

**Town of Hooksett
Town Council Meeting Minutes - Official
Wednesday, November 7, 2018**

1
2 The Hooksett Town Council met on Wednesday, November 7, 2018 at 6:00 in the Hooksett Municipal
3 Building.

4
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 07 Nov 2018 to order at 6:01 pm.
7

8 **PROOF OF POSTING**

9 Town Administrator, Dr. Dean E. Shankle, Jr., provided proof of posting.
10

11 **ROLL CALL**

12 **In Attendance:** Chair James Sullivan, Councilor John Durand, Councilor John Giotas, Councilor James
13 Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Donald Winterton, and
14 Councilor Alex Walczyk

15
16 **Missed:** Councilor Robert Duhaime
17

18 **PLEDGE OF ALLEGIANCE**

19
20 **SPECIAL RECOGNITION**

21
22 **5.1. Hooksett Municipal Employee - New Hire**

23
24 None
25

26 Chair Sullivan: Thanks to all of our employees for the great work they do.
27

28 **SCHEDULED APPOINTMENTS**

29
30 **6.1. Todd Rainier, Town Clerk and Marc Miville, Moderator - November 6, 2018 mid-term
31 election results**
32

33 T. Rainer: Let's give a round of applause to the Highway Department for their help at the election,
34 working all day in the heavy rain. Also, we want to thank the Police Department for their help on the
35 roads at peak times and the councilors who all helped throughout the day. Overall, the election went
36 well. 6,012 votes were cast, which is a 17% increase, or 868 more than the mid-term 2014 election.
37 Voter turnout was 56%; I thought it would be closer to 70%. 540 ballots were cast in the first hour and
38 about 400 in the second. We registered 459 new voters, and 437 absentee ballots were cast. We
39 rotated the setup to accommodate the larger turnout expected as compared with smaller elections such
40 as the town election in March. This worked very well. We ran both ballot boxes and the 18-inch ballots
41 settled well, creating no serious jamming problems. Three people from the Attorney General's office
42 were at the polls all day. One was observing and two were helping people register to vote.
43

44 M. Miville: I want to thank all of the councilors as well for your hard work and dedication during the
45 election. There was great teamwork, as people pitched in to complete tasks as needed. The flow was
46 excellent in the building and the candidates liked the outside setup where they could monitor the other
47 candidates. Rain did cause a few traffic problems, and we will be working to improve the flow. The
48 people from the AG's office were very appreciative of all we did.

49
50 T. Rainer: One Democratic challenger and one observer were with us most of the day. As always after
51 a large election, we will meet with the Board of Elections, Police, Highway and perhaps the School to
52 review the day and discuss beneficial changes.
53
54 Chair Sullivan: Who manned the polls inside?
55
56 T. Rainer: It was a 13-hour day, so we had two shifts. There was a total of between 50 and 60 workers.
57 One young girl, who is not even old enough to vote, asked to volunteer, so she worked as a hall
58 steward for a couple of hours.
59
60 M. Miville: Another person has expressed interested in volunteering at a future election.
61
62 D. Ross: At prior elections, we were allowed to use the side door. The town and its taxpayers own that
63 building. If they are parking in the back lot, they should be able to use that entrance. And, if people
64 insist on parking in front, they can go around the building and come around again.
65
66 T. Rainer: They can't do that because it is one-way traffic.
67
68 D. Ross: There are two roads from the back, and one does go around.
69
70 M. Miville: I asked about using the side door and it was denied.
71
72 Chair Sullivan: If the school is closed on future election days, we could probably use that entrance.
73
74 T. Tsantoulis: It was raining, but it was only 50 degrees; we shouldn't encourage laziness.
75
76 T. Rainer: We had an article in the Banner asking voters to have their Walking Disability placards
77 displayed. Some didn't get the message.
78
79 M. Miville: I would like to give a shout out to everyone.
80
81 D. Ross: This is the second time in history that we have reconciled to the ballot.
82
83 D. Winterton: Candidates appreciated the preliminary tally count, the unofficial results read from tape
84 soon after the polls closed.
85
86 T. Rainer: There were only 13 hand counts, so the results didn't change much.
87
88 **6.2. Cindy Robertson, Vice-Chair of Conservation Commission, to provide Conservation**
89 **Commission's recommendation regarding the Clay Pond parking plan**
90
91 C. Robertson: I am here to present to the Town Council a conceptual plan for Clay Pond parking. This
92 is on Chester Turnpike where there are 756 acres of conservation land, and it was part of the 2004
93 Master Plan. We received a grant to fund parking and some other items. Over the past six months and
94 longer, we have been working to develop some parking for the area. Steven Keach of Keach-
95 Nordstrom Associates, Conservation Chair Steve Couture, Town Administrator Dr. Shankle and Town
96 Engineer Bruce Thomas visited the area in May to view possible sites. The land does not get a lot of
97 use; it is mostly hunters. Keach-Nordstrom put together a conceptual plan, which has been on the
98 Conservation Commission's agenda three times. Three site visits with abutters have taken place.
99 Keach-Nordstrom has updated the plan, and we have done our due diligence. The primary difference in

100 the updated plan is the addition of two parking spaces on the south side of the road in front of the
101 turnaround in a 10 X 16-foot area, including the turnaround. The north side has five spaces in a 100 X
102 8-foot area. The plan is for parallel parking, and the parking areas will not be paved or marked; they will
103 just have crushed gravel. It has been suggested that a STOP sign be placed at the top of the hill and
104 NO PARKING signs placed at the turnaround and in front of both abutters. This is a concept and the
105 details need to be worked out. Our grant was set to expire at the end of 2018 but has been extended to
106 June 2019.

107
108 Chair Sullivan: Where is the access to the conservation land?

109
110 C. Robertson: It is over the brook and down the steep hill.

111
112 Chair Sullivan: Is ADA compliance part of the grant funding?

113
114 C. Robertson: That is up to the Council. It will not be paved or marked in any way. This is a grey area
115 because the conservation trails are not designed to be handicapped accessible.

116
117 D. Shankle: What funding do you require? That is, what would you not be able to do if you lose the
118 grant?

119
120 C. Robertson: There would be a kiosk where the conservation land begins. Other costs would be
121 incurred for trail improvement, clearing of the land, and the purchase of gravel.

122
123 D. Shankle: Originally, this was a plan for a parking lot easement which did not come to fruition. It does
124 not require a lot of money. Staff should refer it to the Highway Safety Committee.

125
126 D. Ross: That is a steep hill with a blind approach and vehicles travel very fast. A STOP sign was
127 suggested to slow traffic. I told the Conservation Commission that there is a sign committee which
128 would make decisions regarding a STOP sign or NO PARKING signs. Funding is a concern. Even
129 though the grant has been extended, there might not be any funds left. There must be money in the pot
130 to move forward. Trail development is desirable. When an area is improved, fewer bad things happen.
131 This area is mostly used by hunters on ATVs. The abutters will be happier. Regarding handicapped
132 accessibility, I don't know. This will require a fair amount of work. The trees might belong to someone,
133 and that could be an issue.

134
135 Chair Sullivan: Should this be put on the agenda for the next meeting?

136
137 D. Shankle: Do you want to have a public hearing?

138
139 A. Walczyk: Would the Town plow the parking spaces in the winter?

140
141 D. Ross: No, they would plow to the end of the class five road.

142
143 C. Robertson: There could perhaps be minimal plowing.

144
145 D. Shankle: DPW could send a small vehicle to clear the easement and the parking spaces. I thought
146 the Conservation Commission expected it be plowed.

147
148 D. Ross: That goes back to the original plan for face-in parking.

149
150 J. Giotas: Have you met with the abutters?

151
152 D. Ross: The only change which abutters may not have seen is the two parking spaces on the south
153 side.

154
155 D. Winterton: Do we need a public hearing?

156
157 D. Shankle: The Town Council doesn't have to have public meeting regarding roads.

158
159 ***D. Winterton motioned to have the Town Administrator research this issue, to not schedule a***
160 ***public hearing unless it is required, and to place it on the agenda for the December 12, 2018***
161 ***meeting. D. Ross seconded the motion.***
162 ***Voted unanimously in favor (8-0)***

163
164 **PUBLIC HEARINGS** (moved up to accommodate attendees)

165
166 **9.1. Public Hearing for an Amendment to Hooksett's Fire Lane Ordinance #00-29**

167
168 Chair Sullivan: I will read the background information for this ordinance amendment: "In accordance
169 with a public hearing in regards to amending Fire Lane Ordinance #00-29 on November 7th, 2018,
170 during a meeting taking place in Council Chambers, at the Hooksett Municipal Offices, 35 Main Street,
171 Hooksett, NH, starting at 6:00PM. The proposed amendment would revise Section 6, 'Fire Lanes for
172 Other Premises,' to the following: 'Fire Lanes shall access all but one (1) side of the building to allow for
173 apparatus to drive around the building. The edge of the Fire Lane travel surface shall be ten (10) feet
174 from the building, and the "building band" shall be clear of all obstructions except for minor landscaping
175 which shall not be placed in front of windows or building fire equipment and shall be maintained at a
176 height of less than four (4) feet. The building band shall be level or sloped not greater than twenty
177 percent (20%).'Copies of the proposed amendment can be found on the web at
178 <https://www.hooksett.org/fire-and-rescue>, in the Town Clerk's office, or in the Administration
179 Department. Questions regarding this change should be directed to the Fire Department at (603) 623-
180 7272."

181
182 Chief Burkush: This fire lane ordinance has been in effect since 1999 and was revised in 2006. Access
183 is needed for aerial equipment and firefighters, but concerns have been expressed about the need for
184 handicapped parking. This amendment will allow one side of the building to be inaccessible for fire
185 apparatus.

186
187 Assistant Chief Colburn: This is only for one side of the building to accommodate ADA parking.

188
189 D. Ross: This doesn't mention that the land has to be paved.

190
191 Assistant Chief Colburn: That is addressed in the ordinance and the State Fire Code. It has to be paved
192 and marked.

193
194 D. Winterton: So, the previous ordinance went above and beyond what was required, so this will not be
195 compromising public safety.

196
197 Chief Burkush: That is correct. The State Fire Code doesn't require fire lanes all the way around. There
198 are a host of other conditions, but buildings are not otherwise required to have four sides accessible.

199
200 J. Giotas: Other businesses might want more handicapped parking close to the buildings. Is this a
201 concern?

203 Assistant Chief Colburn: This is not expected to be an issue because they are already ADA compliant.
204
205 T. Tsantoulis: On a given day, if no one is parking there, could they use the fourth side?
206
207 D. Ross: The ordinance does not say anything about this.
208
209 Assistant Chief Colburn: Depending upon the time of day, that side might be open to us, but we
210 assume it will be in use during business hours.
211
212 J. Levesque: When the ZBA was looking at this ordinance amendment, they said something about a
213 compacted impact roadway behind the building.
214
215 Assistant Chief Colburn: The Fire Code requires a 'maintainable surface'; nine times out of ten this is
216 hot top.
217
218 J. Levesque: Since there are usually only two or three handicapped spots, this is a good compromise.
219
220 Assistant Chief Colburn: We believe this is a fair compromise.
221
222 Chief Burkush: The aerial device reaches 75 feet, and we need to be as close as possible.
223
224 D. Winterton: A certain building application brought this to the attention of the Council. However, it is
225 not part of the Planning or Zoning process, and I would hesitate to have this discussion as if it were a
226 planning board review. This is a change in the fire lane ordinance and will apply to all applicants.
227
228 D. Ross: This is not just because someone asked, and it was not just one request. Also, the fourth side
229 of the building does not have to be paved.
230
231 Assistant Chief Colburn: Correct, it could be anything.
232
233 David Lapp: I represent Level 5, LLC, a designer/builder from Atlanta, Georgia, and am involved with
234 the credit union being built. I want to thank the Town Council, the Town Administrator, and the Fire
235 Department. This amendment will benefit the building climate in Hooksett. If it had been in place, we
236 would not have been required to install a fire suppression system at a cost of about \$67,000. It is too
237 late for this project because the infrastructure is in place, and it would cost more now to remove the fire
238 suppression system than to leave it. This change is not strictly to facilitate ADA parking. It is a better
239 design. This will bring Hooksett more in compliance with what we see around the country.
240
241 D. Ross: There are also annual inspection and maintenance costs associated with the fire suppression
242 system.
243
244 Chair Sullivan: I hereby close the public hearing.
245
246 ***D. Winterton motioned to enact the proposed amendment to Section 6 of the Town's Fire Lane***
247 ***Ordinance #00-29 in accordance with RSA 47:22 and approve publishing the updated ordinance***
248 ***in the Town's directory of "Other Ordinances." D. Ross seconded the motion.***
249
250 **Roll call vote #1**
251 ***D. Winterton Yes***
252 ***J. Giotas Yes***
253 ***T. Tsantoulis Yes***

254 **J. Levesque Yes**
255 **A. Walczyk Yes**
256 **J. Durand Yes**
257 **D. Ross Yes**
258 **J. Sullivan Yes**
259 **Voted unanimously in favor. (8-0)**

260
261
262 D. Ross: We are discouraged from offering waivers to this.

263
264 D. Shankle: There is no process for seeking a waiver from the Town Council. If a change is desired,
265 you would have to do what you did tonight: amend the ordinance.

266
267 **APPROVAL OF MINUTES**

268
269 7.1. Public: 10/24/2018

270
271 ***T. Tsantoulis motioned to approve the minutes of the October 24, 2018 meeting with edits. The***
272 ***motion was seconded by D. Ross.***
273 ***Voted unanimously in favor. (8-0)***

274
275 7.2. Non-Public: 10/24/2018

276
277 ***D. Winterton motioned to approve the non-public minutes of the October 24, 2018 meeting. The***
278 ***motion was seconded by T. Tsantoulis.***
279 ***Voted unanimously in favor. (8-0)***

280
281 D. Ross: I know that periodically we unseal minutes when appropriate. We have a lot of sealed minutes
282 that should be unsealed.

283
284 Chair Sullivan: We do that at the end of the year.

285
286 D. Fitzpatrick: I just want to remind you that you are not just unsealing the typed minutes; any
287 conversations or items distributed become public.

288
289 D. Ross: Those conversations would be hearsay. We need clarification on this.

290
291 D. Fitzpatrick: I will bring to the next meeting what the attorney told us before on this subject.

292
293
294 **AGENDA OVERVIEW**

295
296 Chair Sullivan: We need to do the Consent Agenda, the Town Administrator's Report, Public Input,
297 Warrant Articles, some old business, and possibly a non-public session.

298
299
300 **CONSENT AGENDA**

301
302 10.1. Motion to accept the donation of \$999.95 from Tucker Restaurant Group LLC, to the Town of
303 Hooksett for the Hooksett Police Department per RSA 31:95-b, III (b) and return that amount to
304 the Police Departments K9 trust fund.

305
306 10.2. Landscape Bond Release for Enterprise Holdings

307
308 ***D. Winterton motioned to approve the Consent Agenda items. The motion was seconded by T.***
309 ***Tsantoulis.***
310 ***Voted unanimously in favor. (8-0)***

311
312
313 **TOWN ADMINISTRATOR'S REPORT**

314
315 D. Shankle: Regarding Fun in the Sun, I have met with people from the YMCA and will be meeting with
316 them again next Tuesday to talk about the possibility of having them run the program for us or working
317 with us to help us set it up and run it. They will look at our facility and put together some cost estimates
318 for early next week.

319
320 D. Shankle: Regarding the Construction Manager for the police station, which you approved, we
321 received seven or eight RFQ's. We have selected three to move forward on.

322
323 D. Shankle: Eversource has a new map for following storm outages: It can be viewed at
324 www.eversource.com.

325
326 D. Shankle: We are moving forward with the plan to install GPS systems in some of the town vehicles.
327 We have chosen a vendor.

328
329 D. Shankle: You approved a new attorney at the last meeting and I recently met with the old and the
330 new attorneys together to go over issues and decide which ones the old attorney will finish because
331 they are almost done and which the new attorney will take on.

332
333 D. Shankle: I had one email stating that Trick or Treating can't start at 6:00 p.m. anymore because we
334 can't send our kids out into the pitch dark. Most towns begin at 4:00 or 5:00 p.m.

335
336 D. Ross: The police did a great job; they went from neighborhood to neighborhood engaging with young
337 children, which is so important. They were a real part of the community. Kudos to the Chief and staff.

338
339 D. Shankle: Regarding the letter we received from the State regarding the State-owned land which we
340 lease from them at Donati field, I responded, saying that we are not planning to put anything on the
341 land. The DOT responded, thanking me for my reply and stating that they are looking into the
342 disposition of the land and will keep us posted.

343
344 D. Shankle: I have an email from Chief Burkush to share with you about recent accomplishments of his
345 staff. On Friday, October 26th, Hooksett Fire and Rescue, along with Underhill School, received from
346 the NH Partners in Education Gold Circle Award from the NH Department of Education for their
347 partnership in programs and services. The staff has an active presence in the schools with fire
348 prevention education, injury and illness prevention programs, and other safety programs. Also on
349 October 26th, Lieutenant Josh Grover and Firefighter Christy Tobine graduated from the New England
350 EMS Institute paramedic program. Paramedics provide the highest level of EMT care, comparable to
351 physician assistants at hospitals. In the past 18 months, these two individuals have put in 2000 hours
352 combined in classroom, practical and clinical work on advanced emergency care. Hooksett Fire and
353 Rescue now has six paramedics; the number has doubled in the past year.

354
355 D. Ross: With these landscape surety bonds which commercial developers apply for, I have some
356 concern with deterioration, not just of the plantings but also structures. There are a couple of areas in

357 the town which have not been kept up. The situation at the Cinemagic Theater is disturbing. The
358 fencing is deteriorating and falling down. Vehicles are driving through to the sewer access area, and
359 these are not sewer vehicles. The drainage systems are in disrepair and it doesn't appear that anything
360 is being done. The structures are higher than the pavement and the water flows around the treatment
361 catch basin, going into the detention ponds, which are full of trash and litter which has accumulated for
362 more than a few weeks or even months. No one is paying any attention. This is an awful eyesore and a
363 safety concern. The fencing was required to impede both animal and human traffic; I am concerned that
364 drug use and drug dealing is occurring. I don't know who is responsible – Code Enforcement or DES. I
365 took pictures and videos while there. There is an approved plan, and then the trees and bushes die,
366 and the bond has been released. Backfilling on parking areas hasn't been done. When wetland impacts
367 are approved, we need follow-up. I know this takes staff and time, but I wanted to bring this to the
368 attention of the Town Administrator to look into it. This is not the only place where this is happening, but
369 this area is concerning because there is other construction planned for that area and it is very wet. We
370 need to be more careful and follow up to see that maintenance is done on these, especially since we
371 have spent \$100,000 because the State wants us to pay attention to water before it flows into rivers
372 and other waterways. The commercial people need to expend the funds to maintain these areas.

373

374 **PUBLIC INPUT**

375

376 Winona Sutherland, 20 Whitehall Road: I would like for all Hooksett police officers to have body
377 cameras and dash cameras. I was illegally stopped and beaten up by a cop who was never held
378 accountable. Women should feel safe to drive after dark. I have spoken with the Chief; I have \$11,000
379 in medical bills. The crime rate is down in communities with cameras.

380

381 D. Ross: I suggest that the Town Administrator reviews this and brings it to a Town Council non-public
382 session.

383

384 Giana Valentino, 125 Chester Turnpike: How could it hurt to have a public hearing on the Clay Pond
385 Parking Plan? Engineers are allowed to do maintenance on class six road. NH requires one ADA space
386 per 25. If the erosion plans fail, the town should guarantee erosion control maintenance. STOP signs
387 can't be used for speed control. There is no raw data to suggest that there is speeding in that area. The
388 Chief has agreed to do a speed study. There is a large process for speed control. Regarding the
389 proposed NO PARKING signs in front of 125 and 150 Chester Turnpike, the Chief said she has to
390 enforce the signs, and there are no exceptions.

391

392 D. Shankle: Please send me a list of your concerns in one email.

393

394 D. Ross: This plan does not include any signs. There is a sign committee for that.

395

396 **NOMINATIONS AND APPOINTMENTS**

397

398 None

399

400 **OLD BUSINESS**

401

402 **15.5 FY 2019-20 Budget and Warrant Articles**

403

404 C. Soucie: We are here tonight to review the warrant articles and to answer questions about them.
405 Some we have looked at; some we have not. At the December 12th meeting, I would ask that you
406 recommend articles you wish to move to the ballot. First is the Fire Union warrant article. The wording
407 of the contract was approved at the last meeting. This is a one-year contract with an estimated increase
408 of \$78,463. Of this total, \$5,040 is authorized to be taken from the Ambulance Revenue Fund and the

409 balance of \$73,423 from general taxation. Wage increases for the 29 full-time employees include 2%
410 for EMT Basic, 2.25% for EMT Advanced and 2.5% for Paramedics. There are also increases in
411 educational expense and uniforms allowance. Next is an Administration warrant article, which is an
412 increase of \$93,153 in non-union salaries and benefits for 47 full-time and 34 part-time employees.
413 The average increase is 2.25%. For the Old Town Hall Renovation article, we will have those figures
414 next week. The Fire-Rescue & Police proposed warrant article is for \$230,000, which includes
415 \$100,000 for Fire Apparatus; \$25,000 for Air Packs & Bottles; \$35,000 for Fire Equipment; \$20,000 for
416 Fire Cisterns; and \$50,000 for Emergency Radio Communications.

417
418 D. Ross: I am concerned that with putting all of these items together, if the warrant article doesn't pass,
419 it will be a problem. Maybe we should return to placing some of these into separate articles.

420
421 Chair Sullivan: Should we put the Fire Apparatus in a separate warrant?

422
423 C. Soucie: I would suggest breaking out the Emergency Radio Communications item.

424
425 Chief Burkush: I agree. That is for Police, so it is a good one to separate.

426
427 T. Tsantoulis: That is a worthwhile idea.

428
429 D. Winterton: This makes sense, and two department heads agree.

430
431 Chair Sullivan: I see that you have provided some history on each of the articles, which is very helpful.

432
433 C. Soucie: Next is \$100,000 submitted by the Highway Division for the Town Building Maintenance
434 Capital Reserve Fund, the same amount as last year. As of the end of September, \$100,000 has been
435 spent this year on the maintenance of all town buildings valued at \$26,000,000. The next proposed
436 article is \$100,000 for the Public Works' Vehicles Capital Reserve Fund for the purchase of vehicles for
437 plowing and road maintenance.

438
439 D. Shankle: I had an email today from Diane Boyce, suggesting that this be increased to \$200,000.

440
441 D. Boyce: Until recently, this was always \$200,000, and I assumed it would be \$200,000 this year. We
442 have a 1997 plow truck for which we can't get a sticker. We ordered a plow truck in August, which is
443 coming in March. The \$168,000 for that truck will come out of the current balance of \$184,155, leaving
444 a balance of only \$16,000. Now we need another one, and the funds available won't cover that.

445
446 Chair Sullivan: What would happen if you did not replace that plow truck?

447
448 D. Boyce: Plow routes would be extended and service would be delayed.

449
450 D. Ross: Perhaps we should have a separate warrant article for a new plow truck.

451
452 Chair Sullivan: We appear to have a consensus on that.

453
454 D. Shankle: Be sure you have an accurate price for a July 2019 purchase.

455
456 J. Durand: The narrative should explain the need to replace a 1997 plow truck which failed inspection
457 and needs to be replaced sooner than was expected.

458

459 D. Winterton: You should add 10% to \$168,000 and include a narrative to explain that \$185,000 is need
460 to replace a 1997 plow truck earlier than expected, as stated by Councilor Durand.
461
462 D. Ross: We can buy the truck and put lights on separately.
463
464 C. Soucie: Next is \$80,000 for a live bottom trailer for the Recycling and Transfer Division of Public
465 Works. This was discussed at the last meeting and has no impact on the tax rate. The next proposed
466 article is a request from Fire & Rescue for \$55,000 to purchase a new vehicle.
467
468 Chief Burkush: We have five SUVs in our fleet. The plan is to get rid of two and buy one new vehicle,
469 reducing the fleet from five to four. Three of the fleet have over 100,000 miles; one is a 2003 and two
470 are 2004. The Budget Committee had questions which we answered.
471
472 C. Soucie: The Council representative to the Budget Committee, Councilor Duhaime, suggested
473 repurposing an old police vehicle.
474
475 D. Ross: The problem is that Police vehicles have different dimensional requirements and the Fire
476 equipment doesn't fit well.
477
478 Chief Burkush: It doesn't make sense because we have a lot of extra equipment and we would be
479 dealing with an old transmission and other issues which come with an older vehicle.
480
481 D. Winterton: You should add to the narrative that you need three reliable vehicles and a back-up, and
482 that you are reducing the fleet from five to four. I applaud Chief Burkush for this plan.
483
484 J. Giotas: Will you purchase an eight-year warranty?
485
486 Chief Burkush: We get the longest possible warranty.
487
488 J. Levesque: How much advantage did you take of the eight-year warranty?
489
490 Chief Burkush: For the last vehicle purchased, it has only been one year; there were a couple of
491 suspension issues.
492
493 Assistant Chief Colburn: One issue with emissions, and the warranty is paid for.
494
495 A. Walczyk: According to the supporting documents, the estimated replacement cost is \$65,000, but the
496 request is for \$55,000.
497
498 Chief Burkush: The \$65,000 references a different vehicle. It is the base price and add-ons, including
499 rust-proofing and other things that needed to be done. The cost for this vehicle with add-ons is \$55,000.
500
501 J. Giotas: Are the add-ons covered in the warranty?
502
503 Chief Burkush: No, they are not.
504
505 Chair Sullivan: What about the trade-in value of the two vehicles you are getting rid of? Shouldn't that
506 reduce the price of the new vehicle?
507
508 C. Soucie: The problem with that is you might not get what you expect on the trade-ins.
509

510 D. Ross: The trade-in should not be part of the warrant article request.
511
512 C. Soucie: The next article, requested by the DPW Highway Division, is \$50,000 for the Drainage
513 Upgrades Capital Reserve Fund. The balance as of September 30th was \$281,842, of which \$100,000
514 is obligated to the Grant Drive project being done this fall. Next is \$30,000 requested for the Automated
515 Collection Equipment Capital Reserve Fund for the Recycling and Transfer Division of the DPW. The
516 current balance is \$145,000.
517
518 D. Winterton: The live bottom trailer didn't come out of this fund, correct?
519
520 C. Soucie: That was financed by the Special Reserve fund, not from tax dollars.
521
522 D. Winterton: Yet, this article puts tax dollars into the reserve account. It is like we have two pockets.
523
524 C. Soucie: The \$30,000 is to build up the account so that the equipment can be replaced in 2022.
525
526 D. Ross: We put out an RFP regarding privatizing some or all of the functions of the Recycling &
527 Transfer Division. Our job is not to save the planet but to save the taxpayers money. I will not oppose
528 this, but I see it as a wasteful use of taxpayer dollars. We spent \$1 million to get where we are; this is
529 money we never spent before, and now we are putting aside money in this reserve account for 2022
530 replacements.
531
532 Chair Sullivan: If we go with a traditional vehicle at a lower cost, we will need two more employees on
533 the vehicle.
534
535 D. Winterton: It is a bottom-line issue.
536
537 C. Soucie: The next article is a request for \$30,000 to be added to the Revaluation Capital Reserve
538 Fund. The balance in this account will be zero when the 2018 revaluation is completed.
539
540 J. Leveque: When will the next revaluation be done?
541
542 C. Soucie: It is done every five years. The cost for the 2018 revaluation was \$161,000, so putting
543 \$30,000 in this fund each year will approximately cover the cost of the next valuation in five years.
544 Moving on, the next article requests \$15,000 for the Parks and Recreation Facilities Development
545 Capital Reserve Fund. There is approximately \$128,000 in the fund now. The next project is building
546 updates on the Parks & Rec building at Donati Field. 2018 bids for the design/build range from
547 \$326,000 to \$367,000.
548
549 Chair Sullivan: At the rate we are putting money aside for this, it will be 14 years before we have the
550 funds, at which time the project will cost \$450,000; it will never be built.
551
552 D. Ross: This fund is not just for this building; If we decided to go forward with this project, there would
553 be another warrant article to make up the difference. The amount is paltry. Maybe we should go to
554 \$25,000.
555
556 D. Winterton: I agree, especially if Dr. Shankle needs funding for the Fun in the Sun program.
557
558 C. Soucie: I will leave the amount at \$15,000 and you can vote to increase it at the December meeting
559 if you choose to do so.
560

561 A. Walczyk: Can you explain what this is for?

562
563 D. Boyce: This began with a need for bathrooms at the Donati Field Parks & Rec building. That
564 department has been growing and needs a bit more space. It was reasoned that the time to expand is
565 at the same time that the bathrooms are being done. We could wait a few more years.

566
567 C. Soucie: The last article is a proposal to add \$10,000 to the Conservation Land Improvements Capital
568 Reserve Fund. The current balance in this fund is \$30,683.

569
570 D. Shankle: Regarding the Route 3A Hackett Hill Roundabout, the engineer is still working on updating
571 the plan. There is a timing problem with this. I will have that information for the next meeting, as well as
572 an update on engineering costs for the Route 3A sewer project.

573
574 C. Soucie: For the Route 3A TIF, does the Council need to vote to have a public hearing?

575
576 D. Shankle: We can schedule a public hearing for December 12th if that is what the Council wants.

577
578 D. Ross: How do you propose a bond without figures?

579
580 D. Winterton: The new revaluation could mean funds from the TIF district. Is that allocated to the
581 General Fund or does it go into a TIF pile?

582
583 C. Soucie: It is \$8,000 in incremental taxes.

584
585 **NEW BUSINESS**

586
587 **6.2. Quarterly Financial Report for September 30, 2018**

588
589 C. Soucie: The operating budget for FY 2018 is \$17 million. As of the end of the first quarter, \$4.6
590 million (27%) has been spent. The completion of a large paving project made this amount slightly
591 higher than it would be otherwise. The Revenue budget is \$5.5 million, and \$1.4 (26%) million was
592 collected in the first quarter, which is in line with previous years. Looking at the large department
593 budgets, Administration has been budgeted at virtually the same amount as in the previous two years
594 and is 26% spent. Fire & Rescue's annual budget is \$4.1 million and has increased \$434,000 over the
595 past three years, mostly because of increased personnel costs such as wages and health insurance.
596 This budget is 24% spent. The Police Department budget is \$4.6 million, of which 22% was spent in the
597 first quarter. Historically this department has been underspent because of vacancies.

598
599 Chair Sullivan: Is the Police Department working to fill these positions?

600
601 Chief Bouchard: They should be filled in the next month or two.

602
603 C. Soucie: The Public Works Highway Division has a budget of \$3.4 million and is 40% spent, due to
604 the timing of a paving project. Last year's budget was larger because of the bridge project. Staffing has
605 been level for the last three years. Encumbrances skew the numbers for this division. The Recycling
606 and Transfer Division has a \$1.1 million budget, which is 17% spent. This budget has been increased
607 by \$50,000 (4%) over the past three years. One heavy equipment operator position has been vacant for
608 a year. Turning to revenue, Motor Vehicle Registration revenue was projected at \$3.4 million for the
609 year, of which 30% was realized in the first quarter. The Tax Collector claims that increased
610 registrations are due to three factors: more new residents, residents buying new cars, and a change in
611 the way fleets are registered. I checked on the number of CO's issued and learned that 46 were issued
612 in 2016, 50 in 2017, and 37 already in the current year. The budget for Property Tax Interest and

613 Penalties was reduced from \$320,000 to \$300,000 this year because of a change in the State law
614 regarding interest rates. The 12% rate for late payments is now 8%, and the lien interest rate went from
615 18% to 14%. The number of Building Permits issued has increased over the last few years. The
616 budgeted amount of revenue is \$115,000, of which 46% was collected in the first quarter. In November,
617 after the tax rate is set, this revenue budget for FY 2018-2019 will be increased to \$150,000. This is
618 another indication of growth in Hooksett. State Revenue has been level for three years. We will receive
619 the Meals & Rooms revenue from the State in December. The Town has not received any funding from
620 the State Shared Revenues since FY 2009-2010; the State sent additional Highway Block Grant Funds
621 in July of 2017 in the amount of \$260,243.87. Because we are in a default year, increases in health
622 insurance costs have been made up via savings due to vacancies.

623

624 **16.1. New Fire Pumper Purchase**

625

626 Chief Burkush: In March, the Town approved a warrant article for the purchase of a new fire pumper,
627 and Assistant Chief Colburn has chaired the committee which has been studying the options for this
628 project.

629

630 Assistant Chief Colburn: First, I sat with the whole department to discuss the pros and cons of current
631 features. This included such details as ways to mount and lay out equipment more efficiently, lighting
632 and ease of service. Regarding the cab layout, we looked at visibility, space and safety. We discussed
633 decontamination at the scene after a fire so there would be no dirty gear in the truck. We narrowed our
634 search to four vendors: KME (Kovatch Fire Apparatus), E-one, HME Fire Apparatus and Rosenbauer. I
635 formed a small committee consisting of Captain Gayer, Captain Nadeau and myself to continue the
636 research. We focused on four aspects which we considered to be most important: crash protection,
637 standardization, corrosion protection, and warranties. We drafted specs and visited other fire
638 departments to gather feedback regarding dealers. We selected Rosenbauer because they have the
639 most advanced crash protection, the best buy, and 24-hour support. Two of us traveled to their
640 headquarters in Minnesota and spent two days going over specs. Repairs can be done locally at Dover
641 Motor Mart, the only option in New Hampshire. A mechanic in our DPW can do minor warranty repairs if
642 that person is first sent to Minnesota for two or three days of training.

643

644 ***D. Winterton motioned to award the fire pumper engine to Rosenbauer for the amount of***
645 ***\$599,346, with funding from the Apparatus Fund of \$250,000 and the remaining balance of***
646 ***\$349,346 coming from a bond received in June of 2018. The motion was seconded by J.***
647 ***Levesque.***

648

649 D. Winterton: I am overwhelmed by how individualized this is.

650

651 Assistant Chief Colburn: We do rescues so we have more equipment to store. We would like to expand
652 our rope rescue capabilities. The new pumper will have rescue struts for larger vehicles.

653

654 J. Levesque: How long is the training for the DPW individual who will perform warranty repairs?

655

656 Assistant Chief Colburn: Two or three days.

657

658 J. Levesque: How long are the hoses?

659

660 Assistant Chief Colburn: We will have about 1,500 feet of large hose and 2,000 of smaller hose.

661

662 J. Giotas: I am glad to see galvanized steel. How often would the truck have to return to Minnesota?

663

664 Assistant Chief Colburn: Theoretically, never. Parts can be sent from Minnesota for minor warranty
665 work. We can have road service if needed. Dover Motor Mart or the dealership in Connecticut could
666 take care of any other needs for service or repair.

667

668 J. Giotas: What are the warranty terms?

669

670 Assistant Chief Colburn: It is two-year bumper to bumper, five-year power train, 20 years on the
671 structure, lifetime on the body, 20 years for corrosion, and four years for electrical.

672

673 D. Winterton: Why did you look at these four bids instead of using Houston-Galveston Area Council
674 (HGAC)?

675

676 Chief Burkush: We would have had to buy an HGAC truck and then customize it. With the
677 modifications, it would have cost more than the Rosenbauer truck.

678

679 D. Winterton: How many trucks does Rosenbauer manufacture in a year?

680

681 Assistant Chief Colburn: Hundreds. They have four factories.

682

683 D. Winterton: I appreciate your research and the fact that you involved the guys who ride in the truck.

684

685 T. Tsantoulis: I have a concern with body rot on the frames. Hooksett has few fires and these trucks sit
686 a lot. What are they doing about this?

687

688 Assistant Chief Colburn: That is a huge issue. Over the past ten years, we have been getting away
689 from painted rails and going to stainless, aluminum and galvanized steel. We have a 20-year corrosion
690 warranty. Rosenbauer has been willing to make changes to accommodate our requirements. All
691 painted panels are removable.

692

693 T. Tsantoulis: What is their warranty history?

694

695 Assistant Chief Colburn: Feedback we have received indicates that they have taken care of issues.

696

697 T. Tsantoulis: Aluminum under a vehicle is no longer noncorrosive once in contact with salt.

698

699 Assistant Chief Colburn: We do as much undercoating as we can.

700

701 A. Walczyk: Thank you for your presentation. I understand that this will be a demo in New England for
702 30 days.

703

704 Assistant Chief Colburn: Yes. That will be around the beginning of February and we would not be doing
705 driver training at that time anyway, so we opted for that discount.

706

707 J. Levesque: What maintenance do you perform when you have been called out in a snowstorm?

708

709 Assistant Chief Colburn: We rinse off as much salt as possible. We have portable rollers enabling us to
710 rinse underneath the truck. The stuff they are putting on the roads now is destroying every vehicle.

711

712 D. Ross: I assume there will be no test drives while the truck is a demo.

713

714 Assistant Chief Colburn: Correct. It will just be on display.

715
716 D. Ross: I am not completely comfortable with the DPW doing warranty work. It caused a problem at
717 the Police Department once. I take my vehicles to the dealership until the warranty expires.
718
719 Assistant Chief Colburn: They require training for the individual doing the repairs, and the factory says
720 yes or no for each repair. This is optional. We don't have to do it.
721
722 ***D. Ross motioned to extend the meeting at 9:35 p.m. The motion was seconded by D. Winterton.***
723 ***Voted unanimously in favor.***
724
725 ***D. Winterton motioned to amend his motion to include authorizing the Town Administrator to***
726 ***sign the bond agreement. J. Levesque seconded the motion.***
727
728 **Roll call vote #2**
729 ***J. Durand Yes***
730 ***D. Ross Yes***
731 ***J. Levesque Yes***
732 ***A. Walczyk Yes***
733 ***J. Giotas Yes***
734 ***D. Winterton Yes***
735 ***T. Tsantoulis (stepped out)***
736 ***J. Sullivan Yes***
737 ***Voted unanimously in favor (7-0)***
738
739 **SUB-COMMITTEE REPORTS**
740
741 D. Ross: The Assessors met today to sign the revised MS-1. They had to invalidate the original MS-1
742 because the calculation for the Tax Increment Financing (TIF) District properties was not done
743 correctly. The amount is based on improvements, not market value increases. Therefore, \$17 million in
744 assets, representing over \$400,000 in property taxes, was returned to the General Fund. We should
745 have the new tax rate by the end of this week or by the middle of next week so that the tax bills can go
746 out on time.
747
748 D. Winterton: Sewer met on Monday. They are completing the current upgrade, which they have been
749 working on for four or five months. Planning also met on Monday. A lot change at Webster Woods
750 involves some legal issues, and they will be back. The public hearing on the project at the corner of
751 Smyth Road and the Bypass was continued. The applicant has been asked to come back with more
752 details on traffic studies and how long after the blasting the bonds are released – a week, six months,
753 ten years? Everyone in the area has a well, and it is hard to tell what the shaking of the ground might
754 do to the wells. A new Hooksett Junior Achiever has been selected for the month. Union negotiations
755 with the Teamsters, who represent the DPW, are ongoing. A meeting was held regarding Town
756 strategy.
757
758 J. Giotas: The transfer station reported \$72 per ton for trash and \$108 per ton for recycling. Bid forms
759 are being prepared for privatizing some or all of the collections and will go out in December or January.
760 It was reported that the bid from Fairbanks on the scales has been accepted.
761
762 Chair Sullivan: Did the Council direct the privatization bid action?
763
764 D. Ross: Yes. It was at the meeting held at the Safety Center.
765

766 Chair Sullivan: For the Economic Development Committee, Nicholas Williams sent out a survey
767 requesting thoughts on the Master Plan; he received about 1,000 responses. Regarding the Visitation
768 program, it was suggested that notes be sent to businesses on Route 3 complimenting them on
769 improvements they have made.

770
771 ***Chair Sullivan motioned to enter non-public session in accordance with NH RSA 91-A:3 II (a)***
772 ***and (c). The motion was seconded by D. Winterton.***

773
774 **Roll call vote #3**

775 ***J. Giotas Yes***

776 ***D. Ross Stepped out***

777 ***A. Walczyk Yes***

778 ***J. Durand Yes***

779 ***T. Tsantoulis Yes***

780 ***J. Levesque Yes***

781 ***D. Winterton Yes***

782 ***J. Sullivan Yes***

783 ***Voted unanimously in favor (7-0)***

784

785 **NON-PUBLIC SESSION**

786

787

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

790

791

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

794

795 **ADJOURNMENT**

796

797 Respectfully submitted,

798

799

800 Kathleen Donnelly

801 Recording Clerk