



**TOWN COUNCIL MINUTES - OFFICIAL  
Regular Meeting  
Wednesday, June 20, 2018  
6:00 PM  
Council Chambers**

**1. CALL TO ORDER**

Chairman James Sullivan called the meeting to order at 6:06 p.m.

**2. PROOF OF POSTING**

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

**3. ROLL CALL #1**

**In attendance:** Councilor Donald Winterton, Councilor John Giotas, Councilor Timothy Tsantoulis, Councilor James Levesque, Councilor Robert Duhaime, Councilor David Ross, and Chairman James Sullivan.

**Absent:** Councilor Alex Walczyk, Councilor John Durand

**4. PLEDGE OF ALLEGIANCE**

Following the pledge, Chairman Sullivan called a moment of silence on the passing of Roger Bergeron who served on the Sewer Commission for many years.

**5. SPECIAL RECOGNITIONS**

5.a Hooksett Municipal Employees – New Hires

**6. SCHEDULED APPOINTMENTS**

**7. APPROVAL OF MINUTES**

**8. AGENDA OVERVIEW**

**9. PUBLIC HEARINGS**

**10. CONSENT AGENDA**

10.a On April 25, 2018, the Town Council approved accepting donations to fund the K9 Program.

Motion to accept the donation of \$5,000.00 from PROCON, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to the Police Departments budget, K9 trust Fund.

[Staff Report K9 June 20.docx](#)

*Councilor Tsantoulis moved, second by Councilor Winterton, to accept the Consent Agenda as presented. Motion passed unanimously, 7-0.*

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

- Volunteer Appreciation dinner last Friday went well.
- If the Council wishes to look into public WIFI in town hall, Dr. Shankle suggests waiting until a new IT company has been contracted with. Interviews have begun.
- Dr. Shankle spoke with Mr. Christianson of Comcast. He is sending in writing what the town can and cannot do and when; either third or fourth quarter.
- Work on firefighters' contract is underway.
- At the request of the Council, the minutes of a meeting wherein the Council requested verbatim transcription on the bridge discussion should be done by the end of this week.
- The power went out during the last Planning Board meeting because a tree came down "on our line" and was off the entire next day.

## **12. PUBLIC INPUT - 15 MINUTES**

Marc Miville of 42 Main Street came forward to say that he has attended one or two moderator forums and has been working hard to educate himself on best practices and ways to improve processes given his new duties as town moderator. He said at the last meeting Councilor Winterton asked what the cost was of replacing the bridge span that is not like the other two. He was dismayed when he heard Mr. Benoit of Dubois & King indicate they were taking the request under advisement. Mr. Miville feels this answer is non-responsive and that the town contracted with Dubois & King to complete the bridge project to the town's specifications. He said their perceived relationship issues shouldn't preclude the town's right to get cost estimates from them, despite potential litigation.

Referring to the draft minutes of the last meeting, Mr. Miville said Mr. Benoit said that once the document was signed by him and Mr. Robert, it becomes official and then the 30 day clock for the town to appeal starts. So, if the town does not approve of the work and does not sign the change order, Dubois & King waits 30 days to do the unapproved work and then bills the town for work not agreed to or approved by the Town Council. He added that this subjects the town and taxpayers to the will and whim of DuBois & King's actionable desire to raise the costs with added contingency fees.

## **13. NOMINATIONS AND APPOINTMENTS**

*Councilor Ross moved, second by Councilor Tsantoulis, to appoint the following individuals as listed for terms expiring June 2021 unless otherwise specified. Motion passed unanimously, 7-0.*

Conservation Commission: Cindy Robertson, Full Member; Todd Lizotte, Alternate

Economic Development Advisory Committee: David Scarpetti, Resident Rep; Ivan Gult, Resident Rep; Roger Duhaime, Business Rep

Heritage Commission: Kathleen Northrup, Full Member

Parks and Recreation Advisory Board: Deb Miville, Full Member

Planning Board: Richard G. Marshall, Full Member; David Boutin, Alternate

Recycling and Transfer Advisory Committee: Raymond Bonney, Full Member

Zoning Board of Adjustment: Richard Bairam, Full Member; Don Pare, Alternate, Term Expires June 2020

#### **14. 15 MINUTE RECESS**

#### **15. OLD BUSINESS**

15.a Motion to allow the Hooksett Police Department to purchase from their unexpended full time wage line, FY 17-18, a Sokkia Robotic Total Station from Maine Technical Source, Yarmouth, Maine, to include accessories, and training and purchase CAD software through Dirigo Software for a combined total of \$31,334.66 (tabled from 6/13/18 Town Council Meeting).

*Councilor Winterton moved, second by Councilor Giotas, to remove this item from the table. Motion passed unanimously, 7-0.*

Dr. Shankle reported that counsel has advised that impact fees are to be used for capital projects only. Councilor Winterton said he was in favor of his original motion for a number of reasons; that is, it frees up officer time, opens up roads that might otherwise be closed for much longer periods of time thereby improving public safety. Councilor Levesque asked what this was all about. Chief Bouchard went over the benefits of the purchase as was discussed at the last Council meeting. The original motion made at the last Council meeting is: *Chairman Sullivan moved, second by Councilor Duhaime, to authorize the purchase from the Police Department's unexpended full time wage line for fiscal year 2017-18 a Sokkia Robotic Total Station from Maine Technical Source to include accessories, and training and the purchase of CAD (Computer Aid Design and Drafting) software through Dirigo Software for a combined total of \$31,334.66. Roll Call #2: Councilor Duhaime-yes, Councilor Ross-yes, Councilor Levesque-yes, Councilor Giotas-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

#### 15.b FY 2017-18 Budget Encumbrances

Dr. Shankle said there were no changes made to the list of encumbrances from the last meeting. The last piece to come is for the structural work at the Old Town Hall that he expects on Monday. Council may want to encumber some funds for that purpose. Councilor Giotas asked if there might be three bids. Dr. Shankle said three contractors showed up at last week's walk through and all seemed inclined to submit a bid.

#### 15.c New Pedestrian Bridge Update

Dr. Shankle stated that the town attorney will be meeting with the Council at 5:30 on June 27<sup>th</sup>.

#### 15.d Rte. 3A & Hackett Hill Road Roundabout Update

There was nothing new to report and there is no need to continue to include this item on meeting agenda.

## 16. NEW BUSINESS

### 16.a RFP 18-05 Technology Services

Nick Germain, Project Coordinator, came forward indicating that on June 30<sup>th</sup>, Hooksett's current IT management contract with Spaulding Hill Networks will end. An RFP for technology services was put out in May. The town received five proposals as of the closing of June 4<sup>th</sup> – Acapella, Boston Systems and Solutions, Block-5, RMON, and Spaulding Hill Networks. The staff committee interviewed three of them. Mr. Germain said that staff concluded that the most flexible choice is Block 5 Technologies, though their bid is above what was budgeted. He said all bidders addressed the fundamental things and all proposals were very different.

Councilor Winterton asked "what do we have for a default budget today for that line item"? The balance of \$35,700 remains for tech services. Mr. Germain said that while Block 5 represented a substantial increase in costs, changes in the RFP were made particularly to emphasize improved future planning and to clarify expectations for particular support services. And while Spaulding has done a good job, more assistance with planning is needed going forward and the town does not have the equipment to do that right now.

Dr. Shankle said in addition to Block 5, RMON and Acapella were interviewed. Acapella has no experience with local government "to do what we need to do", the price range is where it needs to be. He said all his emails disappeared for one week in May and they still don't know where they went. Mr. Germain said all those interviewed offered 24/7 services with Spaulding having more flexibility; RMON may impose additional costs. Mr. Germain passed out the service bids. Dr. Shankle said that committee representatives from fire and police along with Christine and Nick, unanimously agreed on Block 5.

Councilor Ross asked why the separate Fire and Police IT provider should be put under the auspices of one. Dr. Shankle said he didn't know that it would be cheaper and that there is a lot of interaction between what they do and what we do and though the town doesn't operate 24 hours, emergencies do occur, and he said, whoever is hired, they serve as Hooksett's IT Department. Councilor Tsantoulis said IT costs are running out of control for a lot of businesses and he would be cautious about having two different providers. He said "it sounds like a good opportunity to pay for something twice".

In response to Councilor Giotas on having the provider onsite, Mr. Germain said that Block 5 will be onsite as necessary. Councilor Winterton asked why the second year costs were less than the first year. Mr. Germain said they asked for a second year option in the RFP. Councilor Winterton said he appreciated the work of the committee and likes to give as much business to Hooksett people as possible. Dr. Shankle said Acapella didn't have the necessary experience and Fire and Police were very concerned about that. Councilor Winterton said public safety is a concern and that is the information he needs to make a decision.

*Councilor Duhaime moved, second by Councilor Ross, to award the technology services contract to Block 5 Technologies for one year as recommended, at a cost of \$71,100, and to*

*authorize the Town Administrator to sign related documents to ensure compliance with Administrative Code 5.3. Roll Call #3: Councilor Giotas-yes, Councilor Ross-yes, Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

#### 16.b Contract for Build-Out Analysis for Route 3A

Dr. Shankle said they have contracted with the Southern NH Planning Commission (SNHPC) to continue the work on 3A that was started. Money from the Warrant Article will be run down. *Councilor Winterton moved, second by Councilor Duhaime, to sign the contract with the Southern NH Planning Commission to continue the work on Route 3A as voted on by Warrant Article. Motion passed unanimously, 7-0.* Councilor Winterton asked if this commits the remainder of \$100,000 to the SNHPC. Dr. Shankle said “no” and they were told “we may want them to subcontract as necessary”.

16.c Town of Hooksett Municipal Reorganization – **will be addressed after the non-public session.**

### 17. SUB-COMMITTEE REPORTS

Councilor Tsantoulis had nothing to report from the Board of Assessors and said there were no scheduled meetings right now for the Youth Achiever Committee.

Councilor Duhaime said the Parks and Recreation Committee met last night. The Kiwanis proposed a new location for the splash pad pavilion. There was a lot of discussion about the Master Plan.

Councilor Winterton said the Sewer Commission met on Monday. It was a somber meeting due to the death of Roger Bergeron. Richard Bairam will take the third seat until the next election. Stantec firm was hired and directed to leave the meeting and hire people to do the drilling and get engineering costs and make arrangements to build a pump house. The hope is to have the drilling under the river done by the end of August and Mr. Larrabee breaks ground on his hotel by September. The town can't commit any funds but could do a warrant article, within the TIF district. If folks could see the framing of a pump station, major hotel, then going to the voters for borrowing money to be paid off by TIF would be very optimistic and encouraging. Councilor Giotas asked about receipt of federal funds. Councilor Winterton said there are potential grant funds available through Merrimack County but it is incumbent on staff to make sure they find that money.

Councilor Winterton said the Planning Board met on Monday. Power went out and they finished their meeting in the dark. University Heights came and wanted to make change to the Master Plan. Their suggestion was to take commercial land from University Heights and develop apartments. The suggestion was not received favorably.

Councilor Winterton mentioned that the library was hosting a “Touch A Truck” event on Saturday which is a wonderful event for kids.

Councilor Ross said the Conservation Commission met on June 6<sup>th</sup>. They received the first installment of timber harvest funds for Goffstown Road. Reviewed trail construction and got

estimates on three different access points. The Pinnacle kiosk is in place. Panels will have to be reconfigured. Looks great. The paved entrance to Pinnacle is deteriorating.

Councilor Levesque said the Zoning Board of Adjustments met. They granted a request to build out a third apartment for the owner to live in his home as well as his two daughters. The other matter involved 57 Hackett Hill Road to offer day spa and B&B services. Matter was postponed. Applicant will be back in September.

## **18. PUBLIC INPUT**

Mr. Miville of 42 Main Street asked if there might be a conflict with Mr. Bairum serving on two committees. Chairman Sullivan said they are two separate groups so it is not a conflict.

Mr. Miville said apartments don't add money to the tax base. Dalton Brook Pond was discussed several times by Parks and Recreation. It is overrun with brush and is tick infested. Perhaps the Fire Department could do a practice burn. He said Mrs. Carter seems to claim Dalton Brook Pond and not Carter Pond. He said his wife looked at the deed and there is nothing in the deed that stipulates it should be Carter Pond. Councilor Ross said "don't ever burn brush in wetlands because of poison oak...you'll be dead".

## **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 06/20/18 at 7:47pm. Seconded by D. Winterton.*

### **Roll Call #4**

J. Levesque – yes

D. Winterton – yes

J. Giotas – yes

D. Ross – yes

T. Tsantoulis – yes

R. Duhaime - yes

J. Sullivan - yes

***Vote in favor (7-0).***

*J. Sullivan motioned to exit non-public session of 06/20/18 at 8:20pm. Seconded by T. Tsantoulis. Vote unanimously in favor (7-0).*

*J. Sullivan motioned to seal the non-public session minutes of 06/20/18. Seconded by T. Tsantoulis. Vote unanimously in favor (7-0).*

## **PUBLIC SESSION CONTINUED AT 8:20pm**

*D. Winterton motioned to table the Town of Hooksett Municipal Reorganization to the Town Council meeting of June 27, 2018. Seconded by T. Tsantoulis. Vote unanimously in favor (7-0).*

Councilor Winterton and the Town Administrator to meet with Manchester, NH Mayor Craig.

## **20. ADJOURNMENT**

*J. Sullivan motioned to adjourn the public session of 06/20/18 at 8:25pm. Seconded by T. Tsantoulis. Vote unanimously in favor (7-0).*

**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