



TOWN OF NEWMARKET, NEW HAMPSHIRE
Town Council
Agenda

Wednesday, April 06, 2022, 7:00 PM
Town Council Chambers

6:30 PM Non-public Meeting Pursuant to RSA 91-A:3,II(a) - Personnel

REGULAR SESSION

- 1. Pledge of Allegiance**
- 2. Election of Officers, Adoption of Town Council Rules, and Committee Assignments**

a. *Elect a Chair*

Elect a Vice-chair

Appoint Committee Representatives

Highway Safety

Energy & Environment Committee

Capital Improvement Committee (CIP)

Conservation Commission

Economic Development/Liaison Business Association

Planning Board

Ad hoc Riverfront Advisory Committee

Ad hoc Arts & Tourism Commission

Ordinance Oversight Committee

Parking Commission

b. **Town Council Adopt 2022-2023 Rules for Proceedings**

- 3. Public Forum**
- 4. Town Council to Consider Acceptance of Minutes**

[a.](#) March 16, 2022 Meeting Minutes

5. Report of the Town Manager

[a.](#) Town Manager's Report

6. Committee Reports

7. Town Council to Consider Nominations, Appointments, and Elections

[a.](#) Confirmation of the Appointment of R. Bart McDonough as Director of Planning and Community Development

[b.](#) Onica Bronstein - Ad hoc Arts & Tourism Commission - Term Expiration December 2024

[c.](#) Deborah C. Smith - Ad hoc Arts & Tourism Commission - Term expiration December 2024

8. Resolutions/Ordinances in the 1st Reading

9. New Business/Correspondence

[a.](#) There is no Correspondence

[b.](#) Closing Comments by Town Councilors

[c.](#) Next Council Meeting - April 20, 2022

10. Adjournment

Visitor Orientation to the Town Council Meeting

Welcome to this evening's Council meeting. Please note that the purpose of the meeting is for the Council to accomplish its work within a qualitative time frame. Meetings are open to the public, but public participation is limited. If you wish to be heard by the Council, please not the "Public Forum" at the beginning of the meeting to speak on items on a meeting agenda and/or matters pertaining to the business of the Council. In addition, public hearings may be scheduled for public comment on specific matters.

Speakers must be residents of the Town of Newmarket, property owners in the Town of Newmarket, and/or designated representatives of a recognized civic organization of business located in the Town of Newmarket. When they are at the podium, speakers first need to recite their name and address for the record. Visitors should address their comments to the presiding officer and the Council as a body and not to any individual member.

Each speaker shall be provided a single opportunity for comment, limited to three (3) minutes. Public forum shall be limited to fifteen (15) minutes. Visitors should not expect a response to their comments or questions since the Council may not have discussed or taken a position on a matter. Public Forum is not a two-way dialogue between speaker(s), Councilors, and/or the Town Manager. The Chair will preserve a strict order and decorum at all Town Council meetings. Outbursts from the public are not permitted.

Town Council Committee Representatives

April 2021 – April 2022

Current Assignments

Highway Safety	Jonathan Kiper
Budget Committee	Brian Ward
Energy & Environment Advisory Committee	Toni Weinstein
CIP	Katanna Conley Jonathan Kiper, Alternate
Conservation Commission	Megan Brabec
Economic Development/Liaison B.A.	Helen Sanders
Planning Board	Scott Blackstone Toni Weinstein, Alternate
Ad hoc Riverfront Advisory Committee	Megan Brabec
Ad hoc Arts and Tourism Commission	Helen Sanders
Ordinance Oversight Committee	Katanna Conley Toni Weinstein Vacant
Parking Commission	Jonathan Kiper



TOWN of NEWMARKET, NEW HAMPSHIRE
2022-2023
TOWN COUNCIL RULES FOR PROCEEDINGS

1. **Council Meetings**

All meetings of the Town Council shall be public as required by RSA 91-A.

Business meetings shall be held on the first and third Wednesday of each month at 7:00 p.m., unless otherwise provided by ordinance or resolution. When Wednesday is a holiday, the regular meeting shall be held on a Wednesday following at the same hour unless otherwise provided by motion. The public portions of Council meetings shall end by 10:00 p.m., unless a majority of the Council present determines that continuing the meeting shall allow the necessary business of the meeting to be completed. In order to proceed beyond 10:00 p.m., a motion to do so shall be made and a vote shall be taken. The motion shall pass to the extent two-thirds (2/3) of the votes cast. Notwithstanding the foregoing, non-public sessions of the Council may continue after 10:00 p.m.

Business Meetings are for the purpose of deliberating and voting upon Town business. Agendas will generally follow the order of business established in Section 5 below and shall include on the agenda an opportunity for citizen comment related to the matter(s) included on the agenda and/or pertaining to the business of the Town Council.

Special Meetings are for the purpose of deliberating and voting upon Town business at times other than during a regularly scheduled Business Meeting. Such meetings are "special" because the Chair, or upon request of the Town Manager, or five (5) Council Members by written request submitted to the Chair, can call them on a minimum of 24 hours' notice. Agendas will generally follow the order of business established in Section 5 limited to one or more items requiring Council action and shall include on the agenda an opportunity for citizen comment specifically related to the matter(s) included on the agenda.

Special Meetings may be scheduled for any day provided sufficient notice is afforded in accordance with provisions of State law.

Workshop Meetings are for the purpose of the Council receiving information about Town business in an informal setting during which no formal action can be taken. The workshop agenda format is intended to encourage in-depth presentations by Town Boards, Commissions,

Committees and/or staff (including consultants engaged for purposes of advising the Council), and detailed questioning and brainstorming by Council Members. The Council may discuss the material freely without following formal rules of parliamentary procedure, subject to the direction of the presiding officer. Although formal action may not be taken during Workshop Meetings, the presiding officer may poll Council Members during the meeting to determine the general consensus of the Council in order to bring matters back for consideration at future meetings. Non-Public Meetings are held to discuss only certain items specified in State law during which the public cannot attend. Non-Public Meetings shall be properly noticed and State law pertaining to the appropriateness and necessity of holding such meetings shall be strictly adhered to in all cases.

Non-Public meetings are typically scheduled as necessary, before or after other Council meetings.

Consultation with Legal Counsel/Collective Bargaining Strategy or Negotiation meetings are held solely for purposes of receiving legal counsel and/or for collective bargaining matters relating to strategy or negotiations during which the public cannot attend. These sessions are typically scheduled as necessary, before or after other Council meetings.

The place of the meetings shall be the Council Chambers at the Town Hall.

A quorum of the Council for the transaction of any business shall be four (4) of the members currently in office. A majority of those members present may adjourn the meeting to another time or date.

2. **Presiding Officer**

The Chairman shall be the presiding officer at all Council meetings. He/She shall take the chair precisely at the hour appointed for the meeting and call the members to order. In the absence or disability of the Chairman, the Vice-chairman shall preside and act as Chairman during such absence or disability.

3. **Chairman Pro Tem**

In case of the absence of both the Chairman and the Vice Chairman, the Recording Secretary shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall choose one of its members to act as Chairman *pro tem* by a plurality of votes until the Chairman or Vice-Chairman appears.

4. **Recording Secretary**

The Recording Secretary shall be ex-officio Recording Secretary of the Council and shall keep minutes of the meetings and perform such other and further duties, as may be ordered by the presiding officer or Council. The Recording Secretary shall record the names of the members present and coming in after the call to order. It shall be sufficient for the Recording

Secretary to record special and non-public meetings by written form. Not more than 5 business days, excluding weekends and national and state holidays, the Recording Secretary shall make available a copy of the minutes of the previous meetings to include regular, special and non-sealed non-public meetings. In the absence of the Recording Secretary, the presiding officer shall appoint an acting recording secretary during such absence that shall tape record the meeting and take minutes.

5. **Order of Business**

The business of all business meetings and workshops of the Council shall be transacted in the following order unless the Council, by a vote of at least two-thirds (2/3) of the votes cast, shall suspend the rules and change the order.

Business Meetings:

1. Pledge of Allegiance
2. Public Forum
3. Public Hearing
4. Town Council to Consider Acceptance of Minutes
5. Report of the Town Manager
 - a. Monthly Department Heads Report
6. Committee Reports
7. Old Business
 - a. Ordinances and Resolutions in the 2nd Reading
 - b. Ordinances and Resolutions in the 3rd Reading
 - c. Items Laid on the Table
8. New Business/Correspondence
 - a. Town Council to Consider Nominations, Appointments and Elections
 - b. Ordinances and Resolutions in the 1st Reading
 - c. Correspondence to the Town Council
 - d. Closing Comments by Town Councilors
9. Adjournment

6. **Ordinances and Resolutions**

- a. Ordinances - Any Ordinance to be considered by the Council other than those to be enacted for purposes of addressing emergency circumstances as specified in the Town Charter shall be initiated and acted upon in accordance with the requirements established herein.
 - i. A proposed Ordinance shall appear on a meeting agenda for a first reading after which it may be referred to a Workshop Meeting, if deemed necessary, and/or a future Public Hearing date shall be set.
 - ii. After a Public Hearing relating to a proposed Ordinance has been held and testimony allowed in accordance with these rules, the proposed Ordinance shall be brought before the Council for a second reading

- during the same meeting, together with any and all recommendations for passage, rejection, referral to a workshop, or to a third reading.
- iii. Any proposed Ordinance submitted for consideration by the Council, may be amended and/or enacted by a majority roll call vote in conjunction with the second and/or subsequent readings.
 - iv. If a proposed Ordinance is extensively amended following the second reading and the Council wishes further review, or additional time is needed for the public to express its opinion on the issue, it may be held for a third reading, on a simple majority vote of Council Members present.
 - v. Unless otherwise provided, each Ordinance approved by the Council shall become effective upon its passage, after it has been duly advertised within 7 business days of the Council meeting at which time the ordinance was adopted.
 - vi. The Town Clerk shall certify that the amendments are incorporated into the original ordinance with the proper reference to the amended ordinance number and date.
- b. Resolutions - Any Resolution to be considered by the Council shall typically be initiated and acted upon in accordance with these rules above. Resolutions subject to public hearings will also be subject to the following:
- i. A proposed Resolution shall appear on a meeting agenda for a first reading after which it may be referred to a Workshop Meeting, if deemed necessary, and/or a future Public Hearing date shall be set, if necessary. If no workshop or Public Hearing is necessary, than the Resolution will be referred to the next regular business meeting.
 - ii. After the proposed Resolution has been presented at the required public hearing, if necessary, it shall then be brought before the Council for a second reading the same meeting, together with any and all recommendations, for passage, rejection, referral to a workshop or other meeting.
 - iii. If a proposed Resolution requiring a public hearing is extensively amended following the public hearing and the Council wishes further review, or additional time is needed for the public to express its opinion on the issue, it may be held and referred for action at a future meeting, on a simple majority vote of Council Members present.
- c. **Ordinances and Resolutions may not be reconsidered by a motion. Ordinances or Resolutions may be rescinded by submitting a new Ordinance or Resolution.**

7. **Meeting Protocol**

No person will be allowed to speak unless and until recognized by the Chair.

No Councilor will be allowed to address an agenda item twice before each Councilor wishing to be recognized has been recognized once.

No person will be allowed to respond out of order to any statement by any other person.

All comments will be addressed to the Chair.

The Chair reserves the right to rule persons, including Councilors, out of order for violating this Resolution, as well as any other applicable statute, ordinance, resolution, or Charter provision.

Any person ruled out of order three times at one meeting will be asked to leave the meeting.

Motions will be entertained at workshops only under extraordinary circumstances. Motions will only be entertained under new business only under extraordinary circumstances. Any matter discussed under new business that the Council wishes to consider further will be referred to the next available workshop.

8. **Filing with the Town Clerk**

Per Section 3.8.A of the Town Charter any ordinance or resolution may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Town Clerk shall distribute a copy to each Councilor and to the Town Administrator shall file a reasonable number of copies in the office of the Town Clerk, and post a copy in such other public places as the Council may designate.

In addition, copies of ordinances, resolutions and documents to come before the Council for consideration will be given to the Town Manager's office by noon three (3) working days preceding the day on which the Council meets. All Town Council packets shall be made available for pick up on the Friday before the scheduled business meeting and workshop at the Town Hall.

9. **Motion to be Stated by the Recording Secretary**

Any Council member may ask the Recording Secretary to state the motion before the vote. The mover without the consent of the member seconding it may not withdraw a motion.

10. **Voting**

Each member present when a question is put shall vote either aye or nay by voice vote. If a member abstains, he/she shall give the reason for abstaining. All voting shall be by roll call vote except votes on procedural matters.

11. **Conflict of Interest**

Any member who has a financial interest, direct or indirectly, in any planning or existing contract, job, work or service to be performed by the Town or voluntary sale to the Town of any land, materials, supplies, equipment or other property shall make full disclosure of such interest to the Council prior to deliberating any such matter or transaction.

The member, or if a member's family member, as defined by Section 7.3 (B) of the Town Charter is financially interested in such matters or transactions shall not vote nor advise on nor otherwise participate in the Council's consideration of such matter or transaction.

12. **Anonymous Communications**

Unsigned communications shall not be introduced in Council meetings nor shall the Council entertain any review, discussion or action upon unsigned communications.

13. **Permission to Address the Council**

To encourage and allow ongoing input and feedback from citizens, Regular, Special and Workshop meetings shall include on the agenda an opportunity for citizens to address the Council. In addition to public hearings that may be scheduled for public comment on specific matters, the Public Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the Council.

- i. Speakers shall be residents of the Town of Newmarket, property owners in the Town of Newmarket, and/or designated representatives of recognized civic organizations or businesses located in the Town of Newmarket. Any other individuals wishing to address the Council shall require suspension of the rules.
- ii. Speakers shall address their comments to the presiding officer and the Council as a body and not to any individual member.
- iii. Speakers shall first recite their name and address for the record.
- iv. Each speaker shall be provided a single opportunity for comment, limited to five (5) minutes with the five (5) minutes beginning after the obligatory statement of name and address by the speaker.
- v. Citizen Forum shall not be a two-way dialogue between speaker(s), Council Member(s), and/or the Town Manager. Any deviation of this rule shall require a suspension of the rules.

The presiding officer shall preserve strict order and decorum for and by all speakers appearing before the Council.

14. **To Suspend the Rules**

These rules may be temporarily suspended by a vote of two-third (2/3) of the votes cast.

15. **To Amend Rules**

These rules may be amended, or new rules adopted, by a majority vote of all members of the Council present. Any proposed amendments to these rules shall be submitted in writing at a business meeting, and shall be placed on the agenda under the order of "New Business". This requirement shall be waived only by unanimous consent with a recorded vote of all members.

16. **Roberts Rules of Order**

Roberts Rules of Order shall be used to decide all parliamentary questions not specifically provided for in these rules.

17. **Committees**

Budget Committee: As provided for in RSA 32:15, I(b) *Budget Committee Membership*, "One member of the governing body of the municipality...shall be appointed by their respective board to serve for a term of one year and until their successor are qualified. Each such member may be represented by an alternate member designated by their respective board, who shall, when sitting, have the same authority as the regular member."

Planning Board: As provided for in RSA 637:2, I-b(a) *Planning Board*, The council shall appoint "A member of the town council...of the town selected by the town council."

The Council shall have the power to appoint such advisory committees, as he/she deems necessary to serve him/her in an advisory capacity. The first-named person on each advisory committee shall serve as its chairman.

17. **Councilor Development**

All newly elected Council members shall, within the first year of their election, attend at least one workshop or educational seminar for local officials offered by the New Hampshire Municipal Association, Local Government Center, or comparable local agency.

All other Councilors are also encouraged to attend at least one workshop/seminar during each remaining term year with particular emphasis upon the Right-To-Know Law, municipal budgeting, and/or other matters pertaining to local government.

18. **Annual Review and Adoption**

Consistent with Section 3.2 of the Town Charter, this Resolution shall be in effect until the next organizational meeting of the Council, at which time, the Council shall renew, amend, and re-adopt or otherwise act on this Resolution.

19. **Councilor Stipend**

Consistent with Resolution #2009/2010-08, Pertaining to the Disbursement of Town Council Member's Annual Stipend, Councilors stipend shall begin with the start of the Town's fiscal year with payment made in July, September, December and March.

TOWN OF NEWMARKET, NEW HAMPSHIRE

TOWN COUNCIL REGULAR MEETING

March 16, 2022 7:00 PM

Council Chambers

Draft Minutes

Councilors Present: Council Chair Toni Weinstein, Councilor Jonathan Kiper, Councilor Megan Brabec, Councilor Scott Blackstone, Councilor Katanna Conley, and Councilor Brian Ward.

Staff Present: Town Manager Stephen Fournier, Environmental Services Director Sean Greig and Wendy Chase, Recording Secretary.

Chair Weinstein convened the meeting at 7:00 PM and led the Pledge of Allegiance.

AGENDA

PUBLIC FORUM

Chair Weinstein opened the Public Forum at 7:01 PM.

Chair Weinstein closed the Public Forum at 7:01 PM without public comment.

TOWN COUNCIL TO CONSIDER ACCEPTANCE OF MINUTES

March 2, 2022 Meeting Minutes

Councilor Conley made a motion to Approve *the March 2, 2022 Meeting Minutes*, which was seconded by Councilor Brabec.

Motion was Passed by a vote of 6-0-0.

REPORT OF THE TOWN MANAGER

Town Report Dedication

Retired Police Chief Kyle True was present as well as officers and staff members from the Police Department.

Chair Weinstein read the Town Report Dedication for retired Police Chief Kyle True and presented him with a hard covered copy of the 2021 Town Report.

Former Chief True voiced his appreciation for given the honor of having the 2021 Town Report dedicated to him. He thanked everyone who attended in show of support.

Town Councilor Helen Sanders Recognition

Former Councilor Helen Sanders was present, as well as, her husband Donald.

Chair Weinstein thanked Helen for her service as Town Councilor for the past 3 years and presented her with a inscribed mantel clock symbolizing the time she spent on the Council.

Helen said that she intended to complete her three-year term but had to resign a month and a half early after selling her home and moving out of town. She said she had lived in Newmarket for 20 years and already misses living here.

Town Councilor Jon Kiper Recognition

Chair Weinstein voiced appreciation to Councilor Kiper for serving the community and presented him with a mantel clock symbolizing the time he served as Town Councilor.

Councilor Kiper said it was a pleasure to serve his community and said that he learned a lot about the Town and how municipal government works. He said he will be back at some point to serve on a committee or board.

Town Manager's Report

COVID-19 and Vaccination Update: There are 5 active cases as of March 5; this is the minimum amount before we can no longer report the number of cases in town. We have had 1,634 (17.2% of the population) cumulative cases. NH Department of Health and Human Services have closed all state-run testing sites as of March 15.

FY22 Budget Update: At the end of February we have expended 68% of the operating budget. Areas of concern are road salt (\$65,000 over budget) and gas and oil prices. We are anticipating less road paving projects and increases in construction costs. Revenues are down with motor vehicles and up with building permits.

Town Council Orientation: Orientation for newly elected Councilors will be held this month and an abbreviated version will be presented to the entire Council at the April 6th meeting.

Sewer and Water Impact Fees: The System Development Charges for Water and Sewer Study is complete. This will replace the current water and sewer impact fee system. There will be a presentation to the Council at a later date.

Director of Planning and Community Development: Interviews have been completed; an announcement will be made soon.

Chair Weinstein commented that she was having trouble with audio when watching meetings on her computer. She said that a number of people have experienced issues with audio.

Town Manager Fournier said they have been working hard on the issues and gotten Comcast involved. He said he's going to inquire about going back to hard wired mics to see if that would make a difference.

Councilor Kiper asked the status of the Building Inspector's position. Town Manager Fournier said that they are waiting to hire the Planning and Community Development Director so that person can be a part of the hiring process. He has asked the Finance Director to write up a job description as well as a job description for a town engineer. He would like to be ready to hire an engineer in the beginning of July. He said we will probably have a wage study done this year as well.

February Department Reports

Chair Weinstein commented on the Fire Department's report and the new Fire Truck.

Town Manager Fournier said that they are going to set up a time for the Councilors to see the new truck.

COMMITTEE REPORTS

Councilor Blackstone reported on the March 15th Planning Board meeting:

- Planning Board members Patrick Reynolds and Eric Botterman won the election on write-in campaigns.
- The Seacoast Pool application was continued to next month's meeting.
- Eversource applied to the Board to cut down trees on "scenic" Bay Road. The application was continued to next month's meeting giving the public a chance to see the tagged trees they intend to remove.
- The owner of the Depot would like to move the building 50 feet and put in a new foundation. He would like to put in a parking lot and allow access to the railroad bed trail.

Council Brabec reported that the Conservation Commission met last week but she was unable to attend.

Councilor Conley reported on the Arts and Tourism Commission meeting:

- The Commission has been challenged with holding meetings due to lack of a quorum. They solicited membership via FaceBook. The Commission did approve the recommendation to appoint a member.
- The Commission is working with Recreation Director Gigandet on a few projects for the summer.

OLD BUSINESS

RESOLUTIONS/ORDINANCES IN THE 2ND READING

Resolution #2021/2022-26 - Purchase of New UPS Devices for the Town

Councilor Ward made a motion to Approve *Resolution #2021/2022-26 - Purchase of New UPS Devices*, which was seconded by Councilor Conley.

Town Manager Fournier explained that the current Uninterrupted Power Supply (UPS) devices, that supply power prior to the generators starting, are at the end of life and need to be replaced. The \$4,000. will come out of the Technology Capital Reserve Fund.

Motion was Passed by a vote of 6-0-0.

Resolution #2021/2022-27 - New Road Watermain Replacement and Drainage Improvements Project Award

Councilor Conley made a motion to Approve *Resolution #2021/2022-27 - New Road Watermain and Drainage Improvements Project*, which was seconded by Councilor Ward.

Environmental Services Director Greig explained that they received 2 bids and Granese and Sons was the lowest. He thanked Diane Hardy, former Planning and Development Director for getting the Town \$500,000 from the Community Block Grant that the Town doesn't have to pay back. The Rural Development funds will also be used for the watermain replacement and the State Revolving funds and ARPA funds will be used for the drainage portion of the project.

Motion was Passed by a vote of 6-0-0.

Resolution # 2021/2022-28 - Bennett and Sewall Wells Improvements Project

Councilor Conley made a motion to Approve *Resolution #2021/2022-28 - Bennett and Sewall Wells Improvements Project*, which was seconded by Councilor Ward.

Environmental Director Greig explained that they will will begin improvements to the Sewall and Bennett Wells. They will begin with Sewall Well and any funds left over will go toward the improvements to Bennett Well.

Motion was Passed by a vote of 6-0-0.

NEW BUSINESS/CORRESPONDENCE

There is no correspondence to the Council.

TOWN COUNCIL TO CONSIDER NOMINATIONS, APPOINTMENTS AND ELECTIONS

Cris Blackstone - Conservation Commission - Term Expiration April 2025

Councilor Brabec made a motion to Approve *the reappointment of Cris Blackstone to the Conservation Commission with a term expiration of April 2025*, which was seconded by Councilor Conley.

Cris Blackstone was present. She is reapplying to the Conservation Commission.

Councilor Brabec is the Council Representative to the Conservation Commission and is appreciative of the work Cris does on the Commission. She said they would be lost without her.

Motion was Passed by a vote of 6-0-0.

David Bell - Conservation Commission - Term Expiration April 2025

Councilor Brabec made a motion to Approve *the reappointment of David Bell to the Conservation Commission with a term expiration of April 2025*, which was seconded by Councilor Conley.

Motion was Passed by a vote of 6-0-0.

Eric Harter - Library Trustee - Term Expiration April 2025

Councilor Ward made a motion to Approve *the appointment of Eric Harter as Library Trustee with a term expiration of April 2025*, which was seconded by Councilor Conley.

Motion was Passed by a vote of 6-0-0.

Amy Nicholson - Library Trustee - Term Expiration - April 2025

Councilor Ward made a motion to Approve *the reappointment of Amy Nicholson as Library Trustee with a term expiration of April 2025*, which was seconded by Councilor Conley.

Councilor Conley asked for background information on the Library Trustees.

Town Manager Fournier said that our library is not a traditional library where trustees are elected. The library was gifted to the town and the Selectmen appointed the trustees (now the Council). The Town has the authority over the bottom line of the library budget. Library Trustees were established to leave politics out of it so not to decide which books could be provided.

Motion was Passed by a vote of 6-0-0.

Wayne Rosa - Zoning Board of Adjustment - Term Expiration - April 2025

Councilor Ward made a motion to Approve *the reappointment of Wayne Rosa to the Zoning Board of Adjustment*, which was seconded by Councilor Conley.

Councilor Kiper commented that Wayne Rosa has served on the ZBA for many years and is happy to see him reapply for another term.

Motion was Passed by a vote of 6-0-0.

CORRESPONDENCE TO THE TOWN COUNCIL

There was no correspondence.

CLOSING COMMENTS BY TOWN COUNCILORS

Council Chair Weinstein reiterated her appreciation to Councilors Sanders and Kiper for their service to the community.

NEXT COUNCIL MEETING

April 6, 2022

ADJOURNMENT

Chair Weinstein adjourned the meeting at 7:42 PM without objection.

Respectfully submitted,
Wendy Chase, Recording Secretary



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE of the TOWN MANAGER

REPORT OF THE TOWN MANAGER

April 6, 2022

Director of Planning and Community Development: On the agenda for your confirmation is my appointment of Bart McDonough as the new Director of Planning and Community Development. Mr. McDonough is currently serving as Town Planner for the Town of Kittery. He has served in that position since March 2020. During his time as Town Planner, he was instrumental in a fast-growing community, working to ensure the proper development for its future. Previously he served in similar positions in Salisbury, MA and for the Southern New Hampshire Planning Commission.

Code Enforcement: The new director's first project will be to hire a new code enforcement officer. We are already working on revising the ad and job description and will begin advertising for the position again shortly.

Town Engineer: As part of the FY23 budget, a new position of Town Engineer was approved. This position will administer all town capital projects; review plans for the community development; designs, prepares specifications and inspects municipal construction projects; prepares asset management programs to maintain infrastructure, just to say a few.

I am currently working on a job description and will advertise for the position shortly in order to have someone on board this summer.

Moody Point Storm Water Grant: The Town is going to work with the Moody Point Homeowners Association which agreed to applying for a Planning and Assessment grant up to \$100,000 available through the NHDES Coastal Program and Watershed Assistance Section for Cushing Road/Lubberland Road/Moody Point stormwater management projects. This study will look at all drainage within Moody Point which is contributing to run-off from and onto Town roads and outflows to Great Bay. It is the intention to create a better system to lessen the impact on the bay.

We are not able to apply for the Implementation grant funding now but we believe additional programs will be available for implementation projects in the future and as such the Town would

be supportive in moving forward with applying for such funding or working with the Moody Point community.

Rt. 108 and Rt. 152: I met with representatives from the Strafford Regional Planning Commission and the State Department of Transportation to discuss adding a project to the State’s 10-year plan. The Ten-Year Plan consists of New Hampshire’s funding priorities for improvements to the transportation system over the next ten years. The plan gets updated every two years and is signed into state law through the legislative process.

This project would begin planning to address the intersection South Main St and Exeter St. for safety improvements. This is very preliminary, but it may consist of

- Close eastbound lane of South Main St (NH152) between South St and NH108 intersection.
- Re-route eastbound NH152 traffic onto Gerry Ave
- Intersection and traffic control improvements at adjacent intersections
 - Gerry Ave & NH108 (Exeter St): needs consideration for trucks turning left onto NH108 from Gerry Ave
 - Gerry Ave & NH152 (South Main St): signage to alert drivers of closure; consider any intersection improvements for traffic flow and safety
 - Speed management improvements for remaining westbound lane of NH152 (NH 108 southbound) to mitigate “slingshot” effect on curve.



Joint Town Council – School Board Meeting: Just a reminder that we will be having our joint meeting with the school board on April 13, here at Town Hall.

Sewer and Water Impact Fees: I will be receiving a presentation on this prior to the meeting.

Town Council Orientation: I will have a brief presentation to go over with the entire council.

Respectfully Submitted,



Stephen R. Fournier
Town Manager



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE *of the* TOWN MANAGER

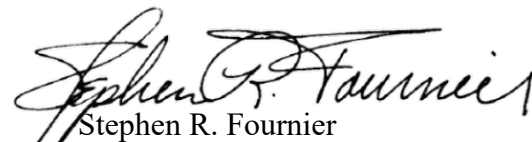
March 23, 2022

Newmarket Town Council
186 Main Street
Newmarket NH 03857

Honorable Members of the Town Council:

Pursuant to Section 4.8 of the Newmarket Town Charter, I hereby appoint R. Bart McDonough as Director of Planning and Community Development. I ask the Town Council to confirm this appointment and employment agreement.

Sincerely,


Stephen R. Fournier
Town Manager

Date: February 3, 2022
From: R. Bart McDonough
To: Mr. Fournier, Town Manager
Subject: Director of Planning and Community Development Search

Dear Mr. Fournier:

I was thrilled to come across the job posting for the Director of Planning and Community Development position. This position aligns with my skillset, experience and long-term career goals of community development with a focus on increasing workforce housing opportunities, thoughtful economic growth, as well as the advancement of low-impact development regulations and policies focused on adapting to the future impacts from climate change.

My experience planning at the rural, municipal, and regional level coupled with my education and involvement with conservation and attainable housing efforts makes me a strong candidate for the position of Director of Planning and Community Development. My interest in conservation and planning began when I volunteered for the Peace Corps. From 2010-2012, I lived and worked in a small village in Luapula province, Zambia. There, I primarily collaborated with local farmers within a 15-mile catchment area to identify sustainable farming techniques that met their unique situations and worked to promote reforestation efforts throughout the community. I learned many lessons during my time in Zambia, but the two most important takeaways were: the importance of having a good understanding of the community's physical and social environment, and the value of knowing how to listen and adapt as circumstances change.

These two takeaways were reinforced after I enrolled into a master's degree program at Tufts University. During my studies, I gained the requisite theoretical and technical skills, which included advanced GIS training, in land use and community planning, but more importantly, the program refined my abilities to listen purposely and communicate effectively. Moreover, my academic concentration focused on land use regulations and legal mechanisms at the local, state, and federal levels, culminating with my thesis on conservation easements in Stafford County, New Hampshire, and their adaptability to change from a legal and regulatory perspective.

During and after my master thesis research, I became the Town of Salisbury's Assistant Planner, a member of the Conservation Commission ("DCC") in Durham, New Hampshire, and currently the Town Planner for Kittery, Maine, and a board member of the Workforce Housing Coalition of the Greater Seacoast ("WHC"). My time as a municipal planner in different states has bolstered my analytical, communication, negotiation, and adaptability proficiencies, while my respective past and current volunteering work with the DCC and the WHC reinforced my conviction to improve socioeconomic conditions while working to guide thoughtful development that integrates with the environment while preserving critical land and natural resources.

My ability to communicate and effectively liaise with diverse communities, combined with my educational and professional experiences, along with my desire to focus my career on community and sustainable development, makes me a strong candidate to successfully execute the duties of the Director of Planning and Community Development position.

In closing, I believe I will be a valuable asset to the Town of Newmarket, and I look forward to hearing from you.

Respectfully,

Bart McDonough

R. Bart McDonough

1263 Meetinghouse Road
Wells, ME 04090

Phone: (603) 303-2643
mcdonough.rb@gmail.com

Qualification Summary

Over eleven years of experience collaborating with diverse communities to improve economic development, housing opportunities, natural resource management, land use strategies and community investment opportunities. Experience in project analysis, design, and program management. Key strengths include consensus building; problem solving; research and analysis; information synthesis, and public relations. Experienced in data management, performing geospatial analyses, and delivering quality presentations. Advanced communication skills, ability to work in diverse environments demonstrated in challenging settings, adept capacity to maximize the use of limited resources and the aptitude to interact with multiple stakeholders with unique interests.

Education

M.A. Urban and Environmental Policy and Planning, Tufts University, Medford, Massachusetts
B.A. German and International Affairs, University of New Hampshire, Durham, New Hampshire
German Language and Austrian Culture, Universität Salzburg, Salzburg, Austria

August 2018
May 2008
February - June 2007

Professional Experience

Town of Kittery Department of Planning and Development

March 2020 – Present

Town Planner

- Administer Planning Board applications, provide technical assistance and analysis, and offer recommendations to the Board to consider during application reviews
- Conduct site meetings and inspections for Planning Board approved projects to ensure compliance with their decisions
- Provide customer support to developers and the public on Planning Board projects and procedures
- Research and draft zoning amendments for the Town of Kittery, such as recodification and the regulating of solar energy systems
- Conducted small area planning initiatives designed to promote contextual development and growth
- Coordinate and facilitate and Planning Board and Town project reviews
- Administer the Town's GIS services and provide GIS support for various departments and projects
- Designed and conducted GIS analyses, such as build-out and density studies to support zoning amendment initiatives
- Provide support and analysis for various municipal committees, e.g., Housing Committee and Kittery Land Use Issues Committee

Town of Salisbury Department of Planning and Development

August 2016 – March 2020

Assistant Planner

- Administered Planning Board applications, provide technical assistance and analysis, and offer recommendations to the Board to consider during their application reviews
- Conducted site meetings and inspections for Planning Board approved projects to ensure compliance with their decisions
- Drafted inclusionary housing covenants and administer payments into the Affordable Housing Trust Fund
- Participated as a member of the negotiation team during the renewal of union contract agreements
- Provided customer support to developers and the general public on Planning Board projects and procedures
- Researched and draft zoning amendments for the Town of Salisbury
- Coordinated and facilitate and internal project reviews
- Administered a component of the Town GIS services and provide GIS support for various departments and projects
- Assisted in updating and securing final approval of the Town's Open Space and Recreation Plan
- Assisted in acquiring a Green Community designation for the Town of Salisbury
- Assisted in researching, preparing and applying for multiple grants such as MassDOT Complete Streets, MassTrails, DHCD Community Block Grant and Mass Cultural Council
- Assisted in the redevelopment of the Town Common and administer the Adopt-a-Bench programs
- Administered the Salisbury Community Garden Program
- Reason for leaving: Obtained employment from the Town of Kittery

Southern New Hampshire Planning Commission

August 2015 – August 2016

Intern Planner

- Participated in selecting a consultant who would partner with SNHPC to administer an EPA grant funded brownfield remediation and economic development program as well as partook in the program's technical advisory committee
- Wrote a septic system report for a 604(b) Water Quality Management Planning grant—the grant's purpose was to determine the sources that were inducing water impairment in Pleasant Lake by surveying resident's abutting the lake
- Assisted in writing the master plans for the towns of Candia, Chester and Frankestown, NH

R. Bart McDonough

1263 Meetinghouse Road
Wells, ME 04090

Phone: (603) 303-2643
mcdonough.rb@gmail.com

- Assisted in conducting a capital improvement plan and impact fee plan for Chester, NH
- Assessed and collected road quality data in the Town of Candia for a NH DOT pilot program (Statewide Asset Data Exchange System [SADES]) that aimed to improve data collection and its availability to municipalities and other stakeholders
- Collected building permit and land use data from the 15 towns SNHPC serves to both determine housing and commercial growth rates and to estimate the impact those rates will have on traffic in the region
- Analyzed and collaborated in writing the final report of the Solar Up Round 2 program—a discount-buying program that uses a tiered pricing structure, town-supported education and outreach and one competitively selected installer to reduce solar costs.
- Reason for leaving: Obtained employment from the Town of Salisbury

Other Work and Volunteering Experience

Workforce Housing Coalition of the Greater Seacoast

April 2020-Present

Board Member, Vice Chair

- Chair the Communications Subcommittee
- Producing messaging material and talking points designed to advocate for more diverse housing opportunities
- Educate and promote the importance of attainable housing options to various communities
- Designing a program that would help facilitate the creating of local housing committees

Town of Durham, New Hampshire, Conservation Commission

April 2017-September 2020

Commission Chair

- Lead and facilitate the Conservation Commission's meetings
- Conducted reviews and furnish recommendations to the Planning Board on applications located within both the Shoreland Protection and Wetland Conservation Overlay Districts
- Engaged with the Town Planner and Land Stewardship Coordinator on Town projects
- Provided assistance with improving and maintaining conservation easements and Town properties with conservation restrictions.
- Reviewed proposals and fund conservation and land stewardship projects

Department of Urban and Environmental Policy and Planning; Medford, Massachusetts

January - May 2015

Advanced GIS Teacher Assistant

- Assisted students with questions concerning project design, spatial analysis tools and database management practices

Cape Cod Commission; Barnstable, Massachusetts

January - May 2014

UEP Field Project

- In partnership with Tufts University, re-evaluated the effectiveness of alternative technologies which removed nitrogen and phosphorous loads from water sources to levels that complied with EPA water quality standards

United States Peace Corps; Luapula Province, Zambia

February 2010 - April 2012

Linking Income, Food, and the Environment Agroforestry Extension Agent

- Initiated conservation farming techniques in collaboration with the Zambian Forestry Department and Ministry of Agriculture & Livestock to improve crop yields and soil fertility for 30 local subsistence farmers
- Organized 25 rural farmers into a cohesive agricultural co-operative exposing them to micro loan institutions, allowing the procurement of capital for resources used to improve land quality and seed diversification
- Designed and developed 20 composting demonstration plots in various communities, which exemplified the compost as an alternative fertilizer to grow crops, improve soil quality, and reduce costs
- Chartered TANDANYA Beekeeping Co-operative, which generated income for local farmers by selling honey and its byproducts to local markets
- Established tree nurseries in different communities for farmers to sell seedlings in order to generate capital for conservation farming investments and to moderate deforestation

Technology Proficiency

- ESRI ArcGIS 10.2
- ENVI 5.0 Remote Sensing

Certifications

- Geographic Information Systems—Tufts University
- Stormwater Inspector—National Stormwater Center

Training

- Ecological Landscaping for Water Quality Protection

Language

- German - Advanced Proficiency
- IciBemba - Limited Working Proficiency

**EMPLOYMENT AGREEMENT
ROBERT "BART" MCDONOUGH AND THE TOWN OF NEWMARKET, NH**

1) PREAMBLE

This Agreement is entered into between the Town of Newmarket, New Hampshire (herein called the "Town") and Robert "Bart" McDonough (herein after called "McDonough").

2) EMPLOYMENT AND TERM

The Town agrees to employ McDonough and McDonough agrees to accept employment in the position of Director of Planning and Community Development commencing on April 11, 2022. The Town and McDonough acknowledge that this is a full-time, year-round position including extensive obligations in the evenings and on weekends. McDonough agrees to devote all his professional efforts to the successful fulfillment of his responsibilities to the Town as Director of Planning and Community Development.

It is recognized that McDonough must devote a great deal of time outside the normal office hours to the business of the Town, and to that end McDonough will be allowed to have flexibility in scheduling his time.

3) SALARY

Effective April 11, 2022, McDonough shall be placed on the salary grade of 17 and receive a salary of ninety thousand dollars (\$90,000.00) per annum, payable in installments at the same time that other employees are paid and no less frequently than every two weeks or as may be required by Law.

McDonough will begin the process of becoming certified by the American Institute of Certified Planners.

The Town may award McDonough merit increases in the form of one-time bonuses or increases to the base salary at its sole discretion. The Town will review his performance with all other employees at the beginning of the fiscal year on July 1, 2022.

BENEFITS

Except as otherwise provided herein, McDonough shall be provided with all of the benefits offered to non-union McDonough in the Town personnel Policy including participation in the Town group medical and dental plans, as well as other insurance plans which Town offers to its McDonough at the same terms and conditions as that of the Town's other non-unionized employees.

McDonough shall be entitled to four (4) weeks' vacation leave to start and will accrue in accordance with the Town's personnel policy. Sick leave, personal leave, holidays, and military leave will be in accordance with the Town's Personnel Policy.

4) GENERAL BUSINESS EXPENSES

The Town agrees to budget for and to pay for reasonable professional dues and subscriptions of McDonough necessary for continuation and full participation in national, regional, state, and local associations, and organizations necessary and desirable for McDonough's continued professional participation, growth, and advancement, and for the good of the Town.

The Town agrees to budget for and to pay for reasonable travel and subsistence expenses of McDonough for professional and official travel, meetings, and occasions to adequately continue his professional development and to pursue necessary official functions of the Town. Travel and subsistence expenses shall be submitted to the Town Manager for approval before they are incurred.

The Town also agrees to budget for and to pay for McDonough’s reasonable travel and subsistence expenses for short courses, institutes, and seminars that are necessary for his professional development and for the good of the Town. Travel and subsistence expenses shall be submitted to the Town Manager for approval after they are incurred.

The Town recognizes that certain expenses of a non-personal, but job-related nature, are incurred by the Director of Planning and Community Development, and the Town agrees to reimburse or to pay said general expenses to McDonough. The finance director is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements, or personal affidavits.

McDonough shall be entitled to reimbursement for all reasonable expenses, incurred by him in the performance of his duties. McDonough shall maintain records and written receipts and shall submit vouchers for expenses for which reimbursement is made.

If McDonough utilizes his personal automobile for Town business, he shall be reimbursed for the mileage at the prevailing Internal Revenue Service reimbursement rate.

Date: _____

Robert “Bart” McDonough

TOWN OF NEWMARKET:

Date: _____

Stephen R. Fournier, Town Manager



**APPLICATION FOR APPOINTMENT TO A BOARD,
COMMISSION, OR COMMITTEE POSITION WITHIN THE
TOWN OF NEWMARKET, NEW HAMPSHIRE**

Applicant's Name: (Ver) Onica Bornstein

Address: 2g Salmon st apt 27, Newmarket Phone/Cell 603-988-5599

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 5.5

RSA 91:2 Are you an American Citizen Yes No

(You must be an American Citizen and registered voter to Serve)

Email address: bergerv@simmons.edu vberger@cisnh.org

State desired Position and indicated Term Expiration Date: Arts & Tourism Committee, 2024

The following experience and background qualify me for this position:

I have developed an initiative through Newmarket Mental Support (a support group I started in 2019 that took place at Lamprey Health care. It died out in the worst part of the pandemic, but we are working on getting it back up and running) that is called It Takes A Village. This is based off a concept I have developed called "community pairing". I have a formal presentation on the proposal that I would love to share with anyone who is interested. I plan on having a booth for it when we have our town event that is being developed for the Fall of this year. To greatly oversimplify it, this is an initiative to engage all members of the communities on bettering our town through peer supports and volunteer events. A key point is the initial requirement to join: write a letter to someone in the community. The aim is to group young and old/ able and differently abled/ and so on, together to honor and celebrate our strengths and differences.

I am a Social Work student of Simmons University. I aim to get my doctorate in Social Work (I am only a few credits away from my minor in psychology). I will enact change on a macro, policy level to help create fair and equal conditions for all people regardless of race, color, gender, sexual orientation, religion, etc.

Additionally, I studied Fine Art at the Lois Cowles Harrison Center for the Visual and Performing arts, from 2010 to 2014. I really enjoy painting people's pets- I have an absolute free-pet-portrait policy. I accept donations to cover cost of supplies/ shipping but outside of that it is purely to spread some joy around.

If you are looking for someone passionate, motivated, and who is a creative problem-solver- look no further!



Signature

Date

3/21/22

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Council Meeting to address the Town Council prior to the decision-making process. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.



**APPLICATION FOR APPOINTMENT TO A BOARD,
COMMISSION, OR COMMITTEE POSITION WITHIN THE
TOWN OF NEWMARKET, NEW HAMPSHIRE**

Applicant's Name: Debra C. Smith
Address: Hubbard Drive Phone/Cell 860/836-7370

RSA 669:19 Newmarket Registered Voter: Yes No # of years as a resident: 3 yrs
RSA 91:2 Are you an American Citizen Yes No
(You must be an American Citizen and registered voter to Serve)

Email address: desmith238@comcast.net

State desired Position and indicated Term Expiration Date: Arts & Tourism Commission
12/24

The following experience and background qualify me for this position:
see attached.

Debra C. Smith Signature 1/4/22 Date

You are welcome to submit a letter or resume with this form. Applicants are requested to attend the Council Meeting to address the Town Council prior to the decision-making process. Applicants will be notified of the time and date of this meeting in advance. Thank you for your application and interest in the Town of Newmarket.

January 4, 2022

Dear Nichole Jones, Chair Arts & Tourism Commission,

As a relatively new resident of Newmarket and a soon-to-be retired professional, I am seeking an appropriate venue to volunteer my time and talents. The open position on the Arts & Tourism Commission for the Town of Newmarket may be the perfect fit for both the Town and for me. I hold a Bachelors in Communications with a minor in Theatre. Music, theatre and the arts in general have always been my passion and a source of great personal fulfillment both as a performer and a voyeur.

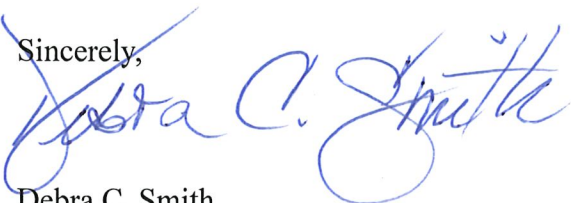
Here are some highlights of the breadth and depth of my professional skills:

- **Strategic Planning**—As a long-term communications entrepreneur/consultant before joining Cigna eight years ago, I understand target marketing and community engagement. In other words, I have enough smarts to know how to get the job done RIGHT through a variety of communications channels on a shoe-string budget.
- **Communications Management**—Since I began my career in Marketing Communications, I have worked with graphic designers, printers, CRM and social media thus I'm intimately familiar with legal reviews, brand standards and optimizing resources. Whether it's negotiating cross-functional support, identifying resources or soliciting content, "no" is simply an unacceptable response for me because I approach all assignments with an unflinching commitment to achieve the defined goals.
- **Event Management**—As a Change Management Communications Lead, managing multiple projects, deadlines and details are my forte. This includes working directly with stakeholders to develop strategies and execute campaigns, which often included leader scripts, vision videos and presentation Talk Tracks. My assignments have always focused on projects which have never been done before, because management recognized my keen ability to forge a path forward, connect the dots and deliver results beyond expectations even when surrounded by ambiguity. Last fall I created an art festival in Moody Point entitled The Artist Among Us, which not only featured 15 resident artists but also raised \$900 for Seacoast Family Promise.

All of the skills, experience and energy I've outlined would be valuable and directly applicable to your current need for a new Arts & Tourism Commission member. To reiterate, my interest in this position is *genuine*; my value to you and the Town as someone who can hit the ground running is *invaluable* and my passion for the Arts is *incomparable*.

Thank you for seriously considering my application. Please note that even though we will be heading to Florida next week, I can make myself available via phone and Zoom to participate in Committee meetings. I look forward to further exploring this opportunity and ultimately working to develop Arts & Tourism in Newmarket.

Sincerely,



Debra C. Smith
11 Lubberland Drive
Newmarket, NH 03857
860/836-7370 cell 603/292-5862 home

GOAL

Exceed enterprise business goals by empowering others to deliver outstanding results through example, creative inspiration & unfailing detail management.

SKILLS

Marketing Communications Management
Strategic Planning
Project Management
Budget Management & Reporting
Employee Communications
Special Event & Trade Show Coordination
Public Relations & Public Speaking
Team Leadership
Customer Service & Sales Training
Publication Editorial Management
Copywriting & Art Direction
Vendor Sourcing & Contract Negotiation

EDUCATION

Central Connecticut State University
Bachelor of Science Communications

PROFESSIONAL AWARDS

2016 Brightie Awards (3) Cigna Creative Communications
2010 Rehabber of the Year, CT Real Estate Investors Association
1996 Lamplighter Awards (3) New England Society Health Care Communicators
1993 Eagle Award, First Federal Savings
1985 Bronze Effie, American Marketing Assoc.

REFERENCES

Richard Joslin, Cigna
Karen Fennell, Cigna
Emily Rooney, Cigna

Debra Conticello Item c.

11 Lubberland Drive, Newmarket, NH 03857
603.292.5862 home 860.836.7370 cell

Change Management Communications Lead, Cigna *February 2018 to Present*

Responsible for strategic planning, asset development, distribution and results tracking in support of Service Operations. Work hand-in-hand with TRO Change Managers to engage targeted audiences and influence change behaviors through innovative communication activities and campaigns. Led strategic development and launch of KnowledgeXchange & Knowledge Central Iris Page, Discovery Challenge call center advocate skill acquisition gamified rewards campaign, COVID-19 pandemic response team as well as all Client & Claim pillar initiatives. Interact with all levels of management to ensure consistent messaging and results achievement.

Sr. Marketing Communications Specialist, Cigna *July 2014 to February 2018*

Led B2B2C & D2C marketing communications campaign development and execution for One Guide, SureFit, BETS & Coach by Cigna app. All initiatives designed to increase brand awareness, enhance customer experience and generate positive ROI. Applied extensive healthcare industry knowledge to launch pilots & micro-targeted customer campaigns. Led and executed multiple corporate events from staff management, collateral development, booth design and executive speaker presentations at Health 2.0, Samsung Developers Conference, Disney Marathon and Girls on the Run Cigna branded events.

CLUB Publication Project Manager, LEGO *September 2013 to February 2014*

As a consultant, facilitated change management within Club Marketing Group to maximize resource utilization, diffuse stakeholder dissatisfaction and enhance publication output. In four months, streamlined briefing procedure, revised production schedules and standardized project management to deliver 4 editions in 9 languages thus exceeding customers' and management's expectations.

President, Proforma/GraphicWorks *August 1999- April 2012*

Responsible for strategic planning, staffing, print production and sales for large-format digital printing company with 3000 square foot manufacturing facility, eight employees and \$500,000 annual sales. Creative services included copy writing, media placement, public relations, event management, trade show coordination, copy writing and art direction. In 2005, became Proforma franchise, which enabled company to provide full service print, trade show, direct mail, promotional products, wearables and e-commerce client solutions through its national franchise network. Clients included Hannoush Jewelers, AAA, Mohegan Sun, Arrow Prescription Centers & Fichman Eye Centers. Sold company in 2012.

Marketing Director, New Britain General Hospital *August 1995- August 1999*

Responsible for hospital's marketing, branding campaigns, public relations spokesperson and special event management. Supervised staff of three along with \$800,000 advertising budget. Also responsible for managing and marketing physician referral call center and lifeline program. Launched Joslin Center for Diabetes program, which was recognized by national diabetes association for outstanding patient results achieved. Nationally recognized motivational speaker on "TLC-Thinking Like a Customer."

Vice President Business Development, HealthMarket *April 1990 - August 1995*

Marketing Director, Medical Management & Development Corp. *December 1986 - December 1990*

Conservation Communications Administrator, Northeast Utilities *November 1982 - December 1985*