



**TOWN COUNCIL MINUTES – OFFICIAL
Regular Meeting
Wednesday, May 23, 2018
6:00 PM
Council Chambers**

1. CALL TO ORDER

Chairman Sullivan called the meeting to order at 6:00 p.m.

2. PROOF OF POSTING

Town Administrator, Dr. Dean Shankle, provide proof of posting.

3. ROLL CALL #1

In Attendance: Councilor Donald Winterton, Councilor John Giotas, Councilor Timothy Tsantoulis, Councilor James Levesque, Councilor Alex Walczyk, Councilor Robert Duhaime, Councilor John Durand, Councilor David Ross, and Chairman James Sullivan.

4. PLEDGE OF ALLEGIANCE

Following the pledge, Chairman Sullivan ordered a moment of silence for the passing of Dick Powers who served as a coach for many Hooksett students.

5. SPECIAL RECOGNITIONS

Chairman Sullivan adjusted the agenda to take up the Hooksett Fire-Rescue Swearing in Ceremony and called on Fire-Rescue Chief James Burkush.

Chief Burkush came forward and recognized all of the firefighters in the back of the room who attended tonight's ceremony in support for the new members of the department. The Chief expressed appreciation for their work and asked Gina, the department's new administrative assistant, to come forward. He said Gina grew up in Salem with eight siblings; now lives in Manchester. She has held previous municipal positions in Salem and worked for nine years with the Bedford Police Department. All welcomed Gina to the Hooksett family.

Chief Burkush then called on Jeff Bell to come forward. He said Jeff was a lifelong resident of Hooksett; went to Bow High School. He received his fire science advanced EMT license from Southern Maine. He introduced his family who were all in attendance. After the Chief swore him in, Firefighter Bell's dad came forward to pin him.

Chief Burkush then swore in Daniel Andrews who is a lifelong resident of Dunbarton. He attended Trinity Christian School in Concord and got a degree in fire science from the Lakes Region College. Firefighter Andrews introduced his many family members in attendance. His Mom came forward to pin him.

On behalf of the Hooksett Council, Chairman Sullivan congratulated and welcomed all three new employees to the Hooksett family and, as always, expressed thanks to all of Hooksett's first responders.

5.a Boston Post Cane Award

Nick Germain indicated that around January or December the town's Boston Post Cane awardee passed away. Many recommendations were received on who might be granted this honor. It was determined that the honor belongs to Mr. Harris Landguild, a 97 year old who currently resides in a nursing home. He is a 30 year resident of Hooksett. Mr. Germain is working with the nursing home on planning the presentation of the Boston Post Cane Award to Mr. Landguild. They hope to make the presentation sometime next week. Dr. Shankle plans to attend.

5.b Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs Burkush – Jeffrey Bell and Daniel Andrews

5.c Hooksett Municipal Employees - New Hires – already done with Gina

5.d Hooksett Youth Achiever of the Month

Chairman Sullivan went on with the agenda while awaiting the youth achiever awardee's arrival, expected around 7:00 p.m.

6. SCHEDULED APPOINTMENTS

6.a Carl Branco, Pawnbroker/Secondhand Dealer Applicant (1261 Hooksett Rd. Unit 3) (item 16a)

Mr. Carl Brando, owner of DeRosa of Boston Jewelers, LLC, came forward indicating that he was a resident of Litchfield where he raised his two kids and lives with his wife. He is seeking Council approval to conduct a jewelry repair business at a shop across the street from Eversource. He has been doing the work from his home but misses the retail aspect of his work and asked that the Council approve his pawnbroker/secondhand dealer license application. The staff report indicates that Captain Jake Robie has completed a review of the application, criminal history record, lease agreement and proof of subscription to Leads Online. The Captain has found that all requirements are in order. In response to councilors' questions, Mr. Branco said his work does not require loud, large tools, and there will be no flashing, elaborate signage to advertise his business. He learned his trade from his father and grandfather in Portugal. *Councilor Winterton moved, second by Councilor Levesque, to approve DeRosa of Boston Jewelers, LLC pawnbroker/secondhand dealer application to conduct a jewelry repair business at 1261 Hooksett Road, Unit 3 and that a permit be issued upon receipt by the Town Clerk of a \$250 permit fee. Motion passed unanimously, 9-0.*

7. APPROVAL OF MINUTES

7.a Public: 05/09/18

[TC Minutes 050918-U.docx](#)

7.b Non-Public: 05/09/18

Councilor Ross moved, second by Councilor Tsantoulis, to approve the Town Council meeting minutes of May 9, 2018, as amended. Motion passed unanimously, 9-0.

Councilor Levesque moved, second by Councilor Duhaime, to approve the non-public Town Council meeting minutes of May 9, 2018, as presented. Motion passed unanimously, 9-0.

The tabled minutes of April 25th were not considered because they needed to be contracted out so that a verbatim transcription could be developed related to the question and answer section on the Lilac Bridge.

8. AGENDA OVERVIEW

9. PUBLIC HEARINGS

10. CONSENT AGENDA

10.a Assessing Abatement
[staff reporttaxlien.docx](#)
[BackupStaffReport5232018.pdf](#)

Councilor Winterton moved, second by Councilor Ross, to approve the Consent Agenda as presented. Motion passed unanimously, 9-0.

Chairman Sullivan adjusted the agenda to take up the following items:

16.b Radio Purchase for Rescue Boat

Councilor Ross moved, second by Councilor Winterton, to approve \$4,479.85 from fire impact fees for the purchase of an interoperability radio. Chief Burkush indicated that he previously received approval from Council to use impact fees for the purchase of the rescue boat but did not ask for funds for the radio. In response to Councilor Winterton's question about the expense of a boat radio, the Chief said boat radios are more expensive since they require a waterproof case. Motion passed unanimously, 9-0.

16.c Street Name Approval for Hooksett Village Water Storage Tank

Councilor Tsansoulis moved, second by Councilor Giotas, to approve the new Hooksett Village water storage tank road be named Brickyard Pond Road. Motion passed unanimously, 9-0.

16.d Sewer Commission – Asset Management Program for the Wastewater Collection System

Councilor Winterton moved, second by Councilor Duhaime, that:

- 1. Sidney Baines, Chairman of the Hooksett Sewer Commission, is authorized on behalf of the Applicant (Town of Hooksett) to file an application for a loan to be made in accordance with NH Code of Administrative Rules Chapter Env-Wq 500;*
- 2. if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;*

3. *Sidney Baines is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;*
4. *Sidney Baines is designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the Applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with the application;*
5. *certified copies of this resolution be included as part of the application to be submitted for a loan;*
6. *if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction.*

Motion passed unanimously, 9-0.

16.e Sewer Commission – Construction of Wastewater Treatment Facility to Upgrade and Expand the Flow Capacity of the Plant (aka Phases III and IIIA Capital Improvements).

Councilor Winterton moved, second by Councilor Duhaime, that

1. *Sidney Baines, Chairman of the Hooksett Sewer Commission, is authorized on behalf of the Applicant (Town of Hooksett) to file an application for a loan to be made in accordance with NH Code of Administrative Rules Chapter Env-Wq 500;*
2. *if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement;*
3. *Sidney Baines is hereby authorized to furnish such information and to take such other action as may be necessary to enable the Applicant to qualify for the loan;*
4. *Sidney Baines is designated as the authorized representative of the Applicant for the purpose of furnishing such information, data, and documents pertaining to the Applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with the application;*
5. *certified copies of this resolution be included as part of the application to be submitted for a loan;*
6. *if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction.*

Motion passed unanimously, 9-0.

15.a – Tabled at 5/9/18 Town Council Meeting. Motion to accept the donation of \$2,500 from Monique Cote-Melendez, to the Town for the Hooksett Police Department K9 program per RSA 31:95-b, III(b) and Return that Amount to the Police Department’s Budget Donation Line.

Councilor Ross moved, second by Councilor Duhaime, to remove from the table the acceptance of said K9 donation. Motion passed unanimously, 9-0.

Councilor Ross moved, second by Councilor Duhaime, to accept the donation of \$2,500 from Monique Cote-Melendez to the town for the Police Department K9 program per RSA 31:95-b, III (b).

Dr. Shankle said from the Finance Director's point of view it doesn't matter if a trust fund is set up or not; the funds will be appropriately reported. Councilor Ross said he felt it would be more transparent for donations to have their own budget line. *He amended his motion as follows: "to accept the donation of \$2,500 from Monique Cote-Melendez to the Police Department K9 program per RSA 31:95-b, III (b) and establish a trust fund for the expenditure of such funds and to name Town Administrator as the agent to expend". Councilor Winterton seconded the motion.*

Councilor Walczyk asked if this meant the town was moving forward with the K9 program. Police Chief Bouchard said donations are coming in and "its going forward". Dr. Shankle stated that staff and he presumed that if they raised the funds for the program, they would move forward. Donna Fitzpatrick found the relevant passage in the April 25, 2018 draft minutes and read the motion which supported the Chief's position. Councilor Winterton said he was comfortable supporting the motion and amendment and "we haven't committed town funds". Chairman Sullivan said he was satisfied this established the K9 Program and answers Councilor Walczyk's question.

In response to Councilor Levesque's question on the process for returning funds if necessary, Chief Bouchard said they and the Finance Director keep track of everyone who makes donations. Chairman Sullivan said staff keeps track of everyone donating whether a trust fund is established or not. Councilor Walczyk asked a number of questions; i.e, total costs including the use of a police car and whether insurance would be required. Chief Bouchard said the total cost is about \$25,000 which does not appear they will have difficulty raising. They are repurposing a car so will not increase the fleet at all, and that no extra insurance is required. The annual upkeep is estimated at \$3,000. Councilor Walczyk asked what would happen when the dog is past his or her prime. Dr. Shankle said that is what happened when the program was discontinued; the handler retired. Chairman Sullivan said "we would require a new dog, trainer, and a re-visit for raising more funds". Chief Bouchard said such a dog's life expectancy is eight to ten years. They have sold 175 t-shirts and raised \$12,000 in less than a month. *A vote on the motion was called. Roll Call#2: Councilor Duhaime-yes, Councilor Durand-yes, Councilor Ross-yes, Councilor Levesque-yes, Councilor Walczyk-no, Councilor Giotas-yes, Councilor Winterton-yes, Councilor Tsantoulis-no, Chairman Sullivan-yes. Motion passed 7-2 [Councilors Walczyk and Tsantoulis opposed].*

5.d – Hooksett Youth Achiever of the Month

Councilor Winterton asked Brody Dupuis to come forward and explained that the Youth Achiever Award is presented to Hooksett youth under the age of 21 who have done something special. Councilor Winterton spoke about Brody's athletic abilities, particularly in baseball. He said Brody graduated from Trinity High School and mentioned that even though many council members were Central High and Memorial High alumni, they still give awards to students who went to Trinity. Brody received a scholarship to the University of Maryland not because he's a good baseball player but also because he'll be doing a Naval ROTC with a commission to the Marine Corps as a Second Lieutenant. Councilor Winterton presented Brody with a pin and certificate to the applause and congratulations of the Council and public members in attendance.

11. TOWN ADMINISTRATOR'S REPORT

- Met with Dr. Littlefield. Will maintain their field. Will tour schools with him this Fall.
- Received tree planting poster from Eversource Vegetation Management Group.
- Received a letter from Stantec notifying NHDES.
- Reviewed numbers summarizing mentions of Hooksett on social media. The April summary indicates 12,957 interactions; 72 percent positive, 9 percent negative. Many comment related to traffic, new K9 unit got positive feedback. Negative comments related to dangerous streets, fast drivers.

Councilor Duhaime said an animal control officer may be needed to be considered. He saw a coyote. Dr. Shankle said it makes sense to consider that as part of the budget. Chairman Sullivan said the matter could be discussed further during the workshop. Councilor Tsantoulis said he is not in favor of funding an animal control officer. The K9 Program is good and the Hooksett Police Department can take care of it. He said costs must remain low and he didn't agree with the speaker of two weeks ago. He doesn't think it should require further discussion.

Chairman Sullivan said it doesn't make sense to have Dr. Shankle get more information if the Council is not interested. Councilor Ross said it would be of interest to find out what others do and the costs associated with the program. The Council's consensus was to have Dr. Shankle gather more information. He asked that the matter be placed on the Council agenda in the Fall.

12. PUBLIC INPUT - 15 MINUTES

13. NOMINATIONS AND APPOINTMENTS – will be done at the 2nd June meeting.

14. 15 MINUTE RECESS

15. OLD BUSINESS

15.a Tabled at 5/9/18 Town Council Meeting. Motion to accept the donation of \$2,500.00 from Monique Cote-Melendez, to the Town of Hooksett for the Hooksett Police Department K9 program per RSA 31:95-b,III (b) and return that amount to the Police Departments budget, Donation line. – **TAKEN UP EARLIER**

[K9-Staff Report.docx](#)

[SR Trust Fund - K-9 Program.docx](#)

[RSA 31.19.pdf](#)

15.b New Pedestrian Bridge Update (Change Order #2 tabled from 5/9/18 Town Council Meeting)

[Chronical List of Events - ED SWETT.pdf](#)

Dr. Shankle said the engineer was unable to attend tonight's meeting, nor is additional information requested by the Council available. Hence, this matter remained tabled until the Council's next meeting.

15.c Rte. 3A & Hackett Hill Road Roundabout Update

Diane Boyce, DPW Director, came forward and was joined by Nick Golan of TF Moran. Dr. Shankle indicated that a meeting is scheduled for tomorrow with the state. He said by the time this gets out to bid and back it will be too late to encumber funds for this year. Council

members expressed their disappointment with all the starts and stops with the project. Mr. Golan said TF Moran, too, would have preferred a quicker response from the Department of Transportation. They are looking to bid the project in a different way and will exhaust all resources. They hope the meeting with the town tomorrow will be fruitful. Chairman Sullivan expressed the Council's disappointment with the progress made to date and now new rules have been raised. Mr. Golan said he shared in the Council's frustration and there needs to be a value attached to the land. Mr. Golan also informed the Council of added expense related to the NH Department of Historical Resources inventory requirements having to do with the historic significance of a culvert. Mr. Golan said TF Moran fought as hard as they could but it is a requirement. The culvert was built in 1930 and DOT has conducted an evaluation of the culvert.

Dr. Shankle said the only reason this is an issue at all is the estimates on this project were 30 percent too low. The Council planned well for this according to the information they were given. He said "the Council did a good job preparing and now we're hearing its \$1 million more". He asked if the state didn't have money for this. It's not the town's fault there is a historic culvert. Mr. Golan said in TF Moran's 50 years in business, they have never heard of such a request.

16. NEW BUSINESS

16.a Pawnbroker/Secondhand Dealer License - 1261 Hooksett Rd. Unit 3 – **TAKEN UP EARLIER**

[staff report - DeRosa Jewelers.docx](#)
[scan.pdf](#)

16.b Radio Purchase for rescue boat – **TAKEN UP EARLIER**

[staff report - template-x.docx](#)
[Hooksett FD VM900 Boat 04-20-18 \(2\).pdf](#)

16.c Street Name Approval for Hooksett Village water storage tank – **TAKEN UP EARLIER**

[Staff Report - Street Name Approval - Brickyard Pond Rd.docx](#)
[Street Approval Form - Brickyard Pond Rd..pdf](#)

16.d Sewer Commission - Asset Management Program for the wastewater collection system – **TAKEN UP EARLIER**

[Staff Report Asset Mng Program 052318.pdf](#)
[Asset Management Program.pdf](#)

16.e Sewer Commission - Construction of Wastewater Treatment facility to upgrade and expand the flow capacity of the plant (AKA Phases III and IIIA Capital Improvements) – **TAKEN UP EARLIER**

[Staff Report SRF App Phases III-III A 052318.pdf](#)
[SRF Application Phases III-III A.pdf](#)

16.f 2018-2019 Town Council Meeting Schedule

[Staff Report TC Meeting Schedule 2018-2019.docx](#)
[2018-19 TC MEETING SCHEDULE 052417.doc](#)

Donna Fitzpatrick, Administrative Services Coordinator, recommended changes to the 2018-19 Town Council Meeting Schedule as follows:

July 25th – annual workshop, remove this date from meeting calendar and move workshop to August 8th (have only one meeting on July 11th then have a Council summer break)
November 14th – remove this date from meeting calendar (administration attends a two-day annual NHMA conference)
February 27th and April 24th – these Council meetings are during school vacation week; discussion on quorum with new Council.

Ms. Fitzpatrick also suggested meeting every Wednesday in June 2019 to deal with encumbrances and other end-of-year matters. *Councilor Winterton moved, second by Councilor Tsantoulis, to approve the Town Meeting schedule as discussed. Motion passed unanimously, 9-0.*

16.g Classification Pay Plan Update
[Staff Report Classification Pay Plan 052318.docx](#)
[CLASSIFICATION PAY PLAN 052318.xlsx](#)

Donna Fitzpatrick indicated that the Classification Pay Plan was last updated on May 10, 2017. Updates to the plan are now needed to add two percent to the maximum levels of each grade. This plan is for non-union employees of the Town of Hooksett. Also, on February 13, 2013, the Town Council approved that the maximum level amounts would automatically increase by the amount of any COLA or COLA-type increase. Effective July 1, 2018 there is a two percent full-time and part-time COLA per warrant voted favorably on March 13, 2018.

Councilor Winterton moved, second by Councilor Ross, to approve updating the Classification Pay Plan as presented and effective July 1, 2018. Councilor Tsantoulis noted that the fiscal impact is \$145,523. Dr. Shankle said the real impact is that those who wouldn't get a raise will get one. Councilor Winterton said "we are not approving any raises; the voters have approved the raised and the amount of money". He said "we are raising the maximum salary range by two percent". Motion passed unanimously, 9-0.

16.h Unsealing of Council Non-Public session minutes (June 2017 - May 2018), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III.
[Staff Report Non-Public June2017-May2018.docx](#)

This is to be taken up in non-public session.

17. SUB-COMMITTEE REPORTS

Councilor Levesque said the Transfer and Recycling Committee met last night. Nothing has changed; still \$28 more than garbage. There was an article in the Union Leader. Laconia is in the same boat and paying more than Hooksett is.

Councilor Ross said he was unable to attend Monday's Conservation Commission meeting. He said cutting of grass in riverwalk area hadn't been done. Dr. Shankle indicated that all cemeteries will be mowed before Memorial Day.

Councilor Winterton said the Sewer Commission met on Monday. They are doing the borings across the river. Commissioner Baines will report back in a week or two. It appears that TC Minutes 052318-O

under the river is nice and sandy. He said the Planning Board approved a communication tower for cell phones on Mammoth Road; abutters were all in favor.

Councilor Duhaime said the Parks & Recreation Committee met; Diane Boyce was not in attendance. They discussed new recreation plan for the master plan. He and Councilor Winterton asked if there was an inventory of the town's parks. Dr. Shankle said parks are noted in the master plan but Petersbrook and the dog park didn't exist when the plan was last updated.

Councilor Giotas said the Heritage Commission considered a demolition permit for the ProCon building which is over 50 years old.

Chairman Sullivan said the Old Town Hall was open on May 20th. There was a good turnout. Geraniums were planted in Veterans Park.

Councilor Tsantoulis suggested including the Memorial Day Parade, coordinated by the American Legion, be placed on the website. He said the Board of Assessors met two weeks ago. Their next meeting is June 13th.

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 05/23/18 at 8:13pm. Seconded by D. Winterton.

Roll Call #3

J. Giotas – yes

D. Ross – yes

A. Walczyk – yes

J. Durand – yes

R. Duhaime – yes

T. Tsantoulis – yes

J. Levesque – yes

D. Winterton - yes

J. Sullivan - yes

Vote unanimously in favor (9-0).

J. Sullivan motioned to exit non-public session of 05/23/18 at 9:15pm. Seconded by R. Duhaime. Vote unanimously in favor.

J. Sullivan motioned to seal the non-public minutes of 05/23/18. Seconded by T. Tsantoulis. Vote unanimously in favor.

PUBLIC SESSION CONTINUED AT 9:08 pm

J. Sullivan motioned to unseal the following Town Council Non-Public Minutes:

· **September 6, 2017 Discussion #2**
DISCUSSION #2 – Town Council Access to Town of Hooksett Employee Exit Interview Forms and Personnel Files

M. Broth: Provided overview of Town Council Access to Town of Hooksett Employee Exit Interview Forms and Personnel Files.

· **November 15, 2017 Discussion #2**
DISCUSSION #2 – Fire Union CBA Sidebar for Health Insurance Rate Schedule

D. Winterton: Provided overview of Fire Union Collective Bargaining Agreement Sidebar to attach the Health Insurance Rate Schedule for the Fire Union. This will clarify the employer/employee premium contributions.

· **February 14, 2018 Discussion #3**
DISCUSSION #3 – ICMA Career Development

D. Shankle: Informed the Council that he has confirmed his ICMA Career Development trip in Tanzania (Africa). He is departing Saturday, February 17, 2018 and returning Saturday, March 17, 2018. Christine Soucie, Finance Director, has all of his authority in his absence. He will still access e-mails. He is using his vacation time.

· **May 9, 2018 Discussion #3**
DISCUSSION #3 – Fire Chief James Burkush’s Employment Contract

D. Shankle: Provided overview of contract amendment for wage increase.

Seconded by T. Tsantoulis. Vote unanimously in favor.

J. Sullivan motioned that all other sealed Town Council Non-Public Minutes for period June 2017-May 2018 are to remain sealed at this time. Seconded by D. Winterton. Vote unanimously in favor.

20. ADJOURNMENT

J. Sullivan motioned to adjourn the public session of 05/23/18 at 9:10 pm. Seconded by J. Levesque. 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