

Approved: December 15, 2016

Posted: December 16, 2016



Town Council Meeting Minutes

Thursday December 1, 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 Dwyer (arrived at 7:15 p.m.), Councilor Flood, Councilor Koenig, Councilor Mahon, Town Manager Eileen Cabanel, and Assistant Town Manager/Finance Director Paul Micali. Councilor Boyd was excused.

Pledge of Allegiance

Chairman Harrington led in the Pledge of Allegiance.

Announcements

A regular meeting of the Town Council will be conducted on Thursday December 15th at 7:00 p.m. The first of the budget meetings will be conducted on Monday, January 9th at 6:00 p.m. A regular meeting of the Town Council will be conducted on Thursday, January 12th at 7:00 p.m. A budget meeting will be conducted on Thursday, January 19th at 6:00 p.m. All meetings will be held in the Matthew Thornton Room.

The 23rd Annual Holiday Parade & Christmas Tree Lighting Ceremony will take place December 4th. The theme of this year's parade is a Griswold Family Christmas, and it will kick off at 3:00 p.m. from the Commons Shopping Plaza (515 D.W. Highway), travel down D.W. Highway to Baboosic Lake Road and end at the Town Hall parking lot. The Christmas Tree Lighting Ceremony with Santa Claus will begin immediately afterwards at Abbie Griffin Park at approximately 3:45 p.m.

Tax bills have been issued and are due by Monday, December 12th.

The 2017 resident decals for the Transfer Station are in. Residents can pick up the decals at the Transfer Station, Town Clerk's office, or the Public Works office.

Perfluorooctanoic Acid (PFOA) Information Update

Chairman Harrington stated Jeffrey Parrott, New Hampshire Department of Health & Human Services, responded to a request for updated information, and stated 200 letters have been sent out to residents with regard to blood testing. The number of responses received is well below 200. An additional 500 letters will be sent out this week. A request has been made that the Town Council urge residents having received the letter to respond. As soon as the numbers can be reached the survey and blood testing will begin.

Public Comments - None

Recognitions, Resignations and Retirements

1. Recognition of Retirement of Town Employee

Submitted by Human Resources Coordinator Sharon Marunicz

Approved: December 15, 2016

Posted: December 16, 2016

The Town Council will present a recognition award to Kenneth Vallancourt in recognition of his retirement after more than 14 years of full-time service to the Town of Merrimack Highway Division of Public Works. Mr. Vallancourt was unable to be in attendance.

Appointments - None

Public Hearing - None

Legislative Updates from State Representatives - None

Town Manager's Report

Did you know that it costs \$100 more per ton to dispose of items through the trash stream than through the single stream recycling? This holiday season please help save money by bringing those cardboard boxes to the recycling center instead of throwing them in the trash.

4 Executive Park Drive

Conceptual plans for 2 possible developments have been proposed for the site of the closed former Merrimack Hotel and Conference Center. The first is ,a residential development to include four apartment buildings comprising 200 apartments; 3 of the buildings will have underground parking for a total of 120 cars, and a 5th building would contain a 3500 sq. /ft. clubhouse. The second proposal is for a retail development totaling 76,240 sq. ft. of retail space in 5 separate buildings and 1 building proposed as a restaurant (1,840 sq. ft.).

Dog Park Update

The new dog park is just about complete and ready to open. Fence posts have been put into the ground, and we are awaiting the fence pieces themselves to be added to the posts. This work is expected to be completed during the week of December 5th - 9th. The other remaining task is the sponsorship sign. We are working with Eagle Scout candidate Daniel Figueroa who is building the sign. The Park Rules sign will be installed in the next couple of days. Once the fencing is complete the Park can open. The desire is to wait until the sponsor sign is installed before conducting a ribbon cutting.

Function Hall Usage

Since September, the Function Hall has been rented for a total of 137 hours. There have already been several inquiries for January and February.

Winter Recreation Programs

The new Winter Activities Brochure will be coming out on December 2nd. Some of the events include:

- Parent & Child Free Monthly Movies in Partnership with the Library and held in the Function Hall on weekday mornings.

Approved: December 15, 2016

Posted: December 16, 2016

- Family Snowman Building Challenge
- 25th Annual Winter Carnival; February 25, 2017
- 25th Annual Easter Egg Hunt; April 8th
- School Vacation Week Programs; December, February and April
- Horseback Riding Programs thru Walnut Hollow Farm (Independent Contractor)
- Youth Soccer Programs
- Youth Enrichment Programs; photography, painting, drawing
- Bus Trips to The Lion King and Foxwoods
- Barre Body Fitness & Yoga Classes
- Wilderness First Aid, Wilderness First Responder Courses, and Heartsaver CPR

Other Updates

- O’Gara Drive Ice Skating Rink: A new liner was purchased for the rink this year, and will be delivered on December 5th. The rink typically opens for the season in late December/Early January depending on the weather.

Consent Agenda

1. Proposed Changes to Chapter 142, Parks and Recreation Areas [Final Reading]

Submitted by Parks and Recreation Director Matthew Casparius

The Town Council to consider the proposed changes to Chapter 142, Parks and Recreation Areas, of the Town Code, pursuant to Charter Article 5-4.

MOTION made by Councilor Mahon and seconded by Councilor Koenig to move the Consent Agenda. MOTION CARRIED 6-0-0

Old Business

1. Brenda Lane Landlocked Property Sale Follow-up Discussion

Submitted by Town Council Chairman Nancy Harrington

Town Council to consider the acceptance of the bid received for a Town-owned landlocked parcel known as tax map parcel 6C/208-1 to a direct abutter of the property, in accordance with RSA 49-D:3 and 47:5.

Chairman Harrington stated the bid being considered was the only sealed bid received (\$2,500). Vice Chairman Rothhaus questioned how the process might normally work, and if the Town’s minimum bid of \$5,100 may have precluded some of the other abutters from participating in the process. Assistant Town Manager/Finance Director Micali stated when the letter was sent out (to every abutting parcel) return receipt requested, it made no mention of a minimum bid requirement.

Councilor Flood commented the absence of competition drives the price down. She stated her belief the bid received likely represents the greatest amount this particular parcel will bring.

Councilor Koenig questioned the content of the letter. Assistant Town Manager/Finance Director Micali responded the tax card was included as well as identification of the parcel location. The letter stated the Town was interested in selling the property through a sealed bid process, and requested interested parties provide their bid by a date and time certain. Only 1 inquiry was received, which resulted in the single bid received. When asked, he stated it was the same individual who originally brought up an interest in the property.

MOTION made by Councilor Koenig and seconded by Councilor Dwyer to accept the bid of Two Thousand Five Hundred Dollars (\$2,500) and sell the parcel known as tax map parcel 6C/208-1 to a direct abutter of the property, in accordance with RSA 49-D:3 and 47:5.

MOTION CARRIED 5-1-0

Councilor Mahon voted in opposition.

When asked, Councilor Mahon stated he did not believe it to be an adequate price for the property for the value it will bring to the landowner. Town Manager Cabanel commented she would typically state the amount the property is assessed for is what its value should be accepted as.

Councilor Dwyer stated he did not like the price either, but as a businessman he feels the established process was followed, and the market price was based upon who really wanted it. Councilor Flood agreed market price is what someone is willing to pay in what is considered an open market. Councilor Mahon commented it is a landlocked property that now has access, and that has value, which is not reflected in that price.

New Business

1. Mitchell Woods/Watkins Forest Easement Deed

Submitted by Merrimack Village District Administrative Manager/Water Quality Testing
Jill Lavoie

The Town Council to consider the approval of the Mitchell Woods/Watkins Forest Easement Deed and to authorize the Town Manager to sign.

Lon Woods, Chairman, Board of Commissioners, thanked the Council for the opportunity to present the proposal. He stated the process to have been ongoing for the past 2½ years.

Dan Tinkham, Hydrogeologist, Emery & Garrett Groundwater Investigations, stated Emery & Garrett is the groundwater consultant for the MVD. Several years ago they conducted a groundwater exploration program on the Mitchell Woods property. They tested a well out there, and in working with NHDES obtained conditional approval (2013) to develop the public water supply well on that parcel. One of the conditions of that is that the MVD has to own outright or obtain a lease for the 400' sanitary protective area. The easement was made for 420' in case the well ever has to be moved slightly. That is part of the NHDES requirement for any public water supply well in the State.

The original lease was put together and went back and forth several times between the NHDES, the Town, and the Trustees and of the Trust Fund. At this point, all parties seem to be pleased with the language. Town Manager Cabanel noted the Town's legal counsel has approved the language.

Approved: December 15, 2016

Posted: December 16, 2016

Councilor Flood spoke of the provisions of the Easement; forbidding trucks with diesel fuel, etc., and questioned if those provisions would be ongoing. Mr. Tinkham stated as long as the well serves as a public water supply well those restrictions will remain.

As a means of identifying more clearly the area in question, Vice Chairman Rothhaus remarked if you go to the traffic light at the Middle School, take a right, and continue on Baboosic Lake Road; before you come to the sharp left curve, it is across the street. Beyond there the next busiest street is Bean Road.

Mr. Tinkham explained there is a body of sand and gravel out there that was found as part of the groundwater exploration process. Test wells were put in (all work was done with approval of the Conservation Commission). The final recommendation was to put a production well in, which brought in the communication with the NHDES for their large groundwater withdrawal process. There was an extensive testing program; a number of monitoring wells were put in, domestic wells in the area were monitored to ensure there were no offsite impacts, and all of that was compiled into a large report that was submitted to the NHDES. Because the Town controls the parcels, there is the need for the MVD to have an easement on both parcels to protect the sanitary protective area.

When asked how the area would be accessed, Mr. Tinkham responded through Mitchell Street. The area is an old logging road, which will be upgraded. When asked what impact the well would have on the existing walking area, he stated the access road to the well will be maintained (remain dirt) for year-round access to the well, and there will be a small pump station constructed for any kind of treatment that may be required, and the actual pumping system. There will be no interference with public access to the area for non-motorized vehicle entertainment within the protective area. The actual well will likely have a fence around it, and the building may have a perimeter fence. The 400' radius may be marked in some way. When asked where the piping would go, Mr. Tinkham stated the plan is that it go under the road. There is an existing 8" main on Mitchell Street. The water would be piped down the road (probably down the center line) and tied into the existing main.

Councilor Koenig questioned if it would be treated the same as all of the other wells, and was informed the water will be treated onsite before it goes out. Councilor Koenig stated his desire for him and the general public to become more educated on what is occurring. Chairman Harrington stated agreement the public will see this activity take place, and needs to be aware of what is occurring. It was noted the activity will be ongoing for a number of months. Chairman Harrington questioned if the MVD informs abutters of the activity taking place, and was informed they do.

It was stated the well would be a high-demand well; it will likely be run for 3 months out of the year then shut down, and only used when demand increases.

Councilor Mahon commented the project has come before the Conservation Commission. He stated he would urge the Commission to erect signage notifying users to stay out of the area and identifying what is taking place there.

The estimated project cost was identified as \$2 million - \$2.5 million. Councilor Dwyer questioned why the Trustees of the Trust Fund have a role in this project. Assistant Town Manager/Finance Director Micali responded because the property was deeded to the Trustees of the Trust Fund, and the

sale of the timber goes to the School District. Councilor Dwyer questioned the timeframe of such a project, and was informed once all permitting is in place, the time to completion is somewhere around a year.

When asked why the project was being done, Lon Woods, Chairman, Board of Commissioners, MVD, stated the MVD has an ongoing program for continuing to capture adequate supplies of water for the MVD and distribution to the Town of Merrimack as ratepayers. It is not a kneejerk reaction, and was on the books long before the current situation. It is not the optimum in terms of developing, but is one the Board of Commissioners fully support in terms of those times of year, e.g., July and August of a normal year, when it would be in the best interest of the ratepayers and the MVD to have this well, as it would allow for the providing of adequate supply and management of the infrastructure.

When asked if the proposed well would tap into an additional aquifer or is another spot in the general aquifer under Merrimack, Mr. Tinkham stated it to be an entirely different aquifer from the other well sources in Town currently. It is a fairly small aquifer, which is why it is limited in its yield potential. It is very well protected though. From a hydrological standpoint, the fact that there is a conservation area or two of them right there is very positive because it does restrict any potential land uses, which are always a threat to groundwater supplies. It was noted the permit will be capped at 45 million gallons/year. There will be long-term monitoring to prove that can happen (300 gallons/minutes for about 90 days).

MOTION made by Councilor Mahon and seconded by Councilor Dwyer to approve the Mitchell Woods/Watkins Forest Easement Deed and authorize the Town Manager or her proxy to sign on behalf of the Town. MOTION CARRIED 6-0-0

Chairman Harrington questioned the status of the connection with Pennichuck Water Works. Mr. Woods stated it is well on its way; construction crews are preparing the pad, installing valves, etc. At the last meeting of the Commissioners, they were informed they could expect delivery of the actual station itself in the 3rd week in December. They have been assured it will be installed by end of year or early next year.

When asked for information on the filtration system for wells 4 and 5, Mr. Miner stated the agreement has been signed. The agreement is for Saint-Gobain to cover the cost of 30% design work. A check in the amount of \$65,800 for that portion has been received. The engineers at Saint-Gobain have done the additional testing they wished to do on wells 4 and 5. There are a few marking wells they want to do soil sampling at out in the Center Street area (earliest is January). Earlier in the day he received an email indicating they are ready to ship the treatment plant from Hoosick Falls, and will make arrangements to get it here in the next month or two. Chairman Harrington questioned if the site has to be prepared, and was informed there will likely be some preparation work that has to take place.

2. 2017-2023 CIP Presentation

Submitted by Town Manager Eileen Cabanel and Finance Director Paul T. Micali
Town Council to be presented with the details of the 2017-2023 CIP.

Town Manager Cabanel spoke of the need for each budget to include adequate funding for capital projects. She provided a [PowerPoint presentation](#), and noted at the time the Capital Improvement

Program (CIP) was created (2011) the recommendation was for \$1,060,000 of funding. In the FY18 budget, the proposal is for an allocation of \$1,702,000. The amount has increased for various reasons, e.g., bridge projects (Town pays 20%). There are some non-recurring items such as communications equipment (\$185,000), which is a result of Police and Fire communication consoles, software, etc. Fire equipment is increasing as are the costs for Highway equipment. A slide was provided, which highlighted the proposed funding for the various projects (historical vs. projected).

The process that is followed for identifying projects to be included in the CIP (for the following 6 years) begins with submissions from department heads. From there, the Assistant Town Manager/Finance Director identifies an amount of money to be put into each of those accounts to ensure, should the Council agree with the projects, that adequate funding exists.

Councilor Dwyer questioned what was allocated in the FY17 budget, and was informed \$1,602,000 was allocated in FY17, proposed for FY18 is \$1,702,000. In FY15, the allocation was \$1,431,000, in FY14 it was \$1,052,000, FY13 \$974,000, and in FY12 \$937,000. Going back three years before that it was only \$300,000.

Town Manager Cabanel spoke of the Town's ability to utilize the CIP as a means of saving for major, long-term capital expenses rather than having to bond.

Councilor Koenig remarked it was commented the intent is to ensure that a million dollars is allocated to the CIP each year; however, for the past few years \$1.5 million has been allocated, and proposed for FY18 is \$1.7 million, and in the out years the projection is closer to \$2 million/year. The previous project of \$1 million/year was to keep up with the CIP, which is growing. He questioned if there is any control over that increase. Town Manager Cabanel responded the Council absolutely has control over the allocation. Councilor Koenig questioned if the department heads have an understanding the Town doesn't have 50-100% increases in funding. Town Manager Cabanel stated each CIP request receives scrutiny; could be approved or denied. She noted the allocation of funds for capital projects were so depleted for such a long period of time that the best effort was put forth to build them up. The \$1 million/year allocation was simply a matter of providing some level of funding into the CIP. The amount required to be expended was exceeding the yearly allocation. That is why it appears the CIP is being ramped up when in fact the proposed allocations would instead allow the Town to catch up.

Councilor Koenig commented it depends on how you look at it; for years the Council was told communications only needed an allocation of \$10,000/year, and for the past few years the allocation have been \$150,000 - \$200,000/year, and that will continue for a few years before it drops back to \$70,000. He questioned why that isn't smoothed out so that the numbers don't ramp up so fast, e.g., do \$90,000 in the out years and a little less this year.

Town Manager Cabanel stated the area of communications equipment has been discussed for the past few years.

Councilor Mahon commented the Public Works Director has indicated, on more than one occasion, that a million dollar allocation is just barely letting us hold on, and that by their own assessments and their pavement management tool, we should be spending closer to \$2 million/year to maintain the

Approved: December 15, 2016

Posted: December 16, 2016

Town's infrastructure. Councilor Koenig noted there is a large amount in the budget for road maintenance.

Councilor Dwyer remarked he does not have the philosophy of not bonding at all. There is a middle ground. One of these years the Town may look to a small bond for road improvements, etc.

Town Manager Cabanel stated agreement, but noted best management practice is to bond for the useful life of a project/item, e.g., when considering a ten-year bond for a road project you have to consider whether or not the road will last for ten years. She reiterated most of the monies for road work that has been done relates to the Town's matching funds for bridge projects.

A slide was projected titled Major Projects General Fund (expenses). The list included capital projects funded in a myriad of ways; the Capital Reserve Funds (savings account), Operating Budget, bond, Federal funding, and State funding. It was noted in FY17 the architectural and engineering work is being conducted on the Bedford Road/Baboosic Brook Bridge project. The FY18 budget will include the construction cost for the project (\$611,309 or 20%; from Infrastructure Capital Reserve Fund (CRF)) and a combination of Federal and State funding (80% of cost). The second item highlighted is the bridge replacement for U.S. 3 over Baboosic Brook. Although that project is planned to be done in the 2022-2023 time period, the engineering work has begun to place the Town in a position of being prepared should another municipality drop out of the bridge program, and the funds become available. The State has been gracious enough to pay their 80% of the architectural and engineering for this project.

With regard to stormwater drainage improvements, a list of roads was provided: Jo Ellen Drive, Amherst Road, Brenda Lane, Wilson Road; box culvert, and Woodland Drive; Phase II drainage design, and town-wide basin repairs.

With regard to Infrastructure Improvements that area is funded by the registration fee that is added onto car registrations. The Town receives approximately \$125,000 a year, which needs to be dedicated to road improvements. Out of the budget is another \$625,000.

Kyle Fox, Director, Public Works Department (PWD) stated, through the intern program, they rate all of the roads every couple of years, and establish what is called a pavement condition index for each road; a scale of 0-100. That list is maintained and kept up to date. It is not used as the sole determination of what roads will be paved, e.g., look at drainage, MVD, potential sewer projects, and the amount of funding in the budget.

Town Manager Cabanel spoke of the paving infrastructure improvements on Executive Park Drive. That is a project that has been put off for some time, and needs to be done. It is a fairly extensive project that includes an island in the middle, drainage issues, etc. When asked how that would work with the current project at Executive Park Drive, she stated the two entities will work together. However, the project is not being done because of the existing project. Councilor Dwyer commented he does not like that project; to complain that the islands in the middle are ugly and runoff is going to Naticook Brook as well as Horseshoe Pond he simply does not see. He stated his preference not to expend the funds on a road that is completely functional and only has the movie theatre and the new

hotel at the entrance. He does not see the bang for the buck with that project. Chairman Harrington suggested that discussion be revisited.

The proposal for the Highway Garage renovations/replacement is identified within the CIP. Town Manager Cabanel stated any proposals seen for the Highway Garage have not been to demolish the garage, but to basically gut it and use it for storage of expensive equipment/vehicles, and to put in a Public Works structure. The current garage was constructed in 1973, and the population has quadrupled since.

Councilor Dwyer stated the desire to go on the record stating that building is a disgrace. The facility does not have adequate restrooms or locker rooms, and there are safety issues. It is a disgrace, and something has to be done. He commented he has been advocating for a trailer. Town employees should not have to work under those conditions.

Councilor Flood stated agreement, and commented it is located in the middle of a residential area. Perhaps that was acceptable when it was constructed, but she would like the facility to have some sense of aesthetics.

Town Manager Cabanel commented the timing that the first payment on a bond would come due would be the year after an existing bond matures (\$270,000 payment/year bond). For the Merrimack River boat ramp access improvement, a placeholder is used as Director Fox has provided options that include the potential to utilize another location for entrance into that river.

The Souhegan River Trail project is an 80/20 match with Federal funds received through the Transportation Alternative Program (TAP) Grant.

A project comprised of sidewalks on both D.W. Highway and Woodbury Street and D.W. Highway and Baboosic Lake Road would begin with engineering work (outer years). TAP Grant funding has been applied for.

Vice Chairman Rothhaus questioned where the Seaverns Bridge/canoe launch ramp access improvement project came from. Assistant Town Manager/Finance Director Micali stated it to be a new project. The area currently used as a boat launch is experiencing issues such as deterioration of slope. The Conservation Commission is looking at its parcel on the other side of the road for expansion into a park area. The idea is for a boat launch to be part of that project. Vice Chairman Rothhaus commented the current area was never maintained as a launch, it was just there. Councilor Mahon noted the Conservation Commission recently conducted an extensive discussion on this project, which centered around the discussion of a potential property acquisition in the area and the development of one of the pieces already owned.

Councilor Dwyer commented one of the reasons for proposing relocation is the lack of parking at the current location. The project would create a small parking lot. Councilor Flood questioned the desired location of the new launch site. Director Fox stated the parcel being discussed is known as the Ireland property.

Approved: December 15, 2016

Posted: December 16, 2016

Town Manager Cabanel stated the total dollars proposed to come from the General Fund for major projects to be \$8,728,540. The General Fund is where the tax rate is derived.

Town Manager Cabanel stated the funding sources for the major projects proposed to be: \$625,000 from the general fund/operating budget, \$1,109,309 the CRF (savings accounts), \$125,000 from road improvement fund, which is derived from fees charged, \$2,685,231 from State aid, which is for the bridge projects, and \$884,000 from Federal Aid, and \$500,000 from bonds. The \$500,000 is \$350,000 for the engineering for Phase III of the Wastewater Treatment Plant upgrade and \$250,000 for the first year of doing that review of the sewer pipes.

In FY20 \$12,740,000 is identified as the projected cost for the actual construction upgrade of the Wastewater Treatment Plant Phase III. When asked, Assistant Town Manager/Finance Director Micali stated, in prior discussions, the cost estimate has not been that high. There has been discussion of bonding the project.

When asked, Town Manager Cabanel noted the \$150,000 is for the first year for the reviewing of the sewer pipes, and another \$350,000 for engineering for Phase III of the project. The next year is \$140,000 for that same project, and the next one has the sewer plant and the combination of the \$140,000, and going forward.

Town Manager Cabanel commented in every place she has been employed, focus is placed on the first year although planning is necessary for future years. Every year you will see that you don't just move up one year, priorities change, costs change, etc. The CIP is a tool to extend the view out 6 years. The bond amount of \$3.3 million is for the Highway Garage, \$2,195,000 (FY19) for the South Fire Station (Town's portion, which is added to the \$650,000 the Town continues to retain from the mall), and \$2,360,000 (FY20) for proposed sewer extension.

In FY23 there are a combination of two placeholders; they keep getting moved out. One is for \$6 million for the Library and the other is \$2 million for playing fields.

When looking at the proposed projects, the first thing that is done is a review of the monies that will be deposited into the CRFs, and then what we want to spend out of the CRF as well as bonds, etc. for the major projects.

Moving into discussion of the minor projects, Town Manager Cabanel covered some of the items listed. In FY18 a small used pick-up truck is proposed for buildings and grounds. FY18 is the year for the big project for the base radio stations that relate to the Police Department. This is the final phase of it, which includes the last components of the communication system at the Police Station as well as a component for the Fire Department (\$43,000). There is a planned ambulance purchase from the CRF, thermal image cameras (\$20,000 each), and the Fire Department has indicated the need for a revamp of their radios in FY19.

With regard to the Opticom repair/replacement for the Fire Department (\$50,000); the intent is not to add new locations for Opticom, but replace/repair existing ones, which is why there is a traffic preemption CRF. What was reflected was the culmination of the savings.

Councilor Dwyer asked for additional information to be provided on the line for portable radios (\$298,000). Chief Carrier, Fire Chief, Merrimack Fire Rescue, stated every member of the department is assigned a portable radio. That is for safety purposes so that when on a scene they have the multi-band, multi-frequency. They have emergency identification devices on them so that if a firefighter goes down, is lost in the woods, etc. they can actually push a button on that radio, which would go to a specific frequency, transmit a communications message to Dispatch, Dispatch gets a signal and it prints the name of the firefighter who is assigned that radio. It also comes up on the command center on the Chief's vehicle. Dispatch gets ahold of the Chief. The Rapid Intervention Team (RIT) is activated to locate the firefighter. When asked, he stated each radio comes at a cost of \$4,000 - \$6,000 depending on how they work. At this time they are in the range of \$4,300.

Town Manager Cabanel stated there is the requirement for the radios to be replaced as they are too old to be repaired. Chief Carrier stated the entire complement of the current radio system was purchased in 2006. They are running into problems obtaining replacement parts and Motorola is no longer supporting the software. Monies are being set aside year after year to be able to cover the cost should they not be successful in obtaining grant funding. Councilor Dwyer remarked when this is put with a few other projects the cost reaches \$5 million, which again brings to bring the idea of a bond.

A few additional minor projects were identified such as \$35,000 to replace a 15-year-old truck for the Operations Manager.

The netting at Twardosky Field has been brought up at Retreat, and a request was made that pricing be sought on what could be done to make that facility safer and more accessible. The number came back at \$50,000. Town Manager Cabanel remarked there is \$174,000 in the CRF for athletic fields. There is the need to discuss whether this is a project the Council wishes to expend those funds on. Councilor Mahon stated the netting has been discussed for 10 years. No one has ever provided a price. This year it has worsened because now the soccer kids and softball players are out there. There are cars all over the place on Naticook Road. He stated his opinion a more holistic look has to be taken of that site to include an adequate shoulder and reconfiguring the parking area.

Assistant Town Manager/Finance Director Micali commented he sits on a committee in another town, which has looked at the issue of netting around ballfields. The quote that was provided Merrimack of \$50,000 for 120 linear feet in length by 50' in height is similar to what the other town received for pricing. The netting is not on the high or low end of the cost, it would stop a ball from passing through if it hits it properly. Cost stated is for netting alone.

Under Police, there are three patrol vehicles requiring replacement and one Detective vehicle. Councilor Koenig questioned if vehicles were being replaced with SUVs, and was told that is the case. When asked if the SUV for highway is more expensive than the police SUV, Town Manager Cabanel stated the fit-up differs. It was noted it was costing the Town \$9,000 to fit-up the SUVs. Having all SUVs now, when replacement vehicles are brought in there is no longer the need to purchase the fit-up. For the highway SUV there is the need to purchase the new SUV fit-up.

Councilor Dwyer questioned the philosophy behind having all SUVs versus mixed sedans and SUVs. Mark Doyle, Chief, Merrimack Police Department, responded the SUV offers much more room inside, which allows for improved prisoner access, e.g., can put prisoners in the back seat and remove them

from it much more efficiently and effectively. The big question that came to mind was what would be lost by going with the SUV style vehicle, and the answer was nothing because the SUV is virtually the interceptor, a sedan, with a bigger body; the drivetrain, frame, body itself, engine, transmission, all-wheel drive system is identical. In terms of mileage and fuel economy they were seeing almost an equitable split. By going up to the SUV you gain much more effectiveness while on the roads in terms of their ability to get to where they need to go because of the all-wheel drive capabilities as well as the roominess to put their equipment, and prisoner access. It was noted as the vehicles come offline they can be downgraded to Fire, Building, and Health.

Town Manager Cabanel spoke to the Solid Waste Disposal trailers noting there to be four trailers at the Transfer Station. All four were purchased at the same time, and the proposal is to replace two that have reached end of life, and scheduled two for replacement in the following year.

With regard to Technology, there is a continuing effort to upgrade licenses. Campus WiFi (closed network) is proposed for Town Hall, the Police Station, and Fire, which will allow all three facilities to be compatible. For Police and Fire there are several different WiFi connections in each of their buildings.

The Wastewater Treatment issues; manhole rehabilitation, closed-captioned TV, camera equipment, etc., the intent is to replace aging equipment. The two skid steer loaders would be paid for by user fees. Tires for 3 loaders are proposed at a cost of \$12,500.

With regard to Cable Television, there is a proposal for equipment upgrades.

Town Manager Cabanel identified the minor project funding sources as year 1; \$1,452,000 from CRFs, \$133,000 from the general fund/operation budget, \$212,500 from user fees/bonds, and cable franchise fees to cover expenses associated with cable television.

A slide was presented identifying the individual CRFs. At the end of FY16 the balance was \$3,019,669. Some were monies the Town had been setting aside for some time, and were expended. In that particular year an allocation of \$1.6 million was made and \$1.4 million was expended. At the end of FY16 the remaining balance in the ambulance CRF was \$40,916. Eighty five thousand was set aside, and for the end of FY17 total accumulated funds in that account was \$125,000. Proposed for FY18 is an allocation of \$115,000. From that new total \$235,000 would be utilized towards the purchase of an ambulance. That would leave \$5,916 remaining at the end of FY18, at which time the proposal would be to allocate \$80,000.

At the end of FY16 the CRF balance was \$3,019,669, at the end of FY17 it was \$3,181,169, and at the end of FY18 the projected balance is \$2,168,861.

Councilor Dwyer questioned the history of the salt shed, e.g., why it would have a CRF. Assistant Town Manager/Finance Director Micali stated the new salt shed was constructed approx. 8 years ago at a cost of approx. \$300,000. At that time, the decision was made to establish a CRF as the funding mechanism for future replacement. It may be that in 5-6 years consideration will have to be given to setting aside funds for that replacement.

Approved: December 15, 2016

Posted: December 16, 2016

Town Manager Cabanel commented the information that was provided was intended to be a snapshot of what can be anticipated over the next 6 years in terms of planning for future expenses. During upcoming budget meetings with each of the department heads, there will be the opportunity to review each of the requests in greater detail.

3. 2016 Town Code Revision Discussion

Submitted by Town Council Chairman Nancy Harrington and Vice Chair Finlay Rothhaus

The Town Council to discuss the review and revision of the chapters of the Merrimack Town Code, in accordance with Charter Article V, Section 5-6 (c).

Included with the agenda packet was a summary of the different chapters for which revisions have been recommended. Some chapters have been superseded by the Town Charter. Of the 31 chapters, there are 17 that are due for review and 10 that are required to be reviewed within the next two years. Councilor Mahon questioned how the identified schedule came to be, and stated the intent of the Charter Article is that the entire Code be reviewed every 5 years. Chairman Harrington noted some of the articles have been reviewed within the past five years. Councilor Mahon stated the intent to be for a review every five years regardless of the intervening action.

Chairman Harrington agreed a review of all of the articles would result in a single review cycle. She noted the various departments, commissions, etc. have been asked to conduct an initial review of articles specifically pertaining to them.

A brief discussion ensued with regard to how the review process would proceed. Councilor Mahon stated a concern that the language be looked at in terms of removing language that no longer applies, etc. The consensus of the Council was that staff conducts the initial review.

Minutes

Approve the minutes from the Town Council meetings of November 3, 2016.

The following amendments were offered:

Page 6, Line 44; insert “: if” after “clarification”

Page 6, Line 45; replace “they are” with “the NRPC is”

MOTION made by Councilor Rothhaus and seconded by Councilor Dwyer to accept the meeting minutes of the November 3, 2016 Town Council meeting of as amended. MOTION CARRIED
5-0-1

Councilor Mahon Abstained

Comments from the Press - None

Comments from the Public - None

Comments from the Council - None

Approved: December 15, 2016

Posted: December 16, 2016

Adjourn

MOTION made by Councilor Koenig and seconded by Councilor Mahon to adjourn the meeting.

MOTION CARRIED 6-0-0

The December 1, 2016 meeting of the Town Council was adjourned at 9:30 p.m.

Submitted by Dawn MacMillan