



**TOWN COUNCIL MINUTES - OFFICIAL**  
**Regular Meeting**  
**Wednesday, February 14, 2018**  
**6:00 PM**  
**Council Chambers**

**1. CALL TO ORDER**

Chairman James Sullivan called the meeting to order at 6:11 p.m.

**2. PROOF OF POSTING**

Town Administrator, Dr. Dean Shankle provided the proof of posting.

**3. ROLL CALL**

**In attendance:** Councilor Donald Winterton, Councilor Timothy Tsantoulis, Councilor James Levesque, Councilor Alex Walczyk, Councilor Robert Duhaime, Councilor David Ross, Chairman James Sullivan.

**Absent:** Councilor John Giotas, Councilor Marc Miville

**4. PLEDGE OF ALLEGIANCE**

**5. SPECIAL RECOGNITIONS**

**5.a Hooksett Municipal Employees – New Hires**

Dr. Shankle introduced the new Planner, Nicholas Williams who came forward. Mr. Williams said he was from Des Moines, Iowa and was happy to be a New Englander, having been in NH for ten days now. The Council welcomed him to the Hooksett family.

**6. SCHEDULED APPOINTMENTS**

**6.a Town of Hooksett Financial Auditor, Matthew Angell**

Hooksett Financial Auditor, Matthew Angell came forward and went over a PowerPoint presentation [attached] on Hooksett's financial audit for the year ending June 30, 2017. Mr. Angell went over the audit objectives and how the audit went. He said the management letter provides suggestions on how to improve internal controls.

**6.b Town of Hooksett Finance Director, Christine Soucie - Quarterly Financial Report**  
[Quarterly Financial Report 12-31-17.pdf](#)

Christine Soucie, Finance Director,, went over the unaudited quarterly financial report for December 31, 2017. The report showed a three year history of the major expenditures and revenues. Director Soucie said the increase in the total operating budget of \$20,277,810 was due to the pedestrian bridge. She said revenues have been level with a slight uptick due to the sale of the property on Auburn Road and closing a Capital Reserve account. Director Soucie said the town finances are in good shape at the half way point in the year. All departments are running where they need to be except for tax collection that is lower than

where they should be. She said she anticipates overspending in Fire-Rescue but there will be health insurance savings. She said the Police Department is pretty close to where they have been. Director Soucie indicated that DPW's recycling center is fully staffed and that revenue from building permits is slightly lower than last year but she expects they'll get to \$100,000. When asked by Councilor Tsantoulis the cause for the increase in the ambulance service fund, Director Soucie said "mandatory health insurance".

## **7. APPROVAL OF MINUTES**

7.a Public: 01/24/18

[TC Minutes 012418-U.docx](#)

*Councilor Tsantoulis moved, second by Councilor Winterton, to approve the Town Council meeting minutes of January 24, 2018, as amended. Motion passed unanimously, 7-0.*

7.b Public: 02/03/18

[TC public minutes 1205pm 020318-U.doc](#)

*Councilor Winterton moved, second by Councilor Walczyk, to approve the Town Council meeting minutes of February 3, 2018, as presented. Motion passed unanimously, 7-0.*

## **8. AGENDA OVERVIEW**

## **9. PUBLIC HEARINGS**

## **10. CONSENT AGENDA**

10.a Motion to accept the donation of \$3,400.00 for unanticipated funds as part of a negotiated plea agreement through Merrimack Superior Court Case (#16-CR-065 [1182797]), to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and to return the funds to the Police Department's 2017-2018, miscellaneous donation line.

[Staff Report - Plea Agreement Donation 1.docx](#)

10.b Accept the donation of 23 file cabinets valued at \$200 each from CIGNA to the Town of Hooksett for use by departments and committees per RSA 31:95-e II

[CIGNA Donation Staff Report.docx](#)

10.c Accept the donation of 30 chairs, training tables, and a large conference table valued at \$2,000.00 from Jeff Marion, owner of THINK Office Furniture Recyclers, LLC, to the Town of Hooksett for the Emergency Operations Center at the Hooksett Safety Center per RSA 31:95-e II

[staff\\_report\\_furniture\\_donation\\_EOC.docx](#)

Councilor Winterton asked that item 10c be removed from the Consent Agenda. *Chairman Sullivan moved, second by Councilor Winterton to approve items 10a and 10b. Motion passed unanimously, 7-0.*

*Councilor Winterton moved, second by Councilor Ross, to approve item 10c of the Consent Agenda. Motion passed unanimously, 7-0.* Councilor Winterton asked where THINK Office Furniture is located and was informed in Candia. He said it is nice to know so that "we can do business with those who are nice to us".

**Chairman Sullivan adjusted the agenda to take up item 15.a Hackett Hill Road/Route 3A Roundabout.**

As requested by the Council, Nick Golan from TF Moran appeared to discuss the number of Change Orders on the project; specifically, Change Order #4. Jim Donison, Town Engineer, joined him.

Mr. Golan provided a description of each engineering design phase (\$2.5 million, \$2.8 million, \$3 million) of the change orders [attached] starting in 2012. TF Moran now proposes an increase in their contract amount by \$14,623 which will result in a total contract amount of \$189,187. The town's responsibility is 30 percent of the project costs with 70 percent being NHDOT eligible for reimbursement. Mr. Golan said the additional engineering pertains to retaining a contractor to perform test pits along the shoulder of Route 3A to determine soil conditions to finalize the design of the roadway and for the large overhead sign posts that will be required by NHDOT. Without this soil information, NHDOT will require the complete reconstruction of the roadway rather than just a pavement overlay which will result in additional construction costs to the project. Also, it includes engineering services for the preparation of driveway design plans for the Keyland Properties (KP) driveway relocation off of Hackett Hill Road. This design is required in order for the state to complete their appraisal of the required land taking from KP as part of the roundabout project in order to start the negotiation process. It was mentioned that the original cost including \$1 million plus.

Dr. Shankle asked when the project could go out to bid. Mr. Donison said the project could go out to bid in March or April then presented to the Council to recommend award of the contract which has to go to NHDOT. Mr. Donison stated that NHDOT has said that this particular project is sunsetting which means if the town doesn't go forward they will lose their 2/3 share.

Councilor Ross said there was no public outcry "wanting this thing". Dr. Shankle suggested moving forward to get a bid and see what comes in before making a decision. After a bit more discussion, *Councilor Ross moved, second by Councilor Winterton, to approve Change Order #4 for the amount of \$14,623 resulting in a total engineering contract amount of \$189,187 with TF Moran with 70 percent of these costs being eligible for NHDOT reimbursement funding. Roll Call #2: Councilor Ross-yes, Councilor Levesque-yes, Councilor Walczyk-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 6-0. [Note: Councilor Duhaime had stepped out of the meeting room at the time of the vote.]* It was also noted that the 30 percent town portion of this Change Order #4 (\$4,389.90) will be paid from the Zone 1 impact fees. The town has presently obligated \$405,088 from Zone 1 impact fees for this project. The Council will review a timeline at its next meeting.

## **11. TOWN ADMINISTRATOR'S REPORT**

Dr. Shankle's report included the following information:

- Recycling is fully staffed; short a driver in Highway Department. The District Court part-time custodian has left his position; found a Fun in the Sun Director and are now doing a background check. The Administrative Secretary is leaving next month.



- In follow-up to Councilor Ross' request for information on taxation of manufactured homes, a PowerPoint presentation was located prepared by the NH Housing Assessors Association. He'll forward a copy to Councilor Ross.
- There were some weather related issues at the Courthouse. He said they will know more after March 13<sup>th</sup>.
- Dr. Littlefield will come by tomorrow; the Merrimack Chamber will host a Business After Hours and all can attend since "we are dues paying members".
- The first week of closing early on Fridays went well. Data was provided on a number of activities.
- On the request for a light on Berry Hill, Jim Donison, Town Engineer looked into it. It is a state road but the town pays. The town will install the light. They are in the process of changing to LED.
- He requested information on progress with the Firebird Motel. Chief Bouchard came forward. She stated that there has been a significant decrease in illegal activities and transients are fewer. She said the owners are cooperative and are making efforts. There is more lighting and security now requires photo identification. Councilor Winterton said he/the Council were happy with the news noting movement in the right direction.

**Councilor Duhaime returned to the meeting at 7:41 p.m.**

Councilor Winterton said he received a message from a Hooksett resident whose mailbox had been knocked down. The resident said he got a new mailbox by noon. The Councilor thanked DPW Director, Diane Boyce, for the great service.

Dr. Shankle and Nick Germain looked at all social media that mentions Hooksett. In January there were 6,019 interactions -- 43 percent positive, 48 neutral, and only nine negative. The most active group are people in the dog park. There is a big problem with kennel cough and negatives were on that.

*Councilor Winterton moved, second by Councilor Tsantoulis, that the Council Chair send a letter to the Sewer Commission stating that upon receipt of their final payment on the Lilac Bridge that any further charges will not be borne by the Sewer Commission. Motion passed unanimously, 7-0.*

Councilor Ross suggested putting social media information on the website. During the storm, Councilor Duhaime said the town roads were in better shape than the state roads.

**12. PUBLIC INPUT - 15 MINUTES**

**13. NOMINATIONS AND APPOINTMENTS**

**14. 15 MINUTE RECESS**

**15. OLD BUSINESS**

15.a Hackett Hill Rd / Rte. 3A Roundabout – Engineering Change Order #4 (1/10/18 Town Council Tabled) – **TAKEN UP EARLIER**  
[staff report - feb 14 2018 Hackett Hill Rd - rte 3A Roundabout Change Order No 4 with TFMoran.docx](#)

Chairman Sullivan said there was good discussion at the Deliberative Session but just too few people in attendance. Councilor Tsantoulis said what needed to be accomplished was accomplished.

Dr. Shankle reminded everyone of the open Council seat in District 4 that no one applied for.

## 16. NEW BUSINESS

16.a Accept \$60,000 in grant funds for the Conservation Easement Deed on the Town Land previous known as the Heroux Property "Clay Pond III" from NHDES Source Water Protection and LCHIP (1/10/18 Town Council Public Hearing)

[staff report - feb 14 2018 Accept Grant Funds \\$60000 Heroux Property Conservation easement.docx](#)

*Councilor Ross moved, second by Councilor Tsantoulis, to accept the \$50,000 NH Department of Environmental Services (NHDES) Source Water Protection grant and the \$10,000 Land and Community Investment Heritage Program (LCHIP) grant and to place the \$60,000 into the town's Conservation Commission fund account. Roll Call #3: Councilor Ross-yes, Councilor Walczyk-yes, Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

## 17. SUB-COMMITTEE REPORTS

Councilor Levesque said the Zoning Board met on one item – the telephone cell tower on 14 Mammoth Road at Mast Road. A site walk will be posted.

Councilor Ross said the Conservation Commission met on Monday but he missed the meeting. He said they discussed mitigation fee for SNHU regarding encroachment on parking area and a letter from NHDES denying a permit to ED Swett which is now in the hands of the Attorney General.

Councilor Winterton said the Planning Board did not meet; Sewer met.

Chairman Sullivan said the Old Town Hall Committee met and had a very good meeting. They are looking for a grant to do woodworking near the loft and wanes coating. He said the windows were going in and you "can't tell where the old fire escape door was". Administration is getting numbers on other items; such as, flooring, electric work, and plumbing.

Councilor Duhaime said the Parks and Recreation Advisory Committee meet and are moving forward.

Councilor Tsantoulis said a mother wants to nominate her son as Youth Achiever.

Donna Fitzpatrick said the Council meeting of February 28<sup>th</sup> will be held at the Safety Center and preceded by CPR/AED training. She suggested wearing comfortable clothing. She said there will be a public hearing on Keno that night as well.

**18. PUBLIC INPUT**

**19. NON-PUBLIC SESSION**

19.a NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.

19.b NH RSA 91-A:3 II (b) The hiring of any person as a public employee.

19.c NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

***J. Sullivan motioned to enter non-public session of 02/14/18 at 8:10pm. Seconded by J. Levesque.***

**Roll Call**

A. Walczyk – yes

J. Levesque – yes

D. Ross – yes

R. Duhaime – yes

D. Winterton – yes

T. Tsantoulis – yes

J. Sullivan - yes

***Vote 7 in favor.***

***D. Winterton motioned to exit non-public session of 02/14/18 at 9:00pm. Seconded by A. Walczyk. Vote unanimously in favor.***

***D. Winterson motioned to seal the non-public minutes of 02/14/18. Seconded by J. Levesque. Vote unanimously in favor.***

**PUBLIC SESSION CONTINUED AT 9:00pm**

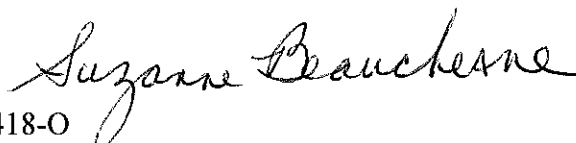
***D. Winterton motioned that the Council, as recommended by the Town Administrator and per Town Charter Section 4.6, advises and consents to Randy Evans for a conditional offer of employment as the new Family Services Director. Seconded by J. Levesque. Vote unanimously in favor.***


**20. ADJOURNMENT**

***J. Sullivan motioned to adjourn the public session of 02/14/18 at 9:05pm. Seconded by D. Winterton. Vote unanimously in favor.***

**Note:** The town website may have attachments to these Town Council minutes for documents referred to in the minutes, reading file materials, and/or ancillary documents that the Town Council has signed as agent to expend as a result of the Council's prior approval of the documents.

Respectfully submitted,



  
Suzanne Beauchesne  
Recording Clerk

