



**TOWN COUNCIL  
Regular Meeting  
Wednesday, August 22, 2018  
6:00 PM  
Council Chambers**

**MINUTES - Official**

**CALL TO ORDER**

Chairman James Sullivan called the meeting to order at 6:00 pm.

**PROOF OF POSTING**

Proof of Posting was provided by Dr. Dean Shankle.

**ROLL CALL**

Chairman James Sullivan, Robert Duhaime, John Durand, John Giotas, James Levesque, David Ross, Tim Tsantoulis, Donald Winterton, and Alex Walczyk.  
Town Administrator Dr. Dean Shankle

**PLEDGE OF ALLEGIANCE**

**SPECIAL RECOGNITIONS**

**Hooksett Youth Achiever of the Month**

Ryan J. Brockway

T. Tsantoulis awarded the Hooksett Youth Achiever of the Month to Ryan J. Brockway. He has recently become an Eagle Scout. He is a young man who is very confident and has the qualities of a leader. He is recognized for what he has done for his family, himself and his community.

**Hooksett Police - Swearing-in ceremony new Police Officers**

Chief Janet Bouchard congratulated Sergeant Lamy in the birth of her son Mark Thomas.

**Patrol Officer Serena Shuter** – read the oath of office and was sworn in as an Officer in Hooksett by Chief Bouchard.

**Patrol Officer Brandon Carleton** - read the oath of office and was sworn in as an Officer in Hooksett by Chief Bouchard.

**Hooksett Fire-Rescue - Swearing-in ceremony new Firefighters/AEMTs and promotions**

Chief James Burkush stated that Billie Palmer and John Drew both retired after many years of service to the Town of Hooksett.

**Firefighter Brendan Taglianetti** - read the oath of office and was sworn in as a firefighter in Hooksett by Chief Burkush.

**Firefighter Torey O'Brien** - read the oath of office and was sworn in as a firefighter in Hooksett by Chief Burkush.

The following Firefighters were promoted and recognized by Chief Burkush

Firefighter Dan Silva – Lieutenant  
Firefighter Joshua Grover – Lieutenant  
Lieutenant David Nadeau – Captain

Chairman Sullivan congratulated all new officers and firefighters and wished them well.

## **PUBLIC INPUT**

Ted Gatsas, 105 Birchwood Road, Manchester, NH: I am running for Executive Council. I am here to help the citizens and if elected I will be back. It was an honor in 2000 to serve Hooksett as your State Senator. I ask for your support during the upcoming election.

## **SCHEDULED APPOINTMENTS**

**Todd Rainier, Town Clerk and Marc Miville, Moderator - September 11, 2018 primary elections**

Todd Rainer: The State Primary Election on September 11<sup>th</sup> at Cawley Middle School from 6 am to 7 pm. We have received 29 absentee ballots with 17 returned as of today. There have been many new voter registrations. The NH Secretary of State has been holding training throughout New Hampshire. The final Supervisors of the Checklist meeting is September 4 at 7 pm in Council Chambers.

Marc Miville, Moderator: I attended two information sessions at the State to prepare for the election. I feel I am very prepared for the election.

## **APPROVAL OF MINUTES**

**Public: 04/25/18 (tabled from 05/09/18 Town Council Meeting pending verbatim minutes on pedestrian bridge)**

*J. Sullivan motioned to remove from the table the minutes of April 25, 2018. Seconded by R. Duhaime.*

*Vote unanimously in favor*

*Correction: pg. 2 motion to support the fundraising and return of the K-9 to Hooksett. Verbatim minutes added for the pedestrian bridge issue only.*

*D. Winterton motioned to approve the public minutes of April 25, 2018 as amended and accept the verbatim minutes as part of the record. Seconded by J. Giotas.*

*Vote unanimously in favor.*

**Public: 06/27/18 (tabled from 07/11/18 Town Council Meeting)**

*J. Levesque motioned to remove from the table the minutes of June 27, 2018. Seconded by R. Duhaime.*

*J. Levesque motioned to approve the public minutes of June 27, 2018 as amended. Seconded by T. Tsantoulis*

*A. Walczyk: correction pg. 27 \$210,936.52 (line 176) & Councilor Winterton \$208,615.08 (line 182)  
Pg. 28 \$888,768.65 (line 206)*

*Vote unanimously in favor (T. Tsantoulis abstained)*

**Public: 07/11/18**

*R. Duhaime motioned to approve the public minutes of July 11, 2018 as amended. Seconded by A. Walczyk.*

*A. Walczyk: Pg 42 (line 542) Councilor Durand was not present for the vote.*

Donna Fitzpatrick to check the following votes

R. Duhaime: (424-426) request that Diane post a weight limit on the road.

**D. Winterton motioned to table the minutes of July 11, 2018. Seconded by D. Ross.  
Vote unanimously in favor (T. Tsantoulis abstained)**

**D. Winterton motioned to approve the Workshop minutes of August 8. Seconded by R. Duhaime.  
Line 139 – Councilor Ross agrees that neighbors should be in the same district but this has to be brought to the Supervisors of the checklist.  
Line 195-196 – Being of greater influence.  
Vote unanimously in favor**

**Non-Public: 07/11/18**

**J. Sullivan motioned to table the non-public minutes of July 11, 2018. Seconded by D. Winterton.  
Vote unanimously in favor**

## **PUBLIC HEARINGS**

J. Sullivan opened the public hearing and read.

**Public hearing to accept the donation of \$19,688 (\$11,000 from the Hooksett School District, \$4,344 from HYAA Baseball and \$4,344 from HYAA Softball) to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works for the purchase of a Toro 3040 Sandpro (a baseball infield machine) per RSA 31:95-b III (a).**

D. Boyce: This is a piece of equipment that we previously asked Council to encumber funds for. We had a choice of a plow truck or the sand pro. We have a late '90s Sand Pro which is also used to maintain the fields at the Cawley School. HYAA has agreed to donate most of the funds so it would only be \$2800 from the Park and Rec Budget.

**Public hearing to accept a \$25,000.00 grant from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant under RSA 31:95-b, III (a) and to return said amount to the police department K-9 trust fund.**

**J. Sullivan motioned to table the public hearing on the Stanton Foundation for a grant in the amount of \$25,000. Seconded R. Duhaime.  
Vote unanimously in favor.**

J. Sullivan opened the public hearing and read:

**Public hearing to accept \$10,596.43 donations (\$5,000 SNHU and \$5,596.43 citizens, business owners and the Hooksett Police Association) to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (a) and to return said amount to the police department K-9 trust fund.**

## **CONSENT AGENDA**

### **Donations**

Donation of the food, drinks and paper products with a combined estimated value of less than \$2,000.00 from Cup Cake Fairy USA, Poultry Products Northeast, Freirhofer's Bakery Outlet, Walmart, Hannaford Supermarket, Shaw's and Target, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-e:II.

**Donations Catholic Medical Center**

Donation of twelve (12) ‘Stop the Bleed’ kits from Catholic Medical Center to the Town of Hooksett for the Hooksett Fire Rescue Department – EMS, valued at \$660.00 under RSA 31:95-e II.

**Donations Back to School Supplies**

Donation of back-to-school supplies from local businesses and residents with a value not to exceed \$5,000 to the Town of Hooksett for the Family Services Department Back-to-School Supply Program per RSA 31:95-e II.

**Gravel Pit Bond Release for 39 Pine Street**

Release the Severino Trucking Co. surety in the amount of \$33,500 for the gravel pit located at 39 Pine Street.

*D. Winterton motioned to accept all items on the consent agenda as listed above. Seconded by R. Duhaime.*

*Vote unanimously in favor*

D. Ross asked where the bleed kits would be kept.  
Steve Colburn stated they would be kept with the AED Units.

**Moved up on the Agenda from New Business**

**Carol Andersen, Town Treasurer - establish banking relationship with Northway Bank**

Carol Anderson: We have surplus funds to invest. We have about 2 million to invest. I look for the best rate from the banks and I consult other Treasures in the State. 2.25 percent from Northway is the best rate. The term will be in accordance with investment policy of 6 months.

Currently the Town has relationships with Citizens Bank, TD Bank, and People’s United Bank Investment Pool, Merrimack County Savings Bank, Optima Bank and Trust and Century Bank. We would like to open a new relationship with Northway to be able to invest excess funds. Northway is a chartered bank and will issue the Town a letter of credit for collateral. The Town’s investment policy states that no more than 80% of Town funds can be invested with any one financial institution. The plan is to invest the excess fund from the June tax bills at Northway.

*D. Winterton motioned to authorize the Town Treasurer to establish a banking relationship with Northway for the Town of Hooksett and authorize the Council Chair to sign the resolution if necessary. Seconded by A. Walczyk.*

*Vote unanimously in favor (T. Tsantoulis was not present for the vote)*

**TOWN ADMINISTRATOR’S REPORT**

- The Hooksett Police Department released a lip sync video which was overwhelmingly supported. One comment was received and distributed to the Councilors.
- Several employees have been working on a number of Right to Know requests. The attorney also must review these requests.
- The Police Chief and I met with the NH State Veterinarian because he received emails on how we handle dog bites. The State Veterinarian was cordial and when he responded to the person that contacted him, he copied the Chief and I. The letter was read into the record.

- Last Wednesday there was an incident in the FITS Program. Two (2) campers left after attendance was taken in the morning and were gone from 9:30 to 3:30 and their absence was not noticed. The police followed up on where they went during the day. The two (2) campers visited a friend and the homeowner was unaware of the situation. Camp has address the situation and now do team record checks. Two (2) of the employees are no longer employed by the town.
- Zen City Program that goes through all social media showed 3170 interaction in July on Hooksett. There were some issues on Waste Management but most interaction was police oriented with 50% positive.
- There was a question on whether there would be any legal issues with an opening of the new pedestrian bridge. The attorney responded in a letter read stating that he sees no issue with opening the bridge. We do not have the kiosk so we could do a “soft opening” and take down the tape and do a grand opening at a later time. Dr. Shankle will remove the signs and the town website will state that the bridge is open.
- The Council asked a question at the workshop regarding electronic participation at meetings. Per State Law, a member may attend from outside of the location of the meeting but it will not count toward the quorum unless it is an emergency. Each part of the meeting must be open and audible to the public. A member participating in the meeting from outside the location may vote but all votes must be done by roll call in this case.
- We received a petition for certification for a new bargaining unit. Teamsters 633 is in the process of organizing people from Public Works.
- We are working on new agenda software that will be easier to work with. They also have an App for iPads which is interactive.

## **PUBLIC INPUT**

Marc Miville: At the meeting where we design the pedestrian bridge including the flooring, I don't remember the Council approving fencing.

J. Sullivan: We discussed fencing on the railing at the Council meeting. This fencing is for the grassy part. At an earlier meeting we discussed that it was not installed and we wanted to hold off on that. There is no fencing on the bridge.

M. Miville: Councilor Ross stated in relation to the minutes, questioning the moderator's integrity. I am hurt by someone that is saying I would influence someone and compromise my integrity. If the Council is fearful of a Moderator influencing another Board; I just want to help. I'm active, I don't want to just go away and I still want to do stuff. I understand I can't do big stuff but I would like to still contribute. The State Law does not preclude any involvement. I asked all the moderators in the State if they sit on other Boards and I got 10-12 answers. Five (5) are on Zoning Boards, and a lot are on Park and Rec Committees and Highway Commissions. These are lower level committees. I wanted to stay on the Economic Development Committee. Mr. Duhaime is on the Economic Development as well as Zoning. I think there can be a conflict of interest there.

D. Ross: During the approval of the minutes, I clarified what I actually said was “the appearance of conflict”.

## **NOMINATIONS AND APPOINTMENTS**

### **August Nominations and Appointments**

**Sasha DeJong** – Zoning Board of Adjustment Alternate

D. Winterton: There are documents missing from the packet for Sasha DeJong.

**Chris Stelmach** – Planning Board – Full Member (currently an Alternate)

*D. Winterton motioned to nominate Chris Stelmach as a full member of the Planning Board. Seconded by J. Levesque.*

**15 MINUTE RECESS- Waived**

**OLD BUSINESS**

T. Tsantoulis was appointed Secretary at the past meeting and asked to be removed from that position.

The Council will assign someone else if Mr. Tsantoulis is absent.

**Town Council Board/Committee Assignments for 2018-2019**

Every new fiscal year, Council votes to determine which members will serve as the council representative for various boards and committees throughout the town. Below is the list as of July:

Board of Assessors – Ross, Walczyk, Giotas Alt. Durand

Budget – Undecided – **R. Duhaime, D. Ross (alternate)**

Conservation Commission – Ross Alternate Duhaime

Economic Development Advisory Committee – Undecided – **J. Sullivan, J. Durand (alternate)**

Heritage – Sullivan, Giotas

THPC – Sullivan, Giotas

Hooksett Youth Achiever - Winterton, Walczyk, Tsantoulis

Parks and Recreations Advisory Committee – Duhaime, Alternate

Transfer & Recycling – Levesque Alternate Giotas

Planning Board – Winterton Alternate Duhaime

Sewer – Winterton, Alternate Tsantoulis

ZBA – Levesque

Union Negotiations - Winterton / Duhaime

Perambulation - Duhaime

Cable TV Franchise - None

Record Retention Committee – Ross

SNHU Relations Sub-Committee – Walczyk, Winterton, Alt. Durand

TIF – Winterton

R. Duhaime volunteered to be the Budget Committee Representative and D. Ross will be the alternate.

J. Sullivan volunteered to serve on the Economic Development Committee with J. Durand as an alternate.

### **NHMA Annual Legislative Policy Process**

Friday, September 14, the NHMA will meet to review proposals and they will vote on the whether they support these proposals. This is an all-day session.

Alex Walczyk will attend the NHMA Annual Meeting.

Each member will review the policies and respond individually to D. Fitzpatrick and Dr. Shankle who will compile the Councilors input.

### **NEW BUSINESS**

**Carol Andersen, Town Treasurer - establish banking relationship with Northway Bank**

Moved up on the Agenda.

### **Donations**

#### **Grant – Stanton Foundation**

*D. Winterton motioned to table. Seconded by J. Durand.*

*Vote unanimously in favor.*

#### **Donation Southern New Hampshire University**

*D. Winterton motioned to accept the donation of \$5,000.00 from Southern New Hampshire University and the donation of \$5,596.43 from citizens, business owners, and the Hooksett Police Association 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, K9 Trust Fund. Seconded by J. Giotas.*

*Vote unanimously in favor*

### **Donations**

*D. Winterton motioned to accept donation of \$19,688 (\$11,000 from the Hooksett School District, \$4,344 from HYAA Baseball and \$4,344 from HYAA Softball) to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works for the purchase of a Toro 3040 Sandpro (a baseball infield machine) per RSA 31:95-b III (a) (see item 9a for attachment details). Seconded by T. Tsantoulis.*

*Vote unanimously in favor.*

### **Change Proposal #2 – Roadway Paving**

The Town is in the process of paving Hackett Hill Road. It has come to our attention that due to the severity of the rain storms we are having, that shoulder work on Hackett Hill Road should be addressed before the final paving. GMI, our paving vendor will do the shoulder work. The change order, proposal #2 is in the amount of \$53,760.00.

*D. Winterton motioned to approve the Change Order Proposal #2 for the shoulder work to be done on Hackett Hill Road under the 2018 Road Paving in the amount of \$53,760.00 to bring the total Road Paving amount from \$991,224 to \$1,044,984. Seconded by R. Duhaime.*

*Roll Call Vote unanimously in favor.*

### **Acceptance of Qualifications for Storm Water Asset Management firm**

The Town received bids to provide engineering services related to storm water asset management and compliance with the National Pollutant Discharge and Elimination System Municipal Separate Storm Sewer System. The Town of Hooksett was awarded \$30,000 NH DES (forgivable) loan to support the development of this program. The following bidders submitted their qualifications:

Hoyle, Tanner and Associates

Comprehensive Environmental Inc.

Wright-Pierce

Weston and Sampson

All four (4) companies are highly qualified for developing this program.

D. Boyce recommended Hoyle, Tanner and Associates. They have been very helpful as they are presently working with the Hooksett Sewer in preparing these documents, and their bid packages was specific for Hooksett.

*D. Winterton motioned to accept the qualification from Hoyle, Tanner and Associates for Storm water Asset Management Program in the amount of \$30,000 from the Revolving Loan Fund. Seconded by Alex Walczyk.*

*Vote unanimously in favor*

### **MS 535 Financial Report – June 30, 2018**

*D. Winterton motioned to authorize the Town Council to sign the 2018 MS-535 Financial Report of the Budget for period ending June 30, 2018 as presented. Seconded by T. Tsantoulis.*

*Vote unanimously in favor*

### **Budget Transfers FY 2018-19**

Transfer funds from Town Administration Full-time Employees line to the departments for the discretionary wage adjustment pool approved by the voters. There were seven (7) positions that received adjustments.: Police Sergeant, Bookkeeper, Technical Services Assistant at the Library, Administrative Services Coordinator, Finance Director, one laborer and Code Enforcement Officer. The remaining funds were distributed to non-union full-time and part-time employees which provided an increase of .20 cents per hour.

*D. Winterton motioned to authorize the Chairman to sign the Budget Transfer #2019-01 in the amount of \$43,289 to allocate the discretionary wage adjustment pool for non-union employees as approved in Article #9 in March 2018. Seconded by A. Walczyk.*

*Vote unanimously in favor*

### **Fire Lane Ordinance Waiver Request (Northeast Credit Union site plan Map 25 Lot 52)**

Northeast Credit Union has received approval for their site plan for a building on Map 29 Lot 52. On the night they received the approval, they submitted an application to the Planning Board requesting a waiver of the Fire Lane Ordinance. The ordinance requires any building in which the Fire Department will not have access to all four sides to install a sprinkler system. Since the approved plan only indicates access on two sides, they requested a waiver so they would not need to install the sprinklers. The plan, as originally applied for and approved included the sprinklers and this issue was not raised until the day of final approval. Since the Fire Lane Ordinance was passed by the Town Council, the Planning Board sent the applicant to Town Council.

The Fire Lane Ordinance does not provide a method for any amendments or waivers by any individual or Town Body, including the Town Council. This Ordinance has been in effect since 1999 (with an



amendment in 2006) and there has never been any exceptions given. Chief Burkush is opposed to reducing safety standards.

A letter was received from Planning Board that they waive the sprinkler requirement for the Fire Lane Ordinance.

Dr. Shankle: The Planning Board sent this here because it is not part of their regulations. The ZBA can deal with zoning ordinances however this is a Town Ordinance that the Council passed. It is a safety ordinance the Council approved. There is nothing in the ordinance that gives the Council the authority to waive it. If you want to change it, you have to go through the procedure to change it. There are some ordinance which say it allows waivers like the start time for construction which gives the Town Administrator authority to change the time if needed. The Planning Board approved the site plan which includes the Fire Suppression System.

J. Sullivan: With no sprinklers, they need 4 sided access?

Steve Colburn, Hooksett Fire: Other banks that have no sprinklers have parking away from the building. This is the case with Heritage Family Credit Union. This ordinance has been in place for 20 years. Other buildings in town have been built to comply with this ordinance. This is the first time this ordinance has been challenged. Without the sprinklers, they would have to take some of the parking out.

J. Sullivan: If they remove 14 spaces, would they have enough parking to meet the Planning Board requirements?

Dr. Shankle: They are currently providing 27 spaces where 12 are required.

David Lapp, Senior Project Manager, Level 5 LLC: I am the project manager with a design build firm retained by Northeast Credit Union. We are not challenging the ordinance, we are just asking for relief. We build these buildings all over the country and we know the NFPA requirements. The first threshold is 5000 sf or less and townhomes with adjacent walls. We are under those thresholds. We are not an assembly built and are under those requirements. We do put a number of safety items in the building; alarms, fire extinguishers, etc. We are a little over 3000 sq. ft. We are going to have 6-7 staff and we are hoping that we will be busy enough to need more than 5-6 customer spaces. My point is the parking that is adjacent to the building is where we are looking for relief. The north side is employee parking. The entrance is at the southeast corner with the handicap spots adjacent to the building. That parking is going to be transitional throughout the day. The only permanent spots are north of the north driveway for staff. There were concerns about safety but we have more egress routes than required. We have smoke detectors and duct detectors that will detect anything wrong before you see smoke. I don't see the problem with not having a sprinkler system. There is a life safety code and we couldn't find any mention of a suppression system. You speak of your right to waive; there is also no indication that you can't waive.

Tim Collia, CEO of Northeast Credit Union: We never originally submitted the plans with the suppression system; we were asked to add it in.

D. Winterton: The Planning Board was ready to grant the waiver until they found out they had no authority to grant the waiver. We were advised by staff to have any waiver it needed to come to Council. Personally, I keep hearing comments from citizens, "why does no one want to come to Hooksett Road". The applicant has made a case to why we need to extend the so called fires safety

regulations. If you look at the drawings, the building is 28 feet to the top of the tower. It troubles me that our ordinances, which were put in a long time ago are so restrictive. This is not a K-Mart, this is a 3000 sf building. To require them to spend an addition \$30,000 for suppression makes no sense. I hope we find a way to welcome good quality business without compromising safety. To get within 10 feet of the building baffles me. Don't we have hoses in this Town. These gentlemen have made numerous appearances at boards. I appreciate what the Assistant Chief says because he stated what the ordinance says. I appreciate that. To question why we have a lot of open space in this town is because of things like this.

T. Tsantoulis: This is a 9-5 business with no one sleeping there. That being said, if it has up to date alarm systems and considering the proximately of the Fire Station as well as 2 egresses from Hooksett Road and Londonderry Turnpike and with proper alarms and egress, I don't see the need to go the extra money for the sprinklers. The area is served by hydrants and I don't see a problem.

J. Sullivan: I would hope any changes for Planning Board or Zoning would be under their jurisdiction. It was the intent of the Planning Board to grant the waiver but they have no authority. Now it comes to us. The ordinance does not give us the ability to waive.

J. Levesque: I don't know if something can be done with the parking to add some spaces. There is a roadway all around the building. I don't know how much more they need. It doesn't say you can change the ordinance but there is nothing in there that says you can't change. If they didn't want any changes, the ordinance should be specific and say you can't waive.

Dr. Shankle: We don't write ordinance and say everything you can't do. We have made all other business comply with this ordinance but this bank doesn't have to? That is not the way to do business. If you want to amend the ordinance, you can do that and then the Fire Department and the public can make their case. There are many buildings with fire lanes. The ordinance does not give you any positive way to change it and to give them a waiver tonight.

D. Ross: There are words like "shall" and "will" in the ordinance. There is a legal obligation and the only way to do it is to change the ordinance and then we will need to have a public hearing. It will take at least a month. We have to be equitable. We can't tell police not to enforce the law and we can't tell Code Enforcement not to enforce the ordinance.

J. Sullivan: The Ordinance may be introduced by any member at a regular Council meeting. The town clerk shall distribute to Council and provide publication 7 days prior to the hearing and the final action must be at least 7 days after the public hearing. It would be at least a month process.

Dr. Shankle: You can't even present it until you have the actual wording. We would need to talk to staff and the Fire Department to propose a new ordinance or a change.

D. Duhaime: This sets precedence. We would have to prove a hardship. What is the hardship of moving the parking?

Tim Colliia, Northeast Credit Union: We can look at moving the parking but it is never good to move handicap parking to the other side of the lot. That is never good. There were comments made that this was all known. Our architects had discussions with the Fire but we didn't see any problem with parking by the building. We interpreted the parking differently and there is gray area in that ordinance. I would love to help us with the financial but there is also the aesthetics in the building. The interior is

exposed ceiling with track lighting. If we are required to have fire suppression with black pipes, it detracts from that. Northeast came to us and said this is the look we want. We do custom design. We don't have any duct work there and I don't know any way to provide sprinklers and get the proper coverage and if I provide sprinklers, I have to meet the requirements. It is not only monetary but we also made site changes to comply with the ordinance. At the first review, we were told "No". So we went back and showed the sprinkler riser lines and that is why we are looking for relief.

D. Ross: This isn't something we should rush into. Go forward with construction and do the parking spaces later. If we are able to change the ordinance, it would allow you to put the spaces back at a later time. Just have it a fire lane now and if it changes, paint it as a space later.

J. Sullivan: We have no authority.

D. Winterton: We should ask the Town Administrator to meet with Fire and Planning and look at buildings less than 5000 sf and under a certain height; and the relief could be made by the Planning Board or this body.

***D. Winterton motioned to direct the Town Administrator to examine changes to this ordinance perhaps on buildings of 5000 ft. or less and interact with the Fire Department and other departments and come back to this Council with those potential ordinance changes. Seconded b T. Tsantoulis***

Chief Burkush: Buildings with fire suppression systems must be tested annually.

Dr. Shankle: I want to make it clear that nothing this Council has said should give Northeast any indication that the ordinance will change.

***Vote unanimously in favor.***

### **Mutual Aid Agreement for Building Inspection Duties (Town of Pembroke, NH)**

The idea of working with neighboring towns to cooperate in areas that are mutually beneficial is something the Council has long supported. This proposed inter-municipal agreement will do just that. Currently, when the town's building inspector is not available (primarily due to vacation) the town contracts with someone to do the required inspections. This inter-municipal agreement with the Town of Pembroke will eliminate this need and reduce our costs.

***T. Tsantoulis motioned that the Town Council authorize the Town Administrator to execute the inter-municipal agreement with the Town of Pembroke for building inspector duties as presented. Seconded by R. Duhaime.***

***Vote unanimously in favor.***

### **Hooksett Family Services Guidelines**

The Town Auditor recommended the Hooksett Town Council review the Town of Hooksett General Assistance Guidelines and adopt the Welfare Guidelines Allowances annually. Our current Welfare Director is in the process of updating the guidelines and should have them available for the Council in a few months.

***J. Sullivan motioned to table the Hooksett Family Services Guidelines. Seconded by D. Ross. Vote unanimously in favor.***

**Proposed Town Charter Changes for March 2019 ballot (8/8/18 Town Council Workshop)  
Councilor Districts/At-Large – remove 3.1,3.2, 3.3**

*A. Walczyk motioned to place the Charter change 3.1, 3.2 and 3.3 on the ballot. Seconded by J. Sullivan.*

*Vote 2:7 motion failed*

*D. Winterton motioned that the Budget Committee be elected by District with 6 district members and 3 at large members. Seconded by R. Duhaime.*

*Roll call Vote*

*J. Giotas No*

*D. Ross No*

*A. Walczyk No*

*J. Durand No*

*R. Duhaime Yes*

*T. Tsantoulis No*

*J. Levesque No*

*D. Winterton Yes*

*J. Sullivan Yes*

*3:6 motion failed*

**3.2 Councilor At Large – remove paragraph 3**

*J. Sullivan motioned to place the Charter Change 3.2 on the ballot. Seconded by D. Winterton.*

*Vote 5:4 motion carried*

**3.5.d Roll Call Votes – remove “all votes shall be record by roll call except votes on procedural matters”**

*J. Sullivan motion that the Council place Charter Change 3.5 on the ballot. Seconded by R. Duhaime.*

*Vote 8:1*

**5. & 11. Budget Committee – Remove Budget Committee and all language in referencing said committee.**

*D. Winterton motioned that the Council place the Charter Change “ remove the Budget Committee” on the ballot”. Seconded by J. Sullivan*

*Vote 8:1*

*D. Ross motioned at 9:34 pm to extend the meeting. Seconded by R. Duhaime.*

*Vote unanimously in favor*

**Moderator – 7.1C Add “unless otherwise required or allowed by law or this Charter.**

**7.1F Add “F. Any person elected as Moderator shall not simultaneously be on any other judicial or administrative board.**

*J. Sullivan motioned to place the Charter Change on the ballot. Seconded by R. Duhaime.*

*T. Tsantoulis motioned to table all discussion on the Moderator. Seconded by J. Levesque*

*Vote unanimously in favor.*

**10.2B Elected Officials First Day in Office – “...all elected officials in the Town shall take or continue in office on the first day of July next following their election...”**

***J. Sullivan motioned that the Council place 10.2B on the ballot. Seconded by D. Winterton.***

***Vote 8:1 motion carried***

**Administrative Code Updates (8/8/18 Town Council Workshop)**

1. 2 – Departmental Organization – add “Community Development” “Economic and Community Development Director”
2. 3 – Departmental Functions (renumber appropriately)
  - a. Add “Community Development Department”
  - b. Remove “Community Development” from Public Works Department
3. 3.4 - Family Services – add “and Guidelines adopted by the Town Council”
4. 5.3.3 – Special Exceptions – add GSA Purchases (Town Council approved 01/10/18)
5. 5.8 – update “Stipends paid . . . shall be made ~~bi-annually quarterly in the second pay date of December and June. . .~~”
6. Add New Section 5.9 - Post-Issuance Tax Compliance Policy and Procedures for Tax-Exempt Obligations (Town Council Approved 5/9/18)

***D. Ross motion to approve the changes to the Administrative codes as presented. Seconded by J. Levesque.***

***Vote 7:1 (Winterton absent)***

**Town Council Rules of Procedures Updates (8/8/18 Town Council Workshop)**

The Town Council, at their annual workshop of 08/08/18, discussed amendments to the Town Council Rules of Procedures to include sections:

1. 2.a – add “Motion to adopt the Family Services Guidelines”
2. 2.a – update item 12 for general “Administration” and “annual” vs. specific position and dates
3. 2.c.3.a – remove “~~if available taped voice vote may be used~~”
4. 2.c.3.d – remove “~~Minutes and attachments shall be posted separately from each other.~~”
5. 2.c.3.d – add “Minutes shall be posted on the Town website.”
6. 3.c – update “The Council shall ~~not~~ recognize a Councilor’s electronic method(s) of participation, attendance, or quorum.”
7. 3.g – update “The Chair and Vice-Chair ~~and Secretary~~ shall be seated at the head of the Council table in Chambers.
8. 3.g – add “The Secretary shall be seated next to the Town Council Recording Clerk.”
9. 7.f.2 – update “New Business submitted by ~~noon the Wednesday~~ end of business two Thursdays”
10. 7.f.3 - update “New Business submitted after ~~noon the Wednesday~~ end of business two Thursdays”
11. 9.a – update “no later than ~~noon the Wednesday~~ end of business two Thursdays”

***J. Sullivan motioned to approve the amendments to the Town Council Rules of Procedure (except Item 6) as amended. Seconded by D. Winterton.***

***Vote unanimously in favor.***

***Item 6 of procedure changes.***

No action

**Town Administrator Goals July 2018-June 2019 (8/8/18 Town Council Workshop)**

- Goal 1: Old Town Hall – complete project**
- Goal 2: Find new Director of Public Works and Town Engineer**
- Goal 3: Solve Park & Recreation despite no full-time Director – solutions**
- Goal 4: Evaluate new hires under probationary period**
- Goal 5: Evaluate current Town Fire Department needs based on data on number of fires and ambulance calls.**
- Goal 6: Work with SNHU to determine if PILOT (payment in lieu of taxes) is appropriate**
- Goal 7: Create a community Development guide book for developers as a checklist for compliance with Hooksett requirements to promote continuity of developments in town.**
- Goal 8: Promote Hooksett to “go green”. Evaluate the potential to expand for expanding alternate providers for utilities in Town (i.e. alternative to Comcast)**
- Goal 9: Work with the Hooksett Sewer commission on the evaluation of a warrant article for a TIF District.**

*T. Tsantoulis motioned to establish the Town Administrator’s goals for fiscal year 07/01/18 – 06/30/19 as presented and discussed at the 08/08/18 Town Council annual workshop (9 goals). Seconded by D. Winterton.  
Vote unanimously in favor.*

#### **SUB-COMMITTEE REPORTS**

N. Germian provided the documentation for the nomination of Sasha DeJong.

*D. Winterton nominated Sasha DeJong as an alternate to the Zoning Board. Seconded by T. Tsantoulis.*

*D. Ross motioned to support the Police Departments establishment of a K-9 program. Seconded by D. Winterton.  
Vote unanimously in favor.*

J. Levesque- ZBA: The Zoning Board met last Tuesday. the Space Center wants to rebrand their name and have special events and entertainment. Their signage doesn’t meet our ordinance. They came back with illustrations that looked like Las Vegas. After some discussion, they were told to put something similar to Shooter’s Outpost and they will come back next week with a new proposal.

D. Ross – Board of Assessors: The Board met last week and reviewed abatement applications.

R. Duhaime – Planning Board: An Auto Parts Store came and suggestions were given to change the building and they came back with the same plan. In the end it was tabled. The Planning Board approved the CMC Urgent Care Facility in front of Cinemagic. There is no added signage allowed because Cinemagic absorbed all the allowable signage.

Agway will be moving the Laza property in front of Cinemagic (on the left).

The Park and Rec Advisory group came in with a Master Plan to present and will present the plan to the Council at a later date. The Board also looked at six (6) sections of the Master Plan.

#### **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 (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 08/22/18 at 10:35pm. Seconded by R. Duhaime.*

**Roll Call Vote #4**

<i>A. Walczyk</i>	<i>Yes</i>
<i>J. Levesque</i>	<i>Yes</i>
<i>D. Ross</i>	<i>Yes</i>
<i>R. Duhaime</i>	<i>Yes</i>
<i>J. Durand</i>	<i>Yes</i>
<i>D. Winterton</i>	<i>Yes</i>
<i>T. Tsantoulis</i>	<i>Yes</i>
<i>J. Giotas</i>	<i>Yes</i>
<i>J. Sullivan</i>	<i>Yes</i>

*Roll Call unanimously in favor (9-0).*

*J. Sullivan motioned to exit non-public session of 08/22/18 at 11:04pm. Seconded by D. Winterton. Vote unanimously in favor (9-0).*

*J. Sullivan motioned to seal the non-public session minutes of 08/22/18. Seconded by D. Winterton. Vote unanimously in favor (9-0).*

**ADJOURNMENT**

*J. Sullivan motioned to adjourn the public session of 08/22/18 at 11:05pm. Seconded by D. Winterton.*

*Vote unanimously in favor (9-0).*

Respectfully submitted

Lee Ann Moynihan  
Recording Clerk