



**TOWN COUNCIL
Regular Meeting
Wednesday, October 10th, 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

Chair James Sullivan, John Durand, John Giotas, David Ross, James Levesque, Timothy Tsantoulis, Donald Winterton and Alex Walczyk.

Dr. Dean Shankle, Town Administrator

Not Present: Robert Duhaime

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION

5.1 Hooksett Municipal Employee-New Hire

Earl LaBonte, the new Public Works Director was introduced by Dr. Shankle.

E. LaBonte: I worked as the Public Works Director for a small town in Virginia. Prior to that, I was the Assistant Public Works Director for Lebanon, NH. You have a good Public Works Department with a lot of good employees, I am happy to be here.

D. Shankle: Currently, Diane is working side by side with Earl until January and there are assignments for both of them. We are keeping them both very busy.

5.2 Hooksett Police Department, Hooksett Fire-Rescue Department and David Bouchard, Veterans Administration - Recognition by Hooksett American Legion Post 37

Bill Hooley: It is my pleasure to be here. I am representing the American Legion Merrill Follansbee Post 37. We have our current Commander and a Past Commander here to present a prestigious dedication of a banner to the Town Council. A few weeks ago, I spoke with Dean Shankle and he put me in touch with Donna to get on this agenda. I would like to thank Donna and Dean. This is a special presentation from the American Legion to the Town Council and Citizens of Hooksett. I want to give a little history. Last April, there was a Korean War Veteran who was stumbling and was mentally diminished. We had done

all we could do for him. He was not listening and we tried very hard to get him up to the VA hospital. However, he would not budge. The canteen manager ended up calling the Police. Two very outstanding Police Officers came down and talked to him. Next thing we knew he was getting in the car with them to go to the VA hospital. Those Police Officers were Jordan McCluskey and Sergeant Michael Zappala. I can't thank the Hooksett Police Department enough. I also had a nice opportunity to meet Chief Janet Bouchard. She is very caring, smart and compassionate as well as a great leader. From my understanding, the Hooksett Police Department has a new program regarding taking care of and understanding Veterans in need. I also want to applaud this Council; you are all doing a wonderful job. I know how difficult your job is. The Hooksett Police Department and Fire Department are both unique. I want to thank Captain Robie for being here for his team.

My wife had heart problems and ended up having a heart transplant. Prior to that she had a device implanted in her chest. It was battery powered and literally plugged into the wall. The Hooksett Fire Department was aware of this new device and what a wonderful thing it was for me as the Hooksett Fire Department to come to my door to ask about this device. I commend Chief Burkush for his group. They asked all sort of questions to learn more about it and also asked what would happen if we lost power. The battery pack lasted 8 hours, and it had 8 hours for reserve. The Hooksett Fire Department came up with a plan that all we had to do was get to the fire house and we could get those batteries charged, if we had no power. If we were unable to get to the Fire Department due to an obstruction in the road, the Fire Department guaranteed they would come get those batteries from us, get them charged and bring them back to us.

When the Police Officers came to speak with the veteran, their posture was perfect and they were very professional. I found out that they were trained by some of the staff at the VA hospital. David Bouchard was able to provide that training to the Police Department.

David Bouchard, Peer Support Specialist, Veterans Justice Outreach and Homeless Outreach for the VA Hospital: We requested that the Hooksett Police Department invite us in to train them on how to respond to veterans in crisis. Hooksett was our first Police Department to be trained and we are very pleased with the results. We do have other Police Departments that are having positive results as well. If this gets the word out for more training for any first responders, that is what we are here to do.

B. Hooley: That veteran is now living in a warm place, by himself and eating well. It is guys like David that got him there, as well as the men and women from the Hooksett Police Department and Fire Department. We now would like to present a banner from the American Legion Merrill Follansbee Post 37 to the Hooksett Town Council and its citizens. The presenters are the oldest living Past Commander Leo Belisle and current Post Commander Steven Tarbox.

Chair Sullivan thanked all the presenters for their kind words and efforts.

Chair Sullivan made a motion to accept the donation from the Hooksett American Legion Merrill Follansbee Post 37 for the troop banner, seconded by A. Walczyk. Vote unanimously in favor.

SCHEDULED APPOINTMENTS

- 6.1 Hooksett American Legion Post 37, Post Commander Steve Tarbox, Merrill Follansbee & Bill Hooley-Troop Banner (completed with the Special Recognition)

Taken up earlier under Special Recognitions.

- 6.2 Todd Rainier, Town Clerk and Marc Miville, Moderator – November 6th, 2018 mid-term elections

T. Rainier: I will not be in town for your second council meeting this month so Nick will provide a schedule template for you to fill out. The biggest item is everything is pointing to a large turnout. Based on the Moderator chat rooms and Town Clerk discussions, we are looking at a 65-70% turnout which is an excess of 7,000 voters for us. We are planning for that. School will be in session, which can complicate traffic. We will run the same traffic pattern as the 2016 general election. The traffic pattern is one way in from Whitehall Road, parking in the front or back, and then exiting through Farmer Road and onto Londonderry Turnpike. We have had discussions with the school administration, the Police Department and DPW, so everyone is on the same page. DPW and volunteers will assist with parking and traffic flow. We will have signs put up. The Police Department plans to assist with the traffic flow at key intersections at peak times. I do not anticipate any upsets for the school as we are in separate sections. The leadership at the school will handle the communication with parents and the bus company. We received the absentee ballots in on the 3rd, and there are 120 out right now. We are averaging over 4 voter registrations per day. We are requesting that all of you be present, more than you planned to be throughout the day with assisting at the election. I appreciate your time in doing that.

M. Miville: I would like to reiterate that at the last election in September we had issues outside and I was out there more than I should have been. We are planning to have extra people to help out and monitor the outside and the traffic patterns. We learned our lessons from the last time and will improve on that. Todd and I are working together to provide a smooth and safe transition for the election.

T. Rainier: We have a meeting at the State House with 5 or 6 other communities that were identified as single polling places, with large turnouts and a large amount of same day voter registrations on Friday to share some ideas on handling the amount of voters.

M. Miville: Those towns would be the college towns. Those would be Durham, Hooksett, Plymouth and Hanover. They all experience very high spikes in same day registrations. They are asking us to come and discuss how we are planning and managing that.

J. Durand: Will the teachers park elsewhere?

T. Rainier: The staff will park outback.

J. Durand: Is there enough handicapped parking?

T. Rainier: We have had no issue in the past. All handicapped parking is along the gym in the front. DPW did fine with the 9,000 voters in 2016. I do want to impress upon the public to follow the directions of the

DPW crew while there. The folks that want to wait for the parking spot in front but that will cause repercussions with traffic entering. The DPW does a great job. At peak traffic time's people may be required to park out back. I just want to ask the public to please pay attention to the DPW.

M. Miville: We have ordered new signs to identify some of that. A lot of the cars parked in front of the building are candidates and supporters and we will be asking them to park elsewhere.

T. Rainier: I will be passing along the Election Day coverage schedule to Chair Sullivan as well as two original warrants that need signatures tonight. Once signed, those can be given to Dr. Shankle, Nick or Donna as they need to be posted tomorrow. They are the call to voters to come and vote at the November 6th election.

PUBLIC INPUT (moved up to accommodate attendees)

Joanne McHugh, 14 Jefferson Drive: I would like to speak about the Fun in the Sun program. I heard at the last Town Council meeting that Dr. Shankle expressed some concerns regarding the continuation of the Fun in the Sun program next year based on safety issues. He did not think the kids were safe. He said this year, two kids left at 9:30am and did not return until 3pm and no one noticed. He also said that we have proven we can't run the program and he included that unless you override him, the program will not run next year. My first question is, were parents notified of this incident? Can you tell me what training systems are put in place with regard to knowing the number of campers present at all times? Who is the person or persons responsible for guarding against this type of issue? Dr. Shankle said that he had safety concerns; can you explain what concerns you had last year except for the one about needing a Nurse? Was the Fun in the Sun staff given training or caution about campers leaving the program without permission? Does the program have counselors in training? What type of training did the town provide to them? Is this something that is the responsibility of the Fun in the Sun Director under the direction of the Parks and Rec Department to ensure that all these systems were in place? I am here because I want you to think about something before you decide what happens to the children of this community. Many families that use the Fun in the Sun program are single parents and if they do not have daycare for their kids; they would have no place to put them. These parents want to set a good example and be role models for their kids. Otherwise, they could stay home and ask the Town for welfare assistance. We want all children to be safe and have a healthy environment to learn and get along with their peers that develop great life skills. What better opportunity to play with many of the same kids that they go to school with. The bottom line is that I believe in the Fun in the Sun program because it provides needed services to citizens of this community. If there are particular problems that have risen in the past and currently, those problems should be addressed. We should not abandon the program because problems have risen that can be corrected. I hope we are not repeating what happened in April 2017, where the fate of the Fun in the Sun program was in jeopardy. The Town Council commissioned the Parks and Rec Advisory Committee and the DPW director to study the Fun in the Sun program to address some concerns of the Town Administrator. That committee worked diligently and came back with recommendations and those were endorsed almost unanimously by the Town Council. Fees were increased substantially in order to provide a Nurse that was part of a safety concern. As a Town Council it is your duty to find solutions to problems that affect the town and its citizens and not take a cowards approach. I believe this is something we can

all work on together. Keep in mind that with patience and resolve we can make Hooksett's Fun in the Sun program a benefit for all the citizens. I hope you will all agree with me.

Chair Sullivan: Dr. Shankle can you expand as to why we are at this point?

D. Shankle: I have spent a lot of time going over the history and thinking about how we got where we are. The problem is not really just a few safety things that have happened. It is the culture. The culture of the Fun in the Sun program has become dysfunctional. It is partly a result of instability and leadership. Those two things have been playing off each other back and forth. The dysfunctional part is the "see something say something". That should absolutely be the mindset of a counselor in a kids program. The last 2 years, we have had incidents that we found out about at the exit interviews. Counselors knew they did not have control of them. Culture that is more concerned about protecting the leaders than the kids. That is beyond a safety issue. Some of that has to be instability. Since 2012, we have had 9 directors. We have a program that grew from 54 campers in 2012 to 130 this last year. That is without any change in the program. Starting 3 or 4 years ago, I have been saying we need someone full time to run this. If our crime rate went up that much, wouldn't we add staff for that? We have that many more kids and no additional help. As far as training, I agree 100%. I do not know why it is not done. When Jodi Pinard was here, I suggested that she go and talk to Merrimack as they run a good program. She did and she put together a 30 page Fun in the Sun staff handbook. It included "How to teach a skill", "What makes a super counselor" ... etc. That was received on May 25th, 2012. On November 30th, 2017, we received a handbook with 16 pages; all of that kind of stuff was dropped out. There became less of a concern about safety as the years went on. One of those years, I asked about a staff handbook and the leader did not know of a staff handbook. Without continuity of leadership, a full time person, everything was getting lost and redone. Since I have been here, two directors have quit in the middle of the season. The other thing is we inherited this program, it came with the building. When this was being run 20 years ago, it was being run by a Recreation Director. For some reason as one point, Dale Hemeon was the Recreation Director. As some point they made him the DPW Director and moved Parks and Recreation into DPW that is when Jodi took over those programs. Then we lost all of them when Dale Hemeon left. All of the recreation side of what the DPW Director dropped out. Jodi Pinard tried to keep it going after Dale left but then she left. Since then it has not had any stable leadership for somebody who could concentrate on it. Jodi was here almost every day. I think the program needs to be eliminated if there is no stability in it. I would like you to consider is going back to where we were, splitting the Parks and Recreation department out of DPW. Making the Parks and Recreation director responsible for Fun in the Sun and going back to where you were 20 years ago. If you are not willing to make that split, we can't make it work. The DPW Director can't do it all. Most of the Counselors said the program should not have more than 100 kids.

Chair Sullivan: The main goal was for Dr. Shankle to explain what his thoughts were. Some of the information brought to us is new especially the last part. The main goal is to get thoughts from the citizens, which is why we extended public input tonight.

Maureen McDonald, 13 Springwood Drive: I agree with everything Dr. Shankle said. I knew a lot of the points already. Where my frustration lies is you run a town as the Town Manager and I do not know where the roles and responsibilities of oversight lie. I don't under who was responsible for the oversight of the program. I agree there needs to be a position. The Town Manager was not overseeing it, if he had

been really overseeing, he should have been questioning instead of pointing out safety things. Which we spent 40 hours last year as a committee looking into and we thought we addressed the problems. That is a little frustrating but I think it does help make his point. The DPW Director does not have time to do it; the Town Manager is not going to do it. The program is getting a bad rep. Most of the Counselors are in their 20's; they would talk about safety and what they do when it is hot. They talked about headcounts they did under Steve, they used walkie talkie and reported how many kids they had. If there was an actual handbook of safety procedures and protocols, that may alleviate some issues. It is important to mention that we had great counselors, all of them were great and they learned a lot every year. However, none of them felt that any of them in place should be the Director next year because they do not have the experience or leadership. If reducing the numbers of campers needs to happen, then do it. Aside from the incident this summer, everything went smoothly. I have long been frustrated with the amount of work that Diane has on her plate. One person taking on that much work should not happen; it is too much inefficient use. If for some reason, it does not move forward, I ask that you consider having a professional look at the program. Look at if there is a way to save it.

D. Shankle: In terms of who we hire for the Directors position, we hire whoever applies. Even the counselors this year, we hired everyone except one, we had to hire them because we needed them. In the last 3 years, we have not had any more than 2 applicants for the Director's position. In terms of the Director, they have changed them year after year. When it comes to oversight, Diane does not have time to do it.

Robin Lopez, 42 Bert Street: My daughter has been going to this program since she was 5. This is the first time I have heard of the significant concerns safety wise. I agree with Dr. Shankle as far as the safety concerns. I think there is definitely room to make improvements. I work in healthcare where change is constant and leadership changes frequently. We are able to adapt and provide safety to our patients. I strongly believe we need to look forward and find ways to improve. Your suggestion to reach out to other programs is a good idea. This is a great program for residents. I have no complaints, my daughter loves the program. When you hire new staff, what is their onboarding process? How do we gain confidence that they can do the job and they have read the handbook? The other thing I heard was the staff was uncomfortable reaching out with safety concerns. I work under a term called "just culture". There should be an allowable anonymous reporting. When you follow through with those reports is not a slap on the hand, it is an educational process. I would love to see the program stay. I do agree 100% with the size of the program and the fact that these are children that we are supposed to be keeping safe while the parents are likely working to provide for their family that we should be making sure it is a safe environment for them and we have someone working full time. As a tax payer and someone living here, I am more than happy to make sure that happens and funds are put aside for that.

April Kendall, 7 Seasons Drive: I'd like to give another take. As a professional, models are always adapting and changing. It would be remised if we weren't to think that a program would need stability and need to see some change and adaptability. It is very unfortunate as a Council that you would not look at that opportunity and instead would close the books. Last year, there was a lot done by the advisory board, by appointing a Parks and Recreation Director or someone to be responsible there is no reason that this program can't sustain and move forward. From a safety standpoint, there was no communication regarding what happened. If anything happens, parents should be notified.

Amy Gioseffi, 7 Autumn Run: My son attended for the first time this year. He grew and met new friends. We were never told about anything concerning. It was always “we were in our groups, we stayed with our groups”. To hear something after the season has completed, was very shocking. I do not know the details. There were lots of safety items that were addressed. All Counselors were able to tell me what would happen in any situation. If that handbook was done 6 years ago, there should have been an electronic version stored.

Sarah Mackey, 39 Joanne Drive: Dr. Shankle spoke about culture and culture change. That starts from the top down. I don't know if there was adequate oversight. I do not believe there were any audits done on any processes. The handbook should be electronically stored. There should be process control for the entire town; to me this says there is a system and culture problem so people can be trained for their job. The culture problem is there are no processes in place. That should be looked into. Director Boyce is overburdened and it can't be done by her. I would support the separation of the Parks and Recreation Department from Public Works. I did contact another town recently, took a day off, went to Raymond, they happily gave me their camp manual and packet and sat with me for over an hour regarding safety concerns and how they do things. Either we don't have time or we are not prioritizing training. Dr. Shankle and other members of the Town Council were vocal about their concerns on safety and I did not see anyone check on those concerns. My concern is the follow up that did not happen. We spent a lot of time as a board going through this stuff. It is disheartening that I don't think any of it was taken to heart at all. It is very demotivating to continue to do stuff like this. We worked really hard and reviewing processes and procedures for safety concerns and holding fire drills and whatever needed to happen was given as a recommendation and I am not sure if they even did fire drills as this point. I would like to see you look more into the process controls. It is common sense so it does not matter who is in the role, no matter who you have in place for that role, they can do that job because there is a manual in place telling them how to do their job. The manual will not replace common sense. It does give you some guidance and if you don't know, you ask someone. I am not sure if I can answer anything but I am the only one here from the Parks and Recreation Committee including the Town Council Rep so I am certainly willing to do so.

D. Shankle: I hate to put her on the spot but Diane is here.

OLD BUSINESS (moved up to accommodate attendees)

15.1 Fun in the Sun

D. Boyce: I think we tried to initiate a lot of the plan that the Parks and Recreation Advisory Committee worked hard on. We had a shortage of counselor's right before the start of the year so we had to adjust a few things as far as some field trips. We could not be unsafe and have a shortage of councilors for field trips. I know some recommendations were to do an older and younger field trip. This year we did do an older field trip but all the kids wanted to go. The Parks and Recreation Advisory Committee and I thought we had a fantastic year except for the incident. There were incident reports available on the table. I truly believe that this incident was known and I think the employee was trying to be a friend not a counselor.

People were aware of this incident and it should never have happened because the employee was not doing their job. That can't be controlled all the time.

Chair Sullivan: Was this incident reported and were people were informed?

D. Boyce: We had incident reports were available. I believe we should keep this program. As far as the suggestion of separation, I fully believe that we need someone to oversee this program and start others in town. I was there a lot at camp, as well as Evelyn and Phil. The councilors all knew they could direct their questions to us. We never put up a wall and always wanted to hear what was going on. It was unfortunate to hear a lot of issues at exit interviews. The counselor's always have the opportunity to come to us.

D. Ross: I never agreed to the prior reorganization. You can't put one person in charge of so many functions. Parks and Recreation, Public Works and Recycling and Transfer are all different departments and should be operated as such. Their goals and purposes are different and they have nothing in common other than the transfer of help so we can be more efficient. It was always an employee under the Director that ran the program. I would like to see these departments broken back down into separate departments. There is too much underneath one person so they can't manage everything. We should recreate and reestablish Parks and Recreation and under the department head is a designee to run the program.

Chair Sullivan: The program has been around for a long time. We went too far putting too much responsibility under one person regardless of how great the person is. For this to occur it should be under a separate department and hire persons qualified on how to run programs such as this. To accomplish this goal, we would create a Parks and Recreation department head that would have someone in that department be responsible for this program. Can that be accomplished now? Is there funding? Would that mean this program would be under their jurisdiction?

D. Shankle: There was some concerns about the fact that there was a warrant article to create a full time Parks and Recreation Director and that this might go against that. I do not see it as the same thing as it would be a department head; it is not creating a new position. I would try to find a way to separate out the positions and as we always do, give the inside people the first opportunity to apply for the position and if we have someone now that doesn't really have the training, we could get them the training, I would be open to that idea. If you were willing to do that, I would not suggest adding any positions and stick with what we have already. I don't need a vote tonight. I will get a consensus and do it the way the charter and administrative code lays out which is a change to the organizational chart and create a job description.

Chair Sullivan: Once that occurs, a vote on that would allow programs such as this and others in the domain of the Parks and Recreation Director.

D. Shankle: Parts of the job description would be to develop recreational programs and run Fun in the Sun.

D. Winterton: Thank you everyone who gave public input. It is not common that we have many seats filled. I have already talked with and have a commitment from the Vice President of Camping for Granite YMCA to come and talk with us at the next meeting. The 50 year Camp Administrator is willing to talk to

us about camping. I did invite the gentleman, with the approval of Dr. Shankle, to walk through the Fun in the Sun program and the first thing he said was “this is a disaster waiting to happen.” He watched children go to the bathroom alone, or with one counselor. That does not happen in camps that are well trained. Thank goodness that nothing happened to those two young boys that were gone from camp when they were in the charge of this town. Unless training is done extensively, unless councilors learn they don’t talk to each other face to face, they talk back to back, if they want to talk, it may not work. Anytime a child moves attendance should be taken again. Major camps in this State have had major lawsuits. The word “daycare” was mentioned. My proposal will be to either bring in an outside organization to run a camp here to remove the town liability or to give scholarships to needy kids from the Town of Hooksett for surrounding camps. Funding can come from funding I tried to add last year to the Family Services budget. The thing I care most about is that the kids that need to go to camp go to camp. I don’t think the town needs to run a daycare. We have sufficient funds or can get sufficient funds for them to go to the YMCA, or Allenstown runs a day camp with the Concord Boys Club. I am petrified to run a camp here where the counselors and supervisors are inadequately trained and the level of oversight are by people who are overworked and not trained in the supervision of camps. The voters of Hooksett voted no to the Parks and Recreation Director. Sitting here, I am very reluctant to tell the voters of Hooksett that I don’t care what they say; I am going to do what I want to.

T. Tsantoulis: The biggest reason that Fun in the Sun has been popular in the years is because it does not cost a lot of money compared to other programs. That is a big driver. There are a lot of good things about a town run program including comradery. We are in a situation where in order to provide the programs that we need to provide and isolate the town from liability there is one thing that needs to happen to that program, it will cost a lot more money. The money will be in the form of taxes or the program fees or both. I am thankful for the parents who showed up tonight, I understand where you are at. Where are we going to get the best for our children on a daily basis? I have no background in managing camps; I don’t know how to make a decision. I am smart enough to know that wherever we head with this, be prepared that there will be a financial impact.

J. Levesque: For a Parks and Recreation Director, I estimate \$50,000/ yr. plus benefits. If there are 125 children, it would cost \$640 per child to pay this person. The program only lasts 12 weeks, and there are 3 or 4 weeks ahead of that for training. What is this person going to do the rest of the year? We would have to keep them busy. We would be better off trying to contract with an existing camp to take those kids as they are all trained and have the proper counselors and procedures in place.

D. Shankle: If you want to keep the program, I suggest that this is what is done. What was done before is that we had a separate department and department head overseeing parks all year round and recreation programs all year round. That person would be paid as a department head out of the regular tax payers. Those expenses wouldn’t go on the camp which is part of the reason the costs were kept down. Part of the problem with training is the counselor’s we bring in have no time. They get 8 hours of training over a weekend then the kids would be there.

J. Durand: Even with experienced daycares and camps, accidents happen. We are back to the liability factor.

J. Giotas: I want to see the Fun in the Sun program continue. We did dodge a huge bullet this past summer. If we can get someone to run it, I would be in favor. If we are just hiring everyone that shows up because we can't find counselors, that does not solve our problem.

A. Walczyk: I don't think anyone wants this program to be finished. There have been a few suggestions with long and short term results. It is more of a culture. Mr. Hooley spoke about the Fire Department and Police Department culture that is a bigger thing than one person. That is important, something to look forward to as an end goal. Short term is we need to evaluate program as it stands right now. I think it is great that Councilor Winterton took it upon himself to have that done. It deserves to be evaluated.

D. Ross: We have not addressed the fact that it is not our jobs. We have a department; it is their job to figure out how to do this. We are the governing body. When they talk about liability, this is not an unusual thing for towns to do, the insurance companies know. There are too many things under one person. We need to reallocate resources. It is a worthy thing for us to do. We are not the only town.

T. Tsantoulis: An awful lot of time and energy goes into this program. The DPW director ran this program for a number of years and put her heart and soul into it and I believe that everyone is aware of that. The DPW Director is the one in charge of the Fun in the Sun. The DPW Director's responsibilities is plenty for an average individual, we are very lucky for getting away with what we did certainly because of the individual running the program. Every problem has a solution. Regardless, it is very important to recognize the efforts of Diane Boyce for the number of years.

Chair Sullivan made a motion to have the council direct the Administrator to look into the reorganization of the current Public Works Department, seconded by T. Tsantoulis.

Chair Sullivan: I was probably here when the original reorganization took place. My thinking and rational to change things was based on the information provided to us and it made sense at that point. With this Council, when there is an issue that we find, we take the time to listen and react and come up with a solution. The discussion tonight is helpful; the direction we are going makes sense.

Vote unanimously in favor.

D. Winterton: If it is the Councils consensus, we can invite Mr. Archer, Vice President of Camping at the Granite State Y, who oversees about 8-10 camps, with 50 years' experience in the YMCA, to attend a meeting as a scheduled appointment, to discuss camping in general. It may lead to some sort of advisory position, contractual position or to invite him to say hi and thanks for coming.

T. Tsantoulis: That would be an excellent idea. Perhaps we should let Dr. Shankle meet with him first. We would benefit from a visit.

Chair Sullivan: I would take that approach as well. Have him come in but ask Dr. Shankle to reach out with him and meet with him.

D. Winterton: Is it the consensus that yes, we would like to hear from him but perhaps not at the next meeting?

J. Giotas: I think the sooner the better.

D. Winterton: I have talked to him. He will be watching the video to see where we are at. He is willing and able to come in two weeks.

Chair Sullivan: He should meet with Dr. Shankle first. We can certainly put him on the 24th agenda if the Council wants.

J. Giotas: I think we should have him come in. The more information we can get the better.

15 MINUTES RECESS

APPROVAL OF MINUTES

7.1 Public: 09/19/18

T. Tsantoulis made a motion to approve the 09/19/18 public minutes as amended, seconded by J. Giotas.

D. Winterton presented an amendment:

1. Line 199: should read State DRA not state system.

D. Ross presented an amendment:

2. Line 105: Change swap to swat. Clarify that it is the Central NH Operation

D. Winterton would like the line to read:

“...to increase the budget by \$2,000 so the Chief could choose a different swat team unit than the Central NH Special Operation Unit which has dues of \$3,000.”

T. Tsantoulis present an amendment:

3. Line 104: motion was presented by Councilor Winterton

Vote unanimously in favor.

7.2 Public: 09/26/18

J. Levesque made a motion to approve the 09/26/18 public minutes as amended, seconded by T. Tsantoulis.

T. Tsantoulis presented amendment request by resident Marc Miville:

1. Line 804, 805 and 807: principals should be principles.

2. Line 810: admiral should be admirable.

3. After line 810: add “she worked from 7am-11pm as my assistant moderator.”

- D. Ross presented an amendment:
4. Line 748: specify it is CMC urgent care
 5. Line 777: there are mitigation fees involved.

Vote unanimously in favor.

7.3 Non-Public: 09/26/18

*Chair Sullivan made a motion to approve the 09/26/18 non-public minutes, seconded by A. Walczyk.
Vote unanimously in favor.*

AGENDA OVERVIEW

PUBLIC HEARINGS

Chair Sullivan: The reason the public hearing listed on the original agenda is not here is because the State requires posting of public hearings for charter amendments but there was a miscommunication with the posting for the Union Leader. The hearing for tonight for that has been reposted and will be heard on October 24th.

CONSENT AGENDA

- 10.1 Donation of a troop banner valued under \$5,000 from the Hooksett American Legion Post 37 to the Town of Hooksett per RSA 31:95-e, II (see scheduled appointment for further details).

Taken up earlier in the meeting under Special Recognitions.

- 10.2 Motion to accept the donation of the two kennels and one grooming service for a combined total of \$2,850.00 from Blue Ribbon Companies and Four Paws Only, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e, II.
- 10.3 Release of a \$1,000 Landscape Surety for Aroma Joe's
- 10.4 Roadway Surety Release for Jaime Lane

D. Winterton made a motion to accept the remainder of the Consent Agenda 10.2, 10.3, and 10.4, seconded by A. Walczyk. Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

Dr. Shankle:

1. Winter Carnival.
Councilor Duhaime asked that I bring this up however, I do not know much about it.

D. Boyce: I know that the Kiwanis approached the Parks and Recreation Committee and that they would like to have a Winter Carnival that they would run.

Chair Sullivan: I would request that the Parks and Recreation Chair or liaison send a request to Dr. Shankle to get them on the agenda as the plans are new to us.

D. Shankle: They should get something to me first so I can have a recommendation.

Chair Sullivan: The Parks and Recreation Advisory Committee should make a recommendation to the Council.

D. Shankle: Kiwanis should come to you or talk to me first as the Parks and Recreation Advisory Committee may not have all the answers.

2. Received a note from Joan Donati, a Hooksett resident, as she wanted to make you aware of what good service Elayne Pierson gives to the Hooksett residents in the Assessing department. She stated that Elayne is a great asset to the Town of Hooksett.
3. People are starting to ask about Halloween hours.

D. Winterton made a motion to acknowledge Trick or Treating on Halloween (Wednesday, October 31st, 2018) from 6pm-8pm, seconded by D. Ross. Vote unanimously in favor.

4. Donna passed on the new rates for health insurance. All of the plans are going up 9%. Dental is going up 2.3%. We need a motion to ask Finance to come up with the new numbers and put them in the budget.

D. Winterton: The plans that we don't ask employees to contribute to, have gone up 9%. There should be a discussion to ask town employees to join us in paying for some of the increase for the plans that they currently do not pay for. The 9% increase is an increase of about \$180,000.

J. Giotas: In the Health Insurance Committee meetings, the employees did not seem to mind paying more for health insurance as long as they kept the same plans.

D. Shankle: We need more numbers for that and an agenda item. In the meantime, we would like to bring these numbers to the Budget Committee.

Chair Sullivan made a motion to authorize Administration to add the 9% increase for health insurance costs and the 2.3% increase for dental insurance to the Operating Budget, seconded by T. Tsantoulis. Vote unanimously in favor.

D. Fitzpatrick: December is open enrollment. If we ask for a contribution some employees may change plans.

5. The Kiwanis have been talking to the Parks and Recreation Advisory Committee and others regarding their plan for the Donati Field and the area behind the Town Hall. I was concerned

when I saw the plan because the Community Center was proposed on State land. A copy of their plan was sent to the State. Our lease is very clear that no permanent buildings can be on the State land. Now we are on the State's radar that we may buy it or they may dispose of the land. If they decide to sell it, it is a \$1.5 million evaluation. I am not considering this plan. You haven't even seen it. I don't know who sent it to them. I am going to try and find out who sent the plan to the State.

D. Ross: It is an open ended lease?

D. Shankle: Condition #2 of the lease reads as follows:

"Upon 90 days written notice by the lessor, the lessee will remove all temporary improvements that have been placed on the tract of land."

Condition #4: "The lessee agrees to vacate the tract of land upon 90 days written notice should the lessor owner anytime elect to use the tract of land for highway purposes or decide to dispose of it."

6. We received a previous Court Order for the case with Trimbur on Corriveau Drive which he appealed. We just received the new Court Order and his motion to reconsider was rejected. He does need to get his stuff off of our right of way. We will need to make sure to enforce it. We are getting attorney's fees and costs as well.

J. Levesque: Does it give a timeframe?

D. Shankle: No, we just have to enforce it.

D. Ross: The property that is being logged, is there any way that can be logged?

D. Shankle: The problem is they have been working and keeping the equipment in the right of way. They can drive back to the property. We never tried to stop them from logging the property. They can't store their equipment or products in the right of way.

7. At the September 19th meeting, Councilor Giotas asked about the status of the NHIT surplus funds. \$25,000 we should be getting back from NHIT. The Secretary of State's office indicates that "the matter is open and still being investigated."

NOMINATIONS AND APPOINTMENTS

OLD BUSINESS

15.2 Paving 2018

D. Boyce: It is done. The second set of core testing from Hackett Hill Road was done. The company did it because they were concerned that the Council would have questions. The core on Cross Road was done. When the company asked about core testing on Hackett Hill, our construction manager, Alex Cote from Keach Nordstrom Associates, had thought no as it wasn't requested in the beginning. GMI went ahead

and did them. We do have a third party engineer ready to go for another set of core testing, if you choose. However, every time you put a hole in the pavement, it could be a future pothole. We can't tell if there is tack coating in the core testing. Sometimes you can tell if there is a lot of it. We do have an independent engineer if the council wants to do another core test.

J. Levesque: I would like that section of Hackett Hill Road done, there is no tack there.

D. Boyce: The cores that they did tests compaction and those came back great. There is a map and they plotted where they took the core samples.

J. Levesque: Please e-mail that map to me.

Chair Sullivan: If a core test was done in the area, would that have shown whether there was tack or not?

D. Boyce: Not necessarily, GMI and the independent engineer said it is not always going to tell you if there is tack in there.

Chair Sullivan: Earl is here, some of his prior experience was paving for airports. Could you comment on the cores and tack?

Earl LaBonte: The core samples will give you information on the compaction and materials. Tack is absorbed by layers of asphalts. Tack looks like streams. If there is too much it will leach out and you will see that but generally you do not see the tack. If there is no tack, you would not tell.

J. Levesque: There was a section of road I was able to pull up.

D. Boyce: They went back and had already identified and fixed that spot.

Chair Sullivan: The council can do what they want. I don't know if it would help to have Earl look at it and maybe gauge something from that area.

D. Winterton: Earl, what would your recommendation be hearing the predicament we are in?

E. LaBonte: A core sample may or may not be what you want but you will put a deficiency in the pavement which could be prone to failure before the rest of the road as it will allow the moisture to get through.

D. Winterton: Core samples may hinder the integrity of the road?

E. LaBonte: Yes. It will not do what you are looking for.

D. Winterton: If we don't do anything, if there was no tack put down, would you predict that that part of the road would fail?

E. LaBonte: No, years ago, they stopped using tack coat on a lot of projects as they stated it does not do anything. The asphalt is hot and melts the layers together.

D. Ross: The pavement was shifting which brought the concern up. The question was brought up about milling. We were told the road had so much ditching that the milling was bringing up gravel. The question was if you are stopping before you hit the gravel, are you getting all the way down to the bottom of the ditches? Milling is the most important part.

E. LaBonte: If you had shoving and movement underneath, you have sub grade failure already. Even if you paved it like you are doing, you are going to get a good surface for maybe 5-6 years then it will begin to show what you had before.

D. Ross: If they knew this, why didn't they fix it?

E. LaBonte: You would have to do a reconstruction which would cost 7-10 times more. A milling and overlay will not give the same as the reconstruction of the road.

D. Shankle: If you run the numbers, it makes more sense to pave.

D. Ross: We heard reports that they were concerned.

E. LaBonte: If it is a slope, sliding on that is very easy. There are certain precautions to prevent that from happening.

A. Walczyk: Are we tacking pavement going forward?

E. LaBonte: Yes. About 10 years ago, the Airforce stopped using tack. However, a couple years ago they started using it again. I can't answer why.

D. Winterton: I say we postpone this report until Earl examines the road for us.

T. Tsantoulis: Part of what went on sounds like two different problems, shifting of pavement, if you put down pavement that is not the right temperature; you won't get the right final product. Is it safe to assume, when pavement is not sticking to the subsurface that can in fact be caused by the fact that the pavement was not warm enough?

E. LaBonte: Correct. There should be a temperature check.

D. Ross: What is the temperature it should be?

E. LaBonte: The paving temperatures are 275-300 degrees. The rolling temperatures are between 210-290 degrees.

15.3 Construction at Safety Center (Police)

D. Shankle: At your last meeting, you talked about a Construction Manager. You asked the Town Engineer to come up with pros and cons for the Construction Manager. That is in the meeting packet. Based on that, my recommendation is to do it.

B. Thomas: It is a good idea to hire one.

D. Ross: A General Contractor is a Construction Manager. My concern is that we are going to have a third party involved in something and there will be more than one person to blame and no one is at fault. The architect is in charge.

A. Walczyk made a motion to ask the Administrator to hire a Construction Manager at risk for the project, seconded by T. Tsantoulis.

D. Ross: We are adding cost to this project. We could be spending the contingency money on something else.

J. Durand: Who is in charge of this job?

D. Shankle: It is a public building so the DPW director

J. Durand: Has a General Contractor been hired?

D. Shankle: No.

J. Giotas: Will the Construction Manager be on the job daily?

B. Thomas: I am not sure about every single day, either a portion of the day or every couple days.

D. Ross: A General Contractor will have a crew of contractors they use frequently because they trust them.

J. Levesque: Who checks on the Construction Manager?

D. Shankle: They need to do it on time and within budget. The architect checks to make sure they are doing it per the plans and DPW will keep track of the project.

B. Thomas: I can help keep track of the project as well.

T. Tsantoulis: The problem with a General Contractor is them coming in and using all these “good ol’ boys”. The General Contractor uses specific contractors because they are available and not expensive. Everything comes down to cost.

A. Walczyk: Construction Manager at risk would add more transparency for costs. It is a big facility with lots of decisions to be made all the time. If we have a better understanding of what things cost at an ongoing basis as opposed to a particular room it may help the project move along more quickly.

J. Durand: I was not around for the bridge project; did they use a Construction Manager for that?

D. Shankle: There was a contracted Engineer watching it.

D. Ross: The only difference between a contractor and a Construction Manager is instead of us approving a full bid we are approving someone else to approve all the little bids. It takes it out of our hands. We would get a complete bid package from the architect. You take that whole package and put it out to bid and it comes back here and based on the reputations of the contractors, we do the hiring. It is up to us to be wise on how to spend the town's money as opposed to putting someone else in charge.

Roll Call Vote #1

A. Walczyk Yes

J. Levesque Yes

D. Ross No

R. Duhaime absent

J. Durand No

D. Winterton Yes

T. Tsantoulis Yes

J. Giotas Yes

J. Sullivan Yes

(6-2)

15.4 Old Town Hall

D. Shankle: There is a staff request that you table this to the next meeting.

15.5 Budgets – Fiscal Year 2019-2020

D. Shankle: I got ahead of myself and presented the insurance costs for the budget. The Finance Director would like that on until the budget is done. The general overview of the budget was presented to the Budget Committee. It went well. We presented the Administration, Finance, Family Services and Assessing budgets. Tomorrow night, we are doing two departments.

NEW BUSINESS

16.1 Public Works Teamster Local 633

D. Shankle: We need to decide who is going to be on negotiating team and they would like to do the initial negotiations on 10/18 am, 10/19 pm, or 10/24 or 10/26 after 10am.

D. Fitzpatrick: Councilor Duhaime is open to being on that team.

D. Winterton: I would be willing to serve. Can we assign the committee as a whole to the bargaining group so if someone can't attend, someone else can? In our last negotiating session, there were two listed councilors and if there was someone else there that took our places, they could not attend as they were not listed as negotiators.

D. Shankle: I would not recommend that, the problem with people coming and going is they can't get too involved and it can become confusing.

D. Winterton: I would say that it's been traditional for councilors to not have 100% attendance as they can be lengthy and at weird times.

D. Fitzpatrick: Before anyone will commit, the scheduling the Teamsters are looking for is a July 1st, 2019 contract. That is going to be a pretty aggressive schedule. By the December 12th council meeting, we would have to bring a contract to you.

Chair Sullivan: It would be a 2 ½ month turn around. John Durand, Don Winterton and Robert Duhaime will be on the Teamster's negotiating team. The first meeting will be on 10/18 am.

D. Fitzpatrick: I will confirm exact time and location as we have a meeting on Monday, October 15th.

D. Shankle: Are those meetings going to be here?

D. Fitzpatrick: In the past, they have met here. I will send an email to their rep.

SUB-COMMITTEE REPORTS

J. Giotas: I wanted to mention that the third week in October is NH History Week. The Heritage Commission had a documentary at the Library called "The Living Memorial" on the NH Veterans Cemetery which Mike Horne is the Director for another day. That was put on by Dave Keddie and it followed the family of a gold star. Today there was something at the Heads School. The School Marms presented an 1840 lesson. On October 25th there will be pictures taken by Ernie Gould of Hooksett's past.

Chair Sullivan: Old Town Hall Committee met and discussed pricing on items to be done prior to occupying the building.

D. Ross: The Conservation Commission meets next week. I have nothing for Assessing.

D. Winterton: The Planning Board met on the 1st and a plan for the corner of Smyth Road and Londonderry Turnpike was presented. The preliminary proposal is for 33 small business condos kind of like the development on 3A that Scott Bussiere has done. They are mostly for contractors. Each unit is 1,200 square feet. There would be three buildings then another garage building. The concern from the Planning Board among other things was what it would look like from the road. They did say the elevation

is steep and driveway would go on Smyth Road. That would cause exiting in a residential area. The top of the buildings will be 40' above Smyth Road and Londonderry Turnpike. The real concern is the granite as there will be extensive blasting. There is no public water so everyone is on wells. It would be the largest industrial development close to a residential area in the town.

The Sewer Department met on the 1st. The design for the pump station is done; they are not in a hurry as there has been no interest in the hotel developer. If for some reason, there is a rush, they will put for bids in November. If not, bids will be in January. Fire Union negotiations are ongoing.

J. Levesque: The ZBA met last night. There was a cell tower presented. There was also a Commercial Building granted on Londonderry Turnpike across from Zapora Drive. The property is located in the MDR zone.

PUBLIC INPUT

NON-PUBLIC SESSION

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.

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 the non-public session of 10/10/18 at 9:34pm, seconded by D. Winterton.

Roll Call Vote #2

A. Walczyk Yes

J. Levesque Yes

D. Ross Yes

R. Duhaime Absent

J. Durand Yes

D. Winterton Yes

T. Tsantoulis Yes

J. Giotas Yes

J. Sullivan Yes

(8-0)

Vote unanimously in favor.

J. Sullivan motioned to exit the non-public session of 10/10/18 at 9:43pm, seconded by J. Levesque.

Vote unanimously in favor (8-0).

J. Sullivan motioned to seal the non-public session minutes of 10/10/18, seconded by T. Tsantoulis.

Vote unanimously in favor (8-0).

ADJOURNMENT

*J. Sullivan motioned to adjourn the public session of 10/10/18 at 9:43pm, seconded by J. Levesque.
Vote unanimously in favor (8-0).*

Respectfully Submitted

Leann Fuller
Recording Clerk