. The Town has been under a permit since
8 2003; however, this permit is new with new goals to obtain.

9
10 For FY20, work will mostly be done in-house. There will be a need for some equipment so that interns
11 can start some of the sampling and testing beginning next summer. The Town has a lab within its
12 wastewater treatment facility, which can be utilized to complete the testing. Associated costs are for
13 the testing itself. There are a few tests that are more cost effective to have done offsite.

14
15 The EPA provided a guideline for the different aspects of the project for the next five years (control
16 measures). There are 6 control measures each having different items within them. Project costs (five
17 year totals) were identified if using contractors (\$1,230,800) and if hiring a new employee
18 (\$1,060,800). If utilizing contractors, just for the planning part, it is estimated to require 2,000 hours,
19 which breaks down to 40 hours/week, 52 weeks/year. If hiring a new employee (technician or
20 environmental person), the anticipated savings would be \$170,000. The \$95,000 yearly salary for a
21 new employee is inclusive of benefits.

22
23 Councilor Boyd questioned what was expended to be compliant under the old permit, and was told it
24 was all done by Town employees. He remarked potentially, the Council will be forced to deal with
25 adding an additional \$1.1 million over the next five years to be compliant with the MS4 permit.
26 Deputy Director Tuomala stated that to be correct.

27
28 Town Manager Cabanel noted being discussed is only the first few years, which is comprised of data
29 gathering. What is being looked at is a lot of annual consultant numbers. Costs were reviewed from
30 several different perspectives; whether to hire another maintainer/laborer position and if that would be
31 cost effective versus more professional staff, and have that person do some of the things a consultant
32 would otherwise be used for. The point is these are new items, which in the Town's estimation, are
33 overkill. Efforts were made to get a more reasonable/specific approach to our own issues, but we have
34 the cookie-cutter program that uses old data, etc. Attempts were made to get the State to slow down
35 with it and give it additional consideration before imposing these enormous costs on the towns.

36
37 Deputy Director Tuomala stated since 2003 the Town has been working towards that goal. With the
38 new testing that will begin in the summer, it is hoped some of those requirements will have already
39 been met. Some of the recommendations were based on old data. Councilor Harrington remarked it
40 may be reflecting a change in the previous data already. Deputy Director Tuomala stated that to be the
41 goal; by the end of 5 years to be able to get some new data. Councilor Harrington commented as the
42 testing goes on it may be to our benefit, as it may reflect that some of the things that we're doing
43 already are having an impact.

44
45 Councilor Boyd commented this has been on the Council's radar since first being made of the permit
46 in 2012. Even then, some of the preliminary cost estimates bantered about were very sobering. He
47 spoke of his frustration with an unfunded mandate; being told we have to do the work and provided no
48 financial support to do so.

1 Councilor Harrington spoke of the desire to be responsible for clean water; however, expressed
2 frustration that some of the testing in Merrimack is the result of pollution that travels down from
3 Concord, which is not part of the MS4. That kind of inequity is an area of frustration. New
4 Hampshire is one of two states that does not have its own State DES establishing the standard. The
5 Federal EPA is the entity addressing it.

6
7 Deputy Director Tuomala stated where the testing will occur is where our system meets the water. We
8 won't be testing necessarily in the Merrimack. We don't have to clean up the entire Merrimack, we
9 have to clean up what our portion is that is entering into the Merrimack. Councilor Harrington
10 commented on that being better than the previous belief. Asked about the number of outfalls, she
11 indicated there to be 5,000 catch basins. Kyle Fox, Director, Public Works Department, stated there to
12 be 500 outfalls.

13
14 Deputy Director Tuomala stated they would not be able to test them all within a year. For the NOI, she
15 chose 88 of those she believes to be the most direct influence on the waters. Whether the EPA agrees
16 with that plan remains to be seen.

17
18 Asked if there is a standardized job description should the decision be reached to hire, Deputy Director
19 Tuomala stated there is a listing of all of the items the individual would be responsible for as part of
20 this project. She spoke of being part of a Manchester/Nashua Coalition group. They are working
21 together as communities in Southern New Hampshire to try to offset some of the costs. They are still
22 within control measure 1, but will have information they will be able to share with each other.
23 Decisions such as hiring, will be part of the discussion. Many towns are in the same position with only
24 one individual dealing with this issue.

25
26 Asked what Merrimack may have to address with regard to runoff from other communities entering the
27 Souhegan, she reiterated the Town will only have to address what is coming off our roads and our
28 systems and going into the Souhegan. The Souhegan starts in Massachusetts and comes up through
29 New Ipswich and Greenville. Neither one of those two towns are within the MS4. The MS4 starts in
30 Wilton where the Souhegan comes through (only a small part of Wilton) and then goes through
31 Milford and into Amherst before coming into Merrimack. Lyndeborough has a waiver from the MS4
32 because they have too small a population and their runoff goes in various directions. By the time their
33 runoff gets into the Souhegan it should be fairly clear. They don't have the industry, people or
34 impervious surfaces there is concern with.

35
36 Asked what kind of outreach would occur, Deputy Director Tuomala stated they will target private
37 individuals, commercial, industry, and then the reconstruction contractor type. Work began earlier in
38 the day on the type of outreach to residents. For residences there are three items to be addressed; pet
39 waste, nitrogen phosphorous (lawn clippings cannot be dumped into wetlands) and septic systems.
40 That will be the first focus.

41
42 She spoke of the benefit Merrimack has in that its stormwater systems have always been separate.
43 Manchester and Nashua have combined systems, which are a problem. Those are the illicit discharges
44 they will be going after. Merrimack found one a few years ago where a contractor had accidentally
45 tied a sewer line into a drain line. That is a very rare occurrence in this Town. Those are things we
46 will have to be more mindful of looking for.

47
48 Deputy Director Tuomala reiterated the need for assistance in addressing this issue; it is too great a
49 task for one individual.

1
2 Asked who granted the waiver to those communities that received them, she indicated it to have been
3 the EPA.

4 5 **2. Fraser Square Veteran's Memorial**

6 Submitted by Finance Director Paul T. Micali

7 The Town Council will discuss the status of the Fraser Square Veteran's Memorial and determine
8 the future of the project.

9
10 The project, which began in 2014, was to place a Veterans' memorial at Fraser Square. The plan
11 included removal of a tree to allow for handicap access. After learning that the tree was part of a
12 dedication service to Duncan Fraser, alternate locations were sought. The area identified was Watson
13 Park, which has handicap access and parking.

14
15 To date, fundraising efforts (sale of bricks/service emblems) have resulted in revenue of approx.
16 \$15,000. Fundraising efforts continued for nearly 2 years. It is believed an additional \$50,000 to
17 \$75,000 is needed to complete the project. Several donors have requested and received their donations
18 back. The Town is holding approx. \$9,000 for the project.

19
20 The request of the Council was to authorize letters to be sent to current donors providing two options;
21 utilize the donations to beautify Fraser Square or return the donations.

22
23 Town Manager Cabanel stated her opinion it would not be appropriate to request a reallocation of
24 donations that were made for a very specific purpose.

25
26 It was noted anonymous cash donations would not be able to be returned.

27
28 Councilor Albert questioned another way of honoring Mr. Fraser if the pine tree, which at this point is
29 completely overgrown, were to be removed to allow handicap access. It was noted there is a plaque by
30 the flag pole in addition to the tree. Councilor Albert suggested a smaller tree could be planted.

31
32 In addition to the tree impeding the ability to provide handicap access, there is the issue of the large
33 amount of fundraising that would have to occur. Town Manager Cabanel stated it to be the fundraising
34 that is causing the project not to be viable; have sold 22 bricks and would need to sell 1,000.

35
36 Councilor Boyd stated Private Gilbert Duncan Fraser died at the age of 18 in WWI in the Battle of
37 Belleau Wood, was awarded the Purple Heart and the Bronze Star for his service. He spoke of the
38 display in Town Hall for Private Fraser and the sacrifice he made for this community and our country.
39 He stated agreement with the Town Manager that unless we can have a more viable project, the
40 donations should be returned.

41
42 Councilor Harrington spoke of the efforts for the memorial commenting part of the difficulty was the
43 passing of Councilor Yakuboff. Given the circumstances, she is uncertain of a choice.

44
45 **MOTION made by Councilor Boyd and seconded by Councilor Thornton to direct the Town**
46 **Manager and/or Finance Director to reach out to the donors who made contributions for the**
47 **Fraser Square Veterans Memorial providing them the opportunity to direct the Town on what to**
48 **do with their contribution. MOTION CARRIED 5-0-0**

1 **New Business**

2
3 **1. 2019-2025 Capital Improvements Program (CIP) Presentation**

4 Submitted by Town Manager Eileen Cabanel and Finance Director Paul T. Micali
5 Town Council to be presented with the details of the 2019-2025 CIP.
6

7 Town Manager Cabanel spoke of how projects are categorized noting major projects are those that
8 have a cost in excess of \$100,000 and need to be reviewed by the Planning Board. The Planning
9 Board will look at items that relate to the Master Plan, Buildout Study, etc.
10

11 There is a yearly requirement to present a six-year Capital Improvement Plan (CIP). The document is
12 reviewed yearly to ensure the six-year plan remains current. Town Manager Cabanel spoke of the
13 benefits of establishing and funding the CIP as a means of funding capital projects over time versus
14 borrowing and paying interest on borrowed funds.
15

16 Included in the presentation was a breakdown of the projected tax impact on the CIP (for a ten-year
17 period).
18

19 Monies are set aside in Capital Reserve Funds (CRFs) that have been established for specific purposes
20 over time. The funds identify specific projects for which funds are allocated and intended to be
21 expended.
22

23 Town Manager Cabanel spoke of the process that is undertaken; meetings with Department Heads to
24 review the CIP for the prior year updating projected timeframes, cost, etc. From there the Finance
25 Director reviews the CIP considering the amount of savings that can occur year over year and tailoring
26 the project timelines based on affordability. Funding sources considered during this process are the
27 CRFs, operating budget, and bond proposals and/or State and Federal grants (typically requiring a
28 match). Nearly \$2 million/year is allocated to CRFs.
29

30 Assistant Town Manager/Finance Director Micali reminded the Council due to changes in RSA 35 last
31 year, FY20 capital reserve funds will not be included in the budget as part of the total budget amount.
32 Any proposed allocation would have to be presented separately; single or multiple warrant articles.
33 Work is being done on the language for the Charter Change that pertains to this.
34 Councilor Albert stated the need to get information out to the voters so that there is a clear
35 understanding of the change.
36

37 Town Manager Cabanel spoke of information provided on major projects being done in the current
38 year, proposed for the outyears, and the funding sources. In FY19, monies from CRFs are being
39 expended for the South Fire Station (\$25,000); Feasibility Study for the potential of a Public Safety
40 Complex, road infrastructure; stormwater drainage improvements/permit compliance (\$200,000), D.W.
41 Highway (\$50,000), and road infrastructure; Seaverns Bridge canoe launch ramp access improvement.
42

43 In FY20, proposed expenditures include an additional \$200,000 (from the CRF) for very specific
44 stormwater drainage improvements/permit compliance (if necessary could be used for work on the
45 MS4). For paving - infrastructure improvements, \$125,000 will come from the \$5 registration fee that
46 accumulates, and \$725,000 from the operating budget (budget). Every year, attempts are made to
47 increase the road paving allocation to keep up with the need.
48

1 For the Turkey Hill Road intersection improvements, an expenditure of \$300,000 (CRF) is proposed.
2 Assistant Town Manager/Finance Director Micali spoke of the Turkey Hill improvements noting the
3 design is being reviewed and consideration given to a round-about or some kind of T intersection.
4

5 For the Baboosic Lake Road & Woodbury sidewalks, \$25,600 is proposed (CRF). The proposed
6 allocation represents the Town's 20% match if the grant application is successful in obtaining Federal
7 aid (\$102,400). For the Depot Street boat ramp access, \$15,000 (CRF).
8

9 In FY21, the proposal for a Public Safety Complex combining a new South Fire Station and Police
10 Station would be put forth; \$240,000 (CRF), \$4,095,000 (bond request), and \$650,000 private donation
11 (from outlet mall).
12

13 Councilor Albert asked and was informed the total of \$50,000 identified in the current year is intended
14 to cover the cost of a Space Needs Study.
15

16 Councilor Albert questioned if consideration is given to the potential sale of properties existing
17 facilities are located on to offset the cost of new construction, and was informed those discussions are
18 all taking place. All funding sources are considered.
19

20 FY21 also identifies the yearly contributions to stormwater drainage improvements and paving -
21 infrastructure improvements. In FY21, \$200,000 from the CRF and \$200,000 from Federal Funding is
22 anticipated for the Merrimack River boat ramp access improvement. The reason for the 50/50 split is
23 the timeframe ties into a potential contribution from NH Fish & Game.
24

25 Chairman Rothhaus stated the desire to revisit the issue at a later time.
26

27 Councilor Albert suggested, now that the Town has the Sklar Waterfront Park, the Council consider
28 investing the funds back into the boat ramp at Sklar Park (Griffin St.) rather than a separate area. He
29 stated his understanding Nashua will be putting its own ramp just south of the wastewater treatment
30 plant. Councilor Boyd commented the problem is with the ability to make the 180° turn and the
31 clearance issue with the railroad bridge. What has been communicated in the past is that it is an
32 engineering nightmare. In order for someone to be able to access the boat ramp, they have to be able
33 to get into the area. He stated support and encouraged an agenda item for a future meeting where a
34 more detailed discussion could take place.
35

36 Town Manager Cabanel stated the proposal to be for FY20; however, will require significant
37 discussion. At this time, the funds are seen as a placeholder. Councilor Albert suggested the item be
38 listed without identifying the location.
39

40 For the Depot Street boat ramp repairs \$150,000 is planned (CRF). Chairman Rothhaus commented it
41 is virtually non-existent from what used to be there. It is access for equipment. He commented the
42 individual who brought it to his attention would still like the monument to be cleaned up.
43

44 In FY23, items listed in the CIP include bridge replacement - US 3/Baboosic Brook; \$664,000 (CRF)
45 and \$2,656,000 (State Aid). This is a placeholder. The project has been accepted into the program for
46 Federal funding; however, that has not yet been formalized.
47

1 Also included are the allocations to stormwater drainage improvements; \$200,000 (CRF), paving -
2 infrastructure improvements; \$125,000 (registration fees), and \$875,000 (budget). Paving for the D.W.
3 Highway identifies \$50,000 (CRF). An allocation of \$300,000 (CRF) is planned for FY24.
4

5 Wire Road intersection improvements are listed under FY24; \$230,425 (CRF - 20% match) and
6 \$921,700 (Federal funding).
7

8 A placeholder has been identified in FY24 for work on the D.W. Highway sidewalks; \$152,000 (CRF -
9 20% match) and \$608,000 (Federal funding (applied for)). Also listed in FY24 is a placeholder for the
10 Baboosic Lake Road sidewalk; \$42,000 (CRF - 20% match) and \$168,000 (Federal funding).
11

12 Included with projects for FY23 is the sewer line extension for Mayflower and McQuestion sewer
13 basins; \$2,360,000 bond.
14

15 Placeholders are listed for the drainage trench at the Library; \$100,000 (CRF) and elevator; \$100,000
16 (CRF).
17

18 The ten-year review of the Master Plan is identified in FY25; \$200,000 (budget). Also listed under
19 FY25 is a placeholder for new athletic fields; \$250,000 (CRF) and \$1,750,000 (bond).
20

21 Assistant Town Manager/Finance Director Micali spoke of the Wastewater Treatment Plant Phase III
22 and pump station upgrades noting the amounts listed from user fees/bonds; \$13,100,000 in FY20 and
23 \$12,500,000 in FY22. Recommendations will be brought forward during the budget process.
24

25 In FY21, \$500,000 is listed (Wastewater CRF) for the project to relocate sewer connector under F.E.
26 Everett Turnpike. This is being done in coordination with the widening project.
27

28 It was noted the information presented would be placed on the Town's website.
29

30 Also included in the presentation were minor items and associated funding sources. The CAD/RMS
31 server replacement/dispatch upgrade; \$250,000 (CRF) listed under FY20 is the upgrade to software. It
32 was noted Merrimack is one of the only towns that uses a different software than the majority of the
33 State. The intent is to mirror that used by the State. Councilor Albert spoke of being pleased with the
34 proposed purchase noting the existing software, CrimeTrak, is no longer supported and extremely
35 outdated.
36

37 Chairman Rothhaus questioned the cost listed for the pool car; \$20,000 (budget), and was informed it
38 was purchased this year for use by the Community Development Department. It was noted the prior
39 vehicle was provided the department already having high mileage and maintenance issues.
40

41 Councilor Albert questioned why the department would not have been provided with a vehicle coming
42 off line from the Police Department, and was informed the progression is from Police to Fire (non-
43 command vehicles), then pushed down to the rest of the Town. The current schedule had 2 SUVs roll
44 out, which were given to Building & Health Inspector. Maintenance on the Crown Vics was
45 increasing and the ability to get in and out of construction sites was difficult. Currently there is a Fire
46 Inspector and a Building Inspector still utilizing old Crown Vics and experiencing problems. This year
47 there will be no vehicles to cycle down.
48

1 Assistant Town Manager/Finance Director Micali noted the amounts listed for vehicles in the Fire
2 Department will likely be zeroed out during the budget process.

3
4 Two six wheel dump trucks are being considered for purchase; \$180,000 each (CRF) in FY20. In
5 FY21 the following purchases are considered from the CRF: one-ton dump truck; \$60,000, six-wheel
6 truck; \$180,000, trailer/roller; \$15,000, ¾ ton pickup; \$40,000, landscape trailer; \$15,000, and one-ton
7 dump truck; \$60,000.

8
9 Through the budget, two mowers @ \$12,000 each (FY20), and mower; \$12,000 and cement mixer;
10 \$4,000 (FY21).

11
12 The tennis court resurfacing at Wasserman Park is identified in FY21; \$95,000 (budget). The project
13 would fill the cracks and potentially resurface the courts to lengthen their useful life.

14
15 Four patrol vehicles are scheduled for replacement in FY20; \$140,000 (budget). This is consistent
16 with the established replacement cycle. In FY21, three vehicles are scheduled for replacement;
17 \$105,000 (budget). There was discussion of replacing the Harley Davidson; \$25,000 and an
18 administrative vehicle; \$30,000 through the FY21 budget.

19
20 A trailer for the Solid Waste Department; \$70,000, fork lift; \$25,000, and skid steer loader; \$25,000
21 are planned expenditures for FY21 (CRF). Licenses and equipment upgrades are planned; \$50,000 in
22 both FY20 and FY21 (CRF).

23
24 Pond dredging; \$95,000 (budget) listed under FY20 relates to Wasserman Park and the dredging of
25 Naticook Lake. There are two options. The first is the use of an excavator to dredge the lake and
26 remove the muck (approx. 120' off shore requiring construction of temp docks to put the excavator on)
27 without repairing the beach or addressing the root issues (approx. \$57,000 - \$60,000). The second is
28 removal of the pine trees. The trees and root base are what provides the shore stability. When that
29 work is done a retaining wall will have to be constructed and the area of tree removal must be
30 resurfaced. That is estimated to be at a cost of \$40,000. There is the potential for savings (\$15,000 -
31 \$20,000) if able to utilize granite blocks retained from culvert replacement projects to construct the
32 retaining wall. The \$95,000 estimated does not include dock replacement.

33
34 Councilor Albert noted the project was initially budgeted at a higher cost, which was voted down by
35 the Council last year. The departments have come in with a lower estimate. He stated agreement the
36 work has to be done.

37
38 Assistant Town Manager/Finance Director Micali spoke of sewer user fees that are used to fund
39 needed items. In FY20, manhole sewer rehabilitation; \$25,000, compost screener; \$305,000, update
40 sewer rate study; \$25,000, and sewer system assessment program; \$14,564. In FY21, manhole sewer
41 rehabilitation; \$25,000, Ford Explorer - Sewer Inspector; \$35,000, CAT 938 loader C-3 compost
42 facility; \$250,000, emergency generator - Pearson Road pump station; \$20,000, replace two sludge
43 pumps; \$25,000, and sewer system assessment program; \$13,920.

44
45 It was noted \$238,000 was budgeted for two CAT loader replacements in the current fiscal year. The
46 Town was able to purchase two used loaders for the price of a single new loader.

47

1 Asked if wastewater treatment has to go on a separate warrant article, he explained it is combined with
2 the operating budget, and the Council is the agent to expend funds. The new rule only relates to
3 deposits (CRFs).

4
5 The only CRF his research has shown that does not identify the Council as agents to expend is the Fire
6 CRF. A warrant article will be put before the voters this year seeking that authority. The small
7 purchases being made out of the CRF in FY20 will have to be on a separate warrant article. Councilor
8 Harrington reiterated the need to effectively communicate all changes to the voters.

9
10 Franchise fees from cable television will be looked to for use with the purchase of head end
11 equipment; \$80,000, software; \$5,000, and other equipment; \$10,000 in FY21.

12 13 **2. First Quarter Financial Review**

14 Submitted by Finance Director Paul T. Micali

15 Finance Director Paul Micali will review the key financial information of the quarter ending
16 September 30, 2018.

17
18 Assistant Town Manager/Finance Director Micali noted he is finishing up the audit for the fiscal year
19 ending June 30, 2018. It is hoped that will be completed by the end of the month. Noted was that, for
20 the past five years, there have been no significant findings from the Auditors. There are a lot of new
21 pronouncements coming up in the government accountings that they write about in the Management
22 Report.

23
24 First quarter findings for health insurance indicate costs have decreased (\$740,008.63 expended in
25 FY18 and \$710,243.69 in FY19). For the first half of the last fiscal year there remained a few unions
26 transitioning to the current health insurance plan. Everyone has now transitioned to the new plan.

27
28 Costs for the New Hampshire Retirement System (NHRS) have increased (\$545,825.52 in FY18 and
29 \$580,083.04 in FY19). He noted the increase in the Fire Department commenting on having still been
30 in the process of hiring the 8 firefighters during the last fiscal year. Group 1, which is all other
31 employees, experienced vacancies last year. Those positions have been filled. The Police Department
32 also experienced vacancies. Due to some of the overtime approved for the new unit, there was an
33 increase in the NHRS for that department.

34
35 The largest reduction in overtime is seen in the Fire Department, and is a result of the recent hiring.
36 Overtime is up slightly in the Police Department, which relates to the establishment of a new unit.

37
38 Revenues have increased (\$1,439,014.80 in FY18 and \$1,592,454.06 in FY19). Auto registrations are
39 increasing. Interest rates are increasing.

40
41 Revenues are healthy, appropriations are well within budget.

1 **Minutes**

2

3 November 15, 2018

4

5 **MOTION made by Councilor Harrington and seconded by Councilor Albert to approve the**
6 **minutes of the November 15, 2018 meeting, as written. MOTION CARRIED 3-0-2**
7 *Councilors Boyd and Thornton Abstained*

8

9 **Comments from the Press** - None

10

11 **Comments from the Public** - None

12

13 **Comments from the Council**

14

15 Councilor Boyd extended his condolences to the family of the 41st President of the United States,
16 George H.W. Bush. He spoke of the contributions President Bush made both inside and outside of the
17 White House.

18

19 December 7th is the anniversary of Pearl Harbor. There remain veterans and survivors of Pearl Harbor.
20 Councilor Boyd spoke of the need to be reminded of this exceptional generation; the extraordinary
21 sacrifices and commitment they made so that we can enjoy our freedoms.

22

23 Assistant Town Manager/Finance Director questioned if there would be objection to moving to a
24 Wednesday/Thursday schedule for budget review (2 weeks in January).

25

26 **Adjourn**

27

28 **MOTION made by Councilor Boyd and seconded by Councilor Thornton to adjourn the**
29 **meeting. MOTION CARRIED 5-0-0**

30

31 *The December 6, 2018 meeting of the Town Council was adjourned at 9:34 p.m.*

32

33 Submitted by Dawn MacMillan