

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

Town of Hooksett
Town Council Meeting Minutes -Unofficial
Wednesday, December 12, 2018

The Hooksett Town Council met on Wednesday, December 12, 2018 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 12 December 2018 to order at 6:00 pm.

PROOF OF POSTING

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

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Durand, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Donald Winterton, and Councilor Alex Walczyk (arrived at 6:07 pm)

Missed Councilor John Giotas

PLEDGE OF ALLEGIANCE

SPECIAL GUEST

Ted Gatsas, newly elected Executive Councilor for District #4, introduced himself, offered his services and distributed his business cards to the members of the Town Council.

SPECIAL RECOGNITION

5.2 Hooksett Police - Swearing-in ceremony for new Police Officer

Chief Bouchard: I would like to introduce Jordan Estevez as a new police officer in Hooksett, bringing the total number of officers to 29. A full roster is 30 officers, and the department is hoping to fill the last position in the near future.

Chief Bouchard administered the Oath of Office and Officer Estevez's wife, Samantha, pinned on his badge.

5.3 Retirement of Diane Boyce, Public Works Director - 29 years of dedicated service

Chair Sullivan: Ms. Boyce has worked for the town since 1989. In 2015 she was named Director of Public Works. Her official retirement date is January 9, 2019. She worked her way from part-time secretary to Director of Public Works, with several positions in between, including heavy equipment operator. Her budgets were always on time, well-prepared, and either on target or under. She has been a calming presence, always encouraging recycling. Her crowning achievement has been her work getting Hooksett on the single stream recycling bandwagon. Thank you, Diane. You will be missed.

Jodi Pinard: Diane is an amazing woman, a friend and co-worker of mine for many years. The town will forever be indebted to Diane for all she has given. She was always ready to help whenever she could. When given added responsibilities, she took them on. We will miss you, Diane. Thanks for all you have done for Hooksett.

49 **SCHEDULED APPOINTMENTS**

50

51 **6.1 Parks and Recreation Advisory Board - Recreation Director Warrant Article & Council**
52 **Directive for Town Pavilion**

53

54 Dave Macpherson: I am here on behalf of the Parks & Rec Advisory Board, and I want to discuss two
55 items: a warrant article for a recreation director and the pavilion. On September 18, 2018, the Parks &
56 Rec Advisory Board voted 5-1 in favor of a warrant article for a part-time Parks & Rec coordinator. On
57 the same date the Board voted 4-2 in favor of a full-time Parks & Rec director with salary and benefits
58 not to exceed \$88,000. A 2016 warrant article for a Parks & Rec director failed, with 145 yes votes and
59 381 no votes. The same warrant article in 2017 also failed, but the margin was significantly less: yes
60 votes totaled 395 and no votes totaled 423. The number of yes votes had increased 172% and the no
61 votes increased only 11%. There were blizzards both years. After our September 18, 2018 meeting, we
62 asked Dr. Shankle to look at a part-time Parks & Rec coordinator position. There is money in the
63 revolving fund for this. At the October 24, 2018 Town Council meeting, discussion about our
64 recommendation turned quickly to the Winter Carnival. Later in the meeting, Dr. Shankle proposed a
65 new department of Natural and Cultural Resources, which would include responsibilities for Parks and
66 Rec. He said he was working on a job description. The Town Council apparently was not aware that the
67 advisory board favored a warrant article for a full-time Parks & Rec Director. Councilor Duhaime, the
68 Council representative to the Parks & Rec Advisory Board, missed our September 18, 2018 meeting
69 and subsequently also missed the next Council meeting of November 7, 2018. It was November 20
70 2018 when the advisory board learned there was no warrant article. We understand there is a small
71 window of opportunity to include a warrant article regarding a Parks & Rec director on the ballot for
72 March. A lot of people expect this to be on the ballot. My second issue is the Pavilion, which was
73 originally discussed on Sept 21, 2016. During the past six months, the advisory board has had time to
74 do research on locations. Two were found to be ideal: Donati Field and Lambert Park. This is not ready
75 for a warrant article, however. We were told that we did not follow the charge given because we did not
76 have cost estimates and details. We don't believe that was part of the charge. We are here to serve the
77 Council. We would like to regularly present what we are working on. We would like to have a stronger
78 and more consistent relationship with the Town Council. We have five members and one alternate, and
79 we have monthly meetings which last 2.5 hours. Perhaps we could have a regular spot on the agenda.

80

81 R. Duhaime: I'm not sure we have an alternate for this Board. I am in favor of the warrant article, and I
82 would like to add it to list.

83

84 **PUBLIC INPUT - 15 MINUTES** (moved up to accommodate attendees)

85 Chris Arrigo, 20 Post Road: We have a newly formed off-road club called S & N. We are offering our
86 services to clean up the Chester Turnpike area. Nobody is maintaining the trails. We have been
87 working on Pembroke's range roads, and we held a clean-up day there, collecting a landscape trailer
88 full of debris. We hope to be approved as an official ATV club, and could perhaps provide the insurance
89 policy which would protect the town from liability. We want people to experience nature at its best.
90 Thank you.

91

92 D.Shankle: I have received 14 emails on this issue.

93

94 Jodi Pinard, 11 Morningside Drive: Regarding your search for a new town administrator, I urge you to
95 talk with your employees, the public, and your boards & committees to learn what is most important to
96 work on or work toward. You need to find out, in this time of change, what direction the town wishes to
97 go in. Stability in leadership is important. We should be working as a team, not as individuals. Rather
98 than hire an outside firm to help with your search, I urge you to conduct the search on your own.

99

100 Chip Fredette, 38 Hawthorne Drive, Bedford: I am here on behalf of Merrimack Valley Trail Riders, and
101 want to urge you to table the matter of closing Chester Turnpike to ATVs. We just heard about this

102 meeting today. We have been in existence since 1972 and have great rapport with other communities
103 with trails. We ask that you allow time for us or some other group to take over the role of maintaining
104 this area and providing liability insurance.

105
106 Kevin Reno, 8 Renarl Avenue, Pembroke: I am in favor of keeping Chester Turnpike open. It is a
107 relaxing place to ride. When I am there, I try to clear debris and trees which have fallen on the trail.

108
109 Mr. Macpherson, 28 Springwood Drive: I am leaving but plan to return before the meeting is over.

110
111 Keith Bonenfant, 46 Manning Street, Manchester: I have been taking my sons to Chester Turnpike for
112 many years. It a mess sometimes, but is not an out of control place. My sons learned to ride safely
113 there. It's a fabulous, multi-use facility. We also hunt there. The traffic is not heavy. Some do illegal
114 things, but closing the trails won't change that.

115
116 Paul Auger, 1260 Dunbarton Road, Manchester: Four generations of my family have used this area for
117 hunting. I now go there hunting with my son. I am too old to drag a deer out and need an ATV for that
118 purpose. Some users are not following the rules, but 99% are doing it right.

119
120 Jan Breaut, 7 Scotts Avenue: I have lived in Hooksett since 1976. Where are the complaints and what
121 are the issues?

122
123 Chair Sullivan said that Mr. Couture of the Conservation Commission will answer those questions after
124 the public input.

125
126 Steve Bairam, 8 Clay Street: I have used those woods all my life. It is a great place to recreate. With my
127 two sons, I am there two or three weekends each month.

128
129 Tammy Robinson, 8 Clay Street: I am Steve's wife and I want to say that I agree with him. Our sons are
130 12 & 14. When they are recreating there, they are not on their phones and computers.

131
132 Josh Lemoine, 224 Buck Street, Pembroke: I have been riding there for years. We see lots of moose.
133 This needs to stay open; you can't close it. There are more ATVs than snowmobiles now due to lack of
134 snow in recent winters.

135
136 Tyler Paquette, 15 Clay Street: I have enjoyed these trails for 18 years. It would be a shame if they
137 were closed.

138
139 Dan Shultz, 432 South Porter Street, Manchester: There are lots of kids who deserve to ride. My kids
140 are 17 and 19 now and we go there together all of the time.

141
142 Trevor Paquette, 15 Clay Street: There are old guys who need to be able to ride. This area is part of the
143 history and heritage of Hooksett.

144
145 Steve Couture, 6 Pleasant Street: I am the chairman of the Conservation Commission and a lifelong
146 resident of Hooksett. I used to ride my dirt bike on Chester Turnpike and all over town. Thanks to all of
147 the speakers; it is good to get feedback. In the past, when this was put in place, Bear Brook and
148 Manchester Water Works were the only conservation areas. ATVs are not allowed in the Manchester
149 Water Works conservation area or at Bear Brook. Now there are a couple thousand acres of continuous
150 conservation space with Chester Turnpike in the middle. We have a stewardship plan for the Clay Pond
151 area and were looking at a parking plan to make this property accessibility when we learned of the
152 existing easement. Easements must be enforced; there is no active ATV group. There is a lot of illegal
153 ATV use; the only legal area is Chester Turnpike or private property with permission. This is a beautiful,

154 multi-use area, but it is restricted. The challenge is providing an ATV easement in an area between two
155 conservation areas. The Conservation Commission has discussed this and have voted for this
156 recommendation.
157

158 Chair Sullivan: The minutes of the November 19, 2018 Conservation Commission meeting reflect this
159 discussion and recommendation.
160

161 D. Shankle: You are dealing with the limited issue of an easement which one party has walked away
162 from; the other party, the ATV club, is not doing what they said they would do. Perhaps liability
163 insurance and a maintenance agreement can be provided by another club. Because of the liability
164 issue, my advice is to cancel the easement. Then, the Council can decide if another club is willing to
165 take over maintenance and liability. You can decide to start working with one of these clubs.
166

167 Chair Sullivan: Hypothetically, if the 2001 agreement had been upheld, would you be at this point?
168

169 S. Couture: If there had been solid agreement, hypothetically, these negative issues wouldn't exist and
170 we would probably be having a different conversation.
171

172 Chair Sullivan: If one of these groups offered, would you come back with another recommendation or
173 compromise?
174

175 S. Couture: We would be agreeable to discussing this with a club willing to provide insurance and follow
176 through with maintenance. Manchester Water Works and Bear Brook should be there as well.
177

178 T. Tsantoulis: If we negate the old easement, the individuals here become illegal riders. We owe it to
179 the public to try to resolve the issue.
180

181 D. Shankle: You could vote to negate the easement and allow ATVs to operate on Chester Turnpike for
182 a limit of six months, allowing time for a group to come back with a proposal.
183

184 S. Couture: You must give a 30-day notice to negate the agreement. We need to make it clear that this
185 is for Chester Turnpike only.
186

187 D. Shankle: Off Chester Turnpike is the responsibility of Fish & Game. ATVs are not allowed on a class
188 6 road. This would be the responsibility of the Police Department to enforce.
189

190 R. Duhaime: I would like to hear from the NH Trails Bureau. When this conservation area was
191 established, one condition was no motorized vehicles. There is not really a trail system out there. This
192 is only about Chester Turnpike. We took grant money from Land & Community Heritage Investment
193 Program (LCHIP) and others. This is something the State would have to plan if they are interested.
194 There are infrastructure repairs which would have to be made. The area is deteriorating.
195

196 D. Ross: I am the Council's representative to the Conservation Commission. We are working hard to
197 keep these forested areas as they are. We entered into agreements with the State, with Bear Paw and
198 with others to protect the property. Motorized vehicles are not good for environment. They go through
199 the water, tearing up basins in the waterway. They create valleys and ruts so water runs down where it
200 didn't before and silt gets into local waterways. Any ATV travel off Chester Turnpike has always been
201 illegal. We owe it to the townspeople who are our bosses to do what we are charged with doing. For the
202 last ten to fifteen years, what we have done has been fully out in the open. The town purchased these
203 properties and these conservation areas are protected. It is unreasonable to think the ATVs won't get
204 onto the trails. It seems like a road to nowhere, and we can't have someone there 24/7 to monitor this.
205 Parking is another issue. We are having trouble getting seven parking places. I understand about

206 hunters hauling game out. Maybe a type of skidder could be used. We have a responsibility. We have
207 used funds from the State, the federal government, Fish & Game and Bear Claw. Have we given any
208 public notice yet that we intend to cancel this agreement?

209
210 D. Shankle: The Town Council has not done so.

211
212 ***D. Ross motioned to begin the 30-day written notification of intent to cancel the existing***
213 ***easement. The motion was seconded by J. Durand.***

214
215 D. Ross said this is just legal laundry.

216
217 J. Levesque: Is 30 days enough? Maybe we should give 60 days.

218
219 D. Winterton: 30 days is the requirement per the agreement with the non-existent party.

220
221 T. Tsantoulis: There are a couple of alternatives. Mr. Ross could withdraw his motion or table it. We
222 have been remiss for a long time already. Any longer is not going to matter.

223
224 D. Ross: The purpose is to give written notice. This is just legal laundry.

225
226 D. Winterton: We are all trying to get to the same place. If we don't support the current motion,
227 someone might want to step up and take responsibility right away, and they wouldn't be able to.

228
229 Chair Sullivan called for a vote on the motion.

230
231 ***Voted unanimously in favor.***

232
233 ***D. Winterton motioned to allow ATVs on the right of way till June 30, 2019, giving the***
234 ***Conservation Commission time to talk with any interested groups, as per the previous***
235 ***agreement dated December 2001. The motion was seconded by T. Tsantoulis.***

236
237 D. Winterton: I am impressed by the passion and participation of the people here tonight. They make a
238 lot of sense. This will give them time to get their act together.

239
240 D. Ross: It creates a liability issue for the town if we allow use for six months. This is not a smart move.
241 It puts the town in a risky position. Let's give it some time. This has been a long-term project.

242
243 Chair Sullivan: This provides an opportunity to come up with a better plan. Kudos to Mr. Ross and the
244 Conservation Commission for all they have done. If someone comes up with a plan in less than six
245 months, that is fine.

246
247 D. Ross: We have an ongoing project there. Let's get the parking area in there. We will be on top of
248 each other.

249
250 T. Tsantoulis: The motion doesn't change what has been going on since 2001. There have been no
251 issues in all this time that I know of.

252
253 R. Duhaime: Years ago, I went snowmobiling up north. Lots of the trails were closed. A noise ordinance
254 was passed. Emissions were checked by Fish & Game. We have an agreement with Bear Paw. The
255 individuals here tonight must be proactive, not reactive. They have to get involved. More gates may
256 need to be put up as part of the agreements with Bear Paw, the State, and Fish & Game. We will lose
257 the property if we don't honor our agreements.

258
259 D. Ross: We are officially allowing it now, which is different.
260
261 D. Shankle: We are only allowing ATVs on a class 6 road, Chester Turnpike.
262
263 D. Ross: Are we exposing ourselves in any way, now that we know?
264
265 D. Shankle: No more than we have been.
266
267 Chair Sullivan called for a roll call vote.
268
269 **Roll Call Vote #1**
270 ***Winterton*** Yes
271 ***Tsantoulis*** Yes
272 ***Levesque*** Yes
273 ***Walczyk*** Yes
274 ***Duhaime*** Yes
275 ***Durand*** Yes
276 ***Ross*** Yes
277 ***Sullivan*** Yes
278 ***Voted unanimously in favor (8-0)***
279
280 **OLD BUSINESS** (moved up to accommodate attendees)
281
282 **15.1 Discuss Clay Pond Parking Plan**
283
284 D. Shankle: At the last meeting, the Council reviewed a plan for seven parking places. I was asked to
285 address concerns raised by one resident, including stop signs and other issues. The plan didn't
286 address No Parking or Stop signs. I have talked with several people, and I wonder why we are we
287 doing this at all. Questions arise as to the need to mark 20 the spaces, make them a certain length to
288 accommodate those with ATVs on the back, or have one handicapped space. People have used this
289 area for over 20 years. In 2001, culverts were fixed so that people could park along the road. I am not
290 sure if there is a problem here to be solved. I visited the area. The proposed parking area is a distance
291 from the beginning of the trail. People are going to park closer if they can. If you are going to widen the
292 road, fine. Calling them parking places may cause problems.
293
294 T. Tsantoulis: What issues did this resident have? Was it about people parking in front of her house?
295
296 D. Shankle: I don't want to get into that now.
297
298 J. Levesque: I agree with Dr. Shankle. Let people park on the side of the road.
299
300 D. Ross: Let's not put this off for another Council to deal with.
301
302 J. Duhaime: We are going to develop walking trails. We have commitments with LCHIP and Bear Paw.
303 They will need to see a plan for parking places and signage. There is less and less land south of this
304 area for recreation. There is pressure on this area. Residents want to see organization and safety.
305
306 Chair Sullivan: I am trying to understand if the parking places are needed. Why don't we just widen the
307 area?
308

309 D. Shankle: The only way you would park there is if there is no place further down. Who wants to walk
310 a quarter mile to begin a hike?

311
312 S. Couture: We developed a stewardship plan and then a parking plan. We can't direct people across
313 the road without upgrading the road. There is liability involved. We want to formalize the area with
314 parking, a kiosk, trail maps, and a website. The Council designates \$10,000 every year for the
315 conservation area. Bear Paw will require a kiosk, signage, trail maps and parking.

316
317 D. Ross: The whole concept is to make it inviting. Having a formal access point is a calming feature.
318 We have to protect the watershed.

319
320 Chair Sullivan: I thought there would be No Parking signs. Let's just do it.

321
322 D. Shankle: In the past, this Council bent over backwards to make sure the neighbors were on board.
323 That is not happening. If you move ahead, the neighbors won't be happy. There are competing feelings.
324 Maybe the Conservation Commission needs to approach the neighbors again. This is not the end; it's
325 the beginning.

326
327 R. Duhaime: People will have to live with a few people parking near their homes.

328
329 ***D. Ross motioned to approve and encourage the parking plan as presented. R. Duhaime***
330 ***seconded the motion.***

331
332 D. Ross: It is not anecdotal but a fact that as you develop recreational areas, crime goes down. People
333 want trails. We can't hold the whole town hostage because of two residents. People from neighboring
334 communities want this too.

335
336 D. Shankle: A kiosk is not on this plan. It is a 200 X 8-foot graded level, graveled area on one side of
337 the road and a 20 X 8-foot area on the other side.

338
339 R. Duhaime: The main reason this area wasn't developed in the past was the expense of crossing the
340 water. The economy is changing, and with less developable area available, this area becomes more
341 desirable for development.

342
343 S. Couture: There are outstanding issues. We've progressed logically. We will need an assigned staff
344 person to work with us. We need certainty and guidance. Our directive was to pursue this; if the Council
345 feels differently now, we need to know.

346
347 Chair Sullivan called for a roll call vote.

348
349 ***Roll Call Vote #2***

350 ***R. Duhaime Yes***

351 ***J Durand Yes***

352 ***D. Ross Yes***

353 ***J. Levesque No***

354 ***A. Walczyk Yes***

355 ***D. Winterton No***

356 ***T. Tsantoulis No***

357 ***J. Sullivan Yes***

358 ***The motion passed (5-3)***

359

360 **15.2 Hackett Hill Road Roundabout Project**

361
362 Chair Sullivan called upon Town Engineer Bruce Thomas for a presentation.
363
364 Mr. Thomas: Earlier today we had a bid opening and received seven bids on the Hackett Hill Road
365 Roundabout Project. Based on that bid process and other factors which I provided you with this
366 evening, we have determined that the total cost will be \$4.8 million. The State will pay two thirds of this.
367 The total cost to the town, therefore, is \$1.6 million. Impact fees of \$400,000 can be used to lower this
368 amount to \$1.2 million. We would need a warrant article in the amount \$1.2 million, unless you want to
369 use funds from the unassigned fund balance.
370
371 D. Shankle: We aren't going to come up with \$1.2 million, so one question is if you want to bond this. I
372 want to remind the Council that you agreed to this project when the total cost was estimated at only
373 \$400,000.
374
375 R. Duhaime: The State has stalled on this. It's a State ramp to a State highway. We should send a
376 letter to the State expressing our disappointment.
377
378 J. Levesque: I like the idea of a roundabout, but we first need to solve the problem at the traffic light.
379 There are lots of buildings for sale in that area; we should buy them and widen the road.
380
381 Chair Sullivan: The town is willing to commit its share, but I don't think the voters will approve a warrant
382 article.
383
384 D. Winterton: This Council votes as to whether or not it favors each article and that will be included with
385 the warrant article information so voters can see how we stand.
386
387 D. Ross: That would be another useless warrant article. This will benefit only a small part of the town. It
388 is a waste of time at this point. As widening increases the traffic flow, the State will build the
389 roundabout.
390
391 Chair Sullivan: The benefit to putting it on the ballot is that voting it down sends the State a message.
392 The delay is the fault of the State.
393
394 T. Tsantoulis: We could do other things with the impact fees. People will find other routes to travel.
395
396 D. Shankle: You have only seven years to hold onto impact fees, so we may have to return some of
397 those funds.
398
399 R. Duhaime: We don't want someone to die in an accident because we don't pursue this. If it goes to
400 the voters, my conscience will be clear.
401
402 D. Ross: The impact fees are for that corridor, not just this project.
403
404 D. Shankle: Not now, because the fees are already designated. To be bonded would require a 60%
405 vote and a public hearing. You can take some of the undesignated fund balance.
406
407 D. Ross: I don't think that is a good idea. We have a low undesignated fund balance now and we don't
408 want it to go even lower.
409

Chair Sullivan motioned to bond the cost of the Town's share of the Hackett Hill Road Roundabout Project. The motion was seconded by R. Duhaime.

410
411
412

413 D. Ross: It is a bad idea to put it on a warrant article. Why put a bad idea on the warrant? Bad things
414 happen sometimes. The unexpected has occurred more than once.

415
416 Chair Sullivan: This motion does not put this on the warrant.

417
418 A. Walczyk: Is there a chance we will lose the funding from the State?

419
420 C. Soucie: If we don't come up with our one third, the State is probably not going to move forward.

421
422 Chair Sullivan called for a roll call vote.

423
424 **Roll Call Vote #3**

425 **D. Ross No**

426 **A. Walczyk No**

427 **J. Durand No**

428 **R. Duhaime Yes**

429 **T. Tsantoulis No**

430 **J. Levesque Yes**

431 **D. Winterton Yes**

432 **J. Sullivan Yes**

433 ***The motion failed (4-4)***

434
435
436 D. Shankle: The State hasn't approved the final bid package. They know our schedule and they've
437 done nothing to help us with this project. Maybe they don't have the funds either.

438
439 **15.3 Police Station Renovations**

440
441 Mr. Thomas: At our last meeting we talked about putting out a request for qualifications and proposals
442 for a project manager for the Police Station renovations. We were very successful. We received seven
443 qualification statements, which we narrowed down to three. We interviewed two and picked Meridian
444 Construction, based on quite a few criteria. They were on top with most of these. They came in within
445 the budget with plenty of contingency, and there is some contingency for the architect as well. Meridian
446 will do a great job. I did research on them and learned that they do a great job.

447
448 R. Duhaime: We want to avoid the problems of the past with the Safety Center. There have been quite
449 a few problems with substandard work, and I hope this building doesn't come back to haunt you.

450
451 Chief Bouchard: Due diligence was done by the architect. The problems we have had with the building
452 were not hidden from anyone.

453
454 ***D. Winterton motioned to award Meridian Construction the Construction Manager award for the***
455 ***Police Station renovations, to be completed at a cost of \$593,181. The motion was seconded by***
456 ***Mr. Walczyk.***

457
458 Tim Long of Meridian Construction: We have been in business for 25 years and are bondable up to \$25
459 million per project. We have done state, municipal and federal projects. For this project we presented a
460 detailed package. My son Kyle Long will be the project manager. Work will begin in mid-January and
461 will take between four and one half to five months. Our office is in Gilford, and we have 23 employees. I
462 have built a police and fire facility in Holderness, renovated the Nashua police department, built a police
463 facility in Franklin, renovated the Concord police station, and renovated the State Police barracks in
464 Epping and Tamworth.

465
466 D. Ross: In your proposal, in one instance you refer to a conceptual budget estimate.
467
468 T. Long: That is a solid estimate. This is a transparent process. Over the past five or six years, I have
469 returned between two and ten percent of the Good Manufacturing Practice (GMP) and have not
470 exceeded the GMP.
471
472 D. Ross: What about the 'failure to perform' issue?
473
474 T. Long: There is language in the proposal regarding performance. I don't know about liquidated
475 damages
476
477 Anthony Mento, Architect: This is an interior reconfiguration of some rooms, renovation of locker rooms
478 and new showers. We have anticipated inflation and have a ten percent contingency. Meridian also has
479 a ten percent contingency. This is not major structural or mechanical work. This estimate is less than
480 the amount of the warrant article and there is a performance of payment bond. There is a significant
481 buffer built in.
482
483 D. Ross: Traditional language hasn't helped us in the past. Your work will be interfering with operation
484 of the Police Department for several months. This is a concern. We've been burned more than once.
485
486 T. Long: That is why we go through a prequalification process.
487
488 R. Duhaime: Are you going to finish on time and under budget? You said all of your projects run
489 between two and ten percent under budget.
490
491 T. Long: I refer you to our history.
492
493 Chair Sullivan called for a roll call vote.
494
495 **Roll Call Vote #4**
496 **A. Walczyk Yes**
497 **J. Levesque Yes**
498 **D. Ross Yes**
499 **R. Duhaime Yes**
500 **J. Durand Yes**
501 **D. Winterton Yes**
502 **T. Tsantoulis Yes**
503 **J. Sullivan Yes**
504 **Voted unanimously in favor (8-0)**
505
506
507 **PUBLIC HEARINGS**
508
509 **9.1 Public Hearing RSA 33-a to discuss a bond to be issued to finance the engineering costs for**
510 **the sewer and other infrastructure improvements on Route 3A in the Tax Increment Financing**
511 **District (TIF) in the amount of \$2,500,000.**
512
513 B. Thomas: In 2016, the town prepared an estimate for the construction of sewer work on Route 3. This
514 is a bond for sewer works and other infrastructure work on Route 3 to extend sewer to Walmart and
515 Hackett Hill Road. I inflated the previous estimate by five percent to \$18.5 million, of which \$14.8 million

516 is for construction and \$3.7 million is for engineering This \$2.5 million is for the design through the bid
517 process, not including the construction engineering. It could be done in about one year

518
519 D. Winterton: I support this item and hope the other members of the Town Council will also. The TIF
520 funds will cover this, so there is no additional cost to taxpayers – only to those in the TIF district.
521 Development in this area won't happen without sewer. Other communities such as Londonderry have
522 added significantly to their tax bases by establishing TIF areas. The Sewer Commission has a pipe
523 under the river, and it is finishing the engineering to build a pump station. This is the right thing to do.
524 The Sewer Commission has allocated \$2 million to this project.

525
526 Chair Sullivan: This will bring in business. We are preserving what we need to through conservation,
527 but we are taking advantage of our location to bring new business to the area.

528
529 R. Duhaime: The Exit 10 area isn't fully developed because there is no sewer.

530
531 T. Tsantoulis: There is no question: that area is underutilized. The Council will be happy later on.

532
533 D. Ross: This is just for engineering. The total cost will be \$19 million. I am not opposed to putting it on
534 the ballot. What would be the bond payments on a \$19 million bond? How long is it going to take to get
535 this back? We shouldn't start something we can't finish.

536
537 A. Walczyk: Does this take the roundabout into consideration?

538
539 R. Duhaime: It does not.

540
541 Chair Sullivan: I am now closing this public hearing.

542
543 **9.2 Public hearing to accept the terms of grant funds of the First Responder - Comprehensive**
544 **Addiction and Recovery Act (FR-CARA) Cooperative Agreement in the amount of \$26,344.00 for**
545 **the Town of Hooksett Fire Rescue Department.**

546
547 Chief Burkush: This is \$44 million coming to NH from the federal government. This is the Governor's
548 Hub and Spoke Program: It is a pilot program in which Hooksett applied to participate. There are five
549 communities in the pilot program. Captain Stalker will explain the details.

550
551 Captain Stalker: This is a program to address the opioid epidemic. Hooksett is one of three
552 communities which was operating a safe station program. There were some flaws. We took a step back
553 because we want to do something different. This service uses EMTs and paramedics to follow up with
554 education and Narcan kits when dealing with drug addiction situations. CPR is taught, and recovery
555 and treatment centers are recommended for both inpatient or outpatient services. This is funded by a
556 CARA grant. The Fire Department will not be using on-duty personnel. The goal is to prevent rather
557 than just respond. Hooksett had eight opioid deaths in 2016, six in 2017, and four or five so far this
558 year. There were to fatal overdoses in the past two weeks, and in the usual location.

559
560 D. Winterton: Thank you. This needs to be done. Is this okay with the collective bargaining agreement
561 regarding callback?

562
563 Chief Burkush: Everything will be on an overtime basis and will be voluntary.

564
565 D. Winterton asked about funding through the Ambulance EMS fund.

566
567 C. Soucie: You can track all expenses through the grant program.

568
569 D. Winterton: Do you need a dedicated laptop for confidentiality?
570
571 Captain Stalker: Yes, these will be handled like emergency calls.
572
573 Chief Burkush: They will receive time and a half for overtime.
574
575 R. Duhaime: How will the participants be trained?
576
577 Captain Stalker: The Bureau of EMS will provide training. The six employees chosen to participate will
578 be certified recovery coaches.
579
580 D. Ross: Will the grant provide sufficient funds?
581
582 Captain Stalker: Yes, we did the math, using the highest paid firefighter's overtime rate. We requested
583 as much as possible and probably won't use it all.
584
585 D. Ross: Is this a year to year thing? Are we obligated to continue?
586
587 Captain Stalker: This is a three-year program and there is an intent to continue after that.
588
589 A. Walczyk: Thank you for coming in. Can you explain what you meant about following a different path
590 with this program versus a safe house program?
591
592 Chief Burkush: Lots of agencies are involved with the safe stations in the cities; lots of agencies.
593 Mostly, they make referrals. This is Hub and Spoke. Nashua & Manchester have chosen not to be
594 involved. Cities have big transient populations. This is designed for communities the size of Hooksett.
595 When called about an overdose, we plan to meet with the family, provide Narcan, and offer education
596 and support. We plan to work with Hooksett residents, not transients.
597
598 A. Walczyk: Will there be annual training?
599
600 Captain Stalker: Just initial training was indicated.
601
602 Chief Burkush: This process is changing rapidly. That's why we are a pilot.
603
604 T. Tsantoulis: Is there a fiscal impact on the town?
605
606 Chief Burkush: No, there is not.
607

608 ***D. Ross motioned to extend the meeting. D. Winterton seconded the motion.***
609 ***Voted unanimously in favor.***

610
611
612 **APPROVAL OF MINUTES**

613
614 ***Chair Sullivan motioned to table the approval of minutes. The motion was seconded by D.***
615 ***Winterton.***
616 ***Voted unanimously in favor.***
617
618

619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669

CONSENT AGENDA

Motion to accept the donation of \$7,466.00 from the NH Office of Highway Safety, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and to return the funds to the Police Department’s 2018-2019 and 2019-2020 fiscal budgets under the overtime line.

Motion to accept the donation of \$3,577.50 from the Bureau of Justice Assistance; Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department’s 2018-2019 and 2019-2020 fiscal budgets under the uniform equipment line.

Motion to accept the donation of one grooming service for K9 Timber valued at \$80.00 from Four Paws Only, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.

Motion to accept the donation of \$500.00 from Target Corporation, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b: III(b). Donation line.

Donation of gift cards totaling the amount of \$775.00 to the Town of Hooksett for the Family Services Department for distribution to children and families in need through the Hooksett Family Services Holiday Assistance Program.

Donation of \$50.00 from Rita & Tim Tsantoulis in memory of Francis Haine.

T. Tsantoulis motioned to approve the Consent Agenda. The motion was seconded by R. Duhaime.

T. Tsantoulis: The donation from my wife and myself is in memory of Francis Haine who died of an overdose. He was not from around here but found a familiar location to obtain drugs.

Chair Sullivan called for a vote on the motion.

Voted unanimously in favor.

OLD BUSINESS (continued)

15.4 2018 Proposed Town Charter Amendments

Chair Sullivan motioned to send to the March ballot for consideration a Charter Amendment relative to the End of Term Dates for Elected Officials. The motion was duly seconded by R. Duhaime.

Voted unanimously in favor.

R. Duhaime motioned to send to the March ballot for consideration a Charter Amendment relative to Councilor-At-Large Residency Limits. Chair Sullivan seconded the motion.

670 D. Ross: I am still opposed because there is no concentration of political authority.

671

672 J. Levesque: I am also opposed.

673

674 Chair Sullivan called for a roll call vote.

675

676 **Roll Call Vote #5**

677 ***T. Tsantoulis No***

678 ***D. Ross No***

679 ***R. Duhaime Yes***

680 ***A. Walczyk Yes***

681 ***J. Levesque No***

682 ***D. Winterton Yes***

683 ***J. Durand No***

684 ***J. Sullivan Yes***

685 ***The motion failed (4-4)***

686

687 **15.5 FY 2019-20 Budget and Warrant Articles**

688

689 ***D. Ross motioned to move all warrant articles to the ballot. T. Tsantoulis seconded the motion.***

690 ***The motion carried, with Chair Sullivan voting nay.***

691

692 C. Soucie: All of these articles are in draft form. They have not been reviewed by the attorneys or the
693 DRA. The Budget Committee will be meeting tomorrow evening, so the Council should vote via roll call
694 this evening on each article so they will know where you stand. First is the TIF Bond for Route 3A in the
695 amount of \$2.5 million on which you had a public hearing tonight. This is the first phase of the project.

696

697 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
698 ***Winterton. A roll call vote was taken.***

699

700 **Roll Call Vote #6**

701 ***J. Durand Yes***

702 ***J. Levesque Yes***

703 ***D. Winterton Yes***

704 ***D. Ross Yes***

705 ***T. Tsantoulis Yes***

706 ***A. Walczyk Yes***

707 ***R. Duhaime Yes***

708 ***J. Sullivan Yes***

709 ***Voted unanimously in favor (8-0)***

710

711 C. Soucie: I am skipping the Roundabout. Next is \$600,000 for the Old Town Hall Historical
712 Renovations. This is \$600,000 for all interior work and could be paid over three fiscal years at \$200,000
713 each year. A three fifths majority is needed. The tax impact each year would be 18 cents per thousand.

714

715 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
716 ***Winterton.***

717

718 Chair Sullivan: Could we do this over six years?

719

720 C. Soucie: There is a five-year limit on Capital Reserve funds.

721
722 J. Levesque: Five years would be good.
723
724 T. Tsantoulis: If people care about historical projects, they don't care about the impact on their taxes.
725
726 D. Winterton: I agree.
727
728 Chair Sullivan: Miscellaneous should be defined.
729 .
730 D. Ross: If we bond this, we can spend the funds before we have them.
731
732 D. Shankle: It will cost twice as much though. The plumbing, HVAC and electric work will take one year.
733
734 R. Duhaime: We would have to complete the project in three years to be ready for the 200th
735 anniversary.
736
737 B. Thomas: Holding off too long could be a problem because the building is not heated.
738
739 Chair Sullivan called for a roll call vote.
740

741 **Roll Call Vote #7**

742 **D. Ross Yes**
743 **D. Winterton Yes**
744 **J. Levesque Yes**
745 **R. Duhaime Yes**
746 **A. Walczyk Yes**
747 **J. Durand Yes**
748 **T. Tsantoulis Yes**
749 **J. Sullivan Yes**

750 ***Voted unanimously in favor (8-0)***

751
752 C. Soucie: Next is the six-wheel plow dump truck, with \$180,000 to replace the 1997 truck which did not
753 pass inspection. The tax impact would be nine cents per thousand.
754

755 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
756 ***Winterton. A roll call vote was taken.***
757

758 **Roll Call Vote #8**

759 **J. Levesque Yes**
760 **R. Duhaime Yes**
761 **T. Tsantoulis Yes**
762 **A. Walczyk Yes**
763 **J. Durand Yes**
764 **D. Ross Yes**
765 **D. Winterton Yes**
766 **J. Sullivan Yes**

767 ***Voted unanimously in favor (8-0)***

768
769 C. Soucie: Next is the capital reserve for Fire Department warrant article totaling \$180,000, including
770 Fire Apparatus, \$25,000 for Air Packs & Bottles, \$35,000 for Fire Equipment and \$20,000 for Fire
771 Cisterns. The tax impact would be nine cents per thousand.

772
773 ***D. Winterton motioned to move this warrant article to the ballot. The motion was seconded by D.***
774 ***Ross. A roll call vote was taken.***
775

776 **Roll Call Vote #9**

777 ***J. Durand Yes***
778 ***D. Ross Yes***
779 ***R. Duhaime Yes***
780 ***D. Winterton Yes***
781 ***A. Walczyk Yes***
782 ***T. Tsantoulis Yes***
783 ***J. Levesque Yes***
784 ***J. Sullivan Yes***
785 ***Voted unanimously in favor (8-0)***

786
787 C. Soucie: The next proposed article is \$100,000 for the Town Building Maintenance Capital Reserve
788 Fund. The tax impact would be five cents per thousand.
789

790
791 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
792 ***Winterton. A roll call vote was taken.***
793

794 **Roll Call Vote #10**

795 ***D. Winterton Yes***
796 ***T. Tsantoulis Yes***
797 ***J. Levesque Yes***
798 ***D. Ross Yes***
799 ***J. Durand Yes***
800 ***A. Walczyk Yes***
801 ***R. Duhaime Yes***
802 ***J. Sullivan Yes***
803 ***Voted unanimously in favor (8-0)***

804
805 C. Soucie: The Public Works' Vehicles Capital Reserve Fund is next, in the amount of \$100,000. The
806 tax impact would be five cents per thousand.
807

808
809 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
810 ***Winterton. A roll call vote was taken.***
811

812 **Roll Call #11**

813 ***T. Tsantoulis Yes***
814 ***J. Levesque Yes***
815 ***J. Durand Yes***
816 ***D. Ross Yes***
817 ***D. Winterton Yes***
818 ***A. Walczyk Yes***
819 ***R. Duhaime Yes***
820 ***J. Sullivan Yes***
821 ***Voted unanimously in favor (8-0)***
822

823 C. Soucie: The next article is a one-year wage increase for non-union employees in the amount
824 \$93,153 This approximate 2.2% raise affects 47 full-time and 34 part-time employees. The tax impact is
825 five cents per thousand.

826
827 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
828 ***Winterton. A roll call vote was taken.***

829 **Roll Call Vote #12**

830 ***D. Winterton Yes***

831 ***T. Tsantoulis Yes***

832 ***J. Levesque Yes***

833 ***A. Walczyk Yes***

834 ***R. Duhaime Yes***

835 ***J. Durand Yes***

836 ***D. Ross Yes***

837 ***J. Sullivan Yes***

838 ***Voted unanimously in favor (8 -0)***

839

840 C. Soucie: Next is \$80,000 for a 100-yard Live Bottom Trailer from Recycling & Transfer.
841 This will be funded by the Solid Waste Disposal Special Revenue. There is no taxpayer impact.

842

843 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
844 ***Winterton. A roll call vote was taken.***

845

846 **Roll Call Vote #13**

847 ***R. Duhaime Yes***

848 ***J Durand Yes***

849 ***D. Ross Yes***

850 ***J. Levesque Yes***

851 ***A. Walczyk Yes***

852 ***D. Winterton Yes***

853 ***T. Tsantoulis Yes***

854 ***J. Sullivan Yes***

855 ***Voted unanimously in favor (8-0)***

856

857 C. Soucie: The next article is a Fire Union one-year wage contract with an estimated increase of
858 \$78,463, of which \$5,040 will come from the Ambulance Revenue fund and the balance from general
859 taxation. Wage increases for the 29 full-time employees include 2% for EMT Basic, 2.25% for EMT
860 Advanced and 2.5% for Paramedics. The tax impact would be four cents per thousand.

861

862 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
863 ***Winterton. A roll call vote was taken.***

864

865 **Roll Call Vote #14**

866 ***D. Ross Yes***

867 ***A. Walczyk Yes***

868 ***J. Durand Yes***

869 ***R. Duhaime Yes***

870 ***T. Tsantoulis Yes***

871 ***J. Levesque Yes***

872 ***D. Winterton Yes***

873 ***J. Sullivan Yes***

874 **Voted unanimously in favor (8-0)**

875
876 C. Soucie: The new Fire Department Rescue Vehicle is next. The amount is \$55,000. It is one vehicle
877 replacing two.

878
879 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
880 ***Winterton. A roll call vote was taken.***

881
882 **Roll Call Vote #15**

883 **A. Walczyk Yes**

884 **J. Levesque Yes**

885 **D. Ross Yes**

886 **R. Duhaime Yes**

887 **J. Durand Yes**

888 **D. Winterton Yes**

889 **T. Tsantoulis Yes**

890 **J. Sullivan Yes**

891 **Voted unanimously in favor (8-0)**

892
893 C. Soucie: The Police Department Emergency Radio Communications article is next. The cost is
894 \$50,000. The tax impact would be three cents per thousand.

895
896 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
897 ***Winterton. A roll call vote was taken.***

898
899 **Roll Call Vote #16**

900 **T. Tsantoulis Yes**

901 **D. Ross Yes**

902 **R. Duhaime Yes**

903 **A. Walczyk Yes**

904 **J. Levesque Yes**

905 **D. Winterton Yes**

906 **J. Durand Yes**

907 **J. Sullivan Yes**

908 **Voted unanimously in favor (8-0)**

909
910 C. Soucie: Next is the Drainage Upgrades Capital Reserve Fund in the amount of \$50,000.

911
912 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
913 ***Winterton. A roll call vote was taken.***

914
915 **Roll Call Vote #17**

916 **J. Durand Yes**

917 **J. Levesque Yes**

918 **D. Winterton Yes**

919 **D. Ross Yes**

920 **T. Tsantoulis Yes**

921 **A. Walczyk Yes**

922 **R. Duhaime Yes**

923 **J. Sullivan Yes**

924 **Voted unanimously in favor (8-0)**

925
926 C. Soucie: The Automated Collection Equipment Capital Reserve Fund is next in the amount of
927 \$30,000 for the DPW Recycling and Transfer Division.

928
929 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
930 ***Winterton. A roll call vote was taken.***

931
932 **Roll Call Vote #18**
933 ***D. Ross No***
934 ***D. Winterton No***
935 ***J. Levesque Yes***
936 ***R. Duhaime Yes***
937 ***A. Walczyk Yes***
938 ***J. Durand Yes***
939 ***T. Tsantoulis Yes***
940 ***J. Sullivan Yes.***
941 ***Voted in favor (6-2)***

942
943
944 C. Soucie: This is \$30,000 for the Revaluation Capital Reserve Fund. The tax impact would be three
945 cents per thousand.

946
947 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
948 ***Winterton. A roll call vote was taken.***

949
950 **Roll Call Vote #19**
951 ***J. Levesque Yes***
952 ***R. Duhaime Yes***
953 ***T. Tsantoulis Yes***
954 ***A. Walczyk Yes***
955 ***J. Durand Yes***
956 ***D. Ross Yes***
957 ***D. Winterton Yes***
958 ***J. Sullivan Yes***
959 ***Voted unanimously in favor (8-0)***

960
961 C. Soucie: The next article is \$15,000 for the Parks and Recreation Facilities Development Capital
962 Reserve Fund. The tax impact would be one cent per thousand.

963
964 ***D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.***
965 ***Winterton. A roll call vote was taken.***

966
967 **Roll Call Vote #20**
968 ***J. Durand Yes***
969 ***D. Ross Yes***
970 ***R. Duhaime Yes***
971 ***D. Winterton Yes***
972 ***A. Walczyk Yes***
973 ***T. Tsantoulis Yes***
974 ***J. Levesque Yes***
975 ***J. Sullivan Yes***

976 **Voted unanimously in favor (8-0)**

977
978 C. Soucie: The last article is \$10,000 for the Conservation Land Improvements Capital Reserve Fund.
979 The tax impact would be one cent per thousand.

980
981 **D. Ross motioned to move this warrant article to the ballot. The motion was seconded by D.**
982 **Winterton. A roll call vote was taken.**

983
984 **Roll Call Vote #21**

985 **D. Winterton Yes**
986 **T. Tsantoulis Yes**
987 **J. Levesque Yes**
988 **D. Ross Yes**
989 **J. Durand Yes**
990 **A. Walczyk Yes**
991 **R. Duhaime Yes**
992 **J. Sullivan Yes**

993 **Voted unanimously in favor (8-0)**

994
995 Chair Sullivan called for a roll call vote on the Roundabout.

996
997 **Roll Call #22**

998 **T. Tsantoulis No**
999 **J. Levesque No**
1000 **J. Durand No**
1001 **D. Ross No**
1002 **D. Winterton No**
1003 **A. Walczyk No**
1004 **R. Duhaime Yes**
1005 **J. Sullivan No**

1006 **The motion failed (1-7)**

1007
1008 **D. Ross motioned to remove the Roundabout warrant article.**

1009
1010 There was no second to the motion.

1011
1012 **R. Duhaime motioned to create a warrant article for a full-time Parks & Rec director at a cost of**
1013 **\$89,000 for salary and benefits.**

1014
1015
1016 There was no second to the motion.

1017
1018 Chair Sullivan: We have a revolving fund and never spend the funds. Can it be used for a salary for the
1019 Parks & Rec position? For the next six years, we could take \$25,000 per year out of revolving fund to
1020 reduce the amount needed for this salary.

1021
1022 D. Shankle: You could do it one year. Once you have a Parks & Rec director, that person will find
1023 things to spend that money on.

1024
1025 D. Ross: What was the stated purpose of revolving fund?

1026

1027 C. Soucie: We could gather this information and revisit this at the next meeting. Also, we never created
1028 a warrant article for a roundabout.

1029
1030 Dr. Shankle: You might consider having a meeting next week.

1031
1032 Chair Sullivan: It is clear that we need to have more than one meeting each month.

1033
1034 C. Soucie: You will need to have a public hearing at your next meeting if you want to bond the Fire-
1035 Rescue Ladder.

1036
1037 **NEW BUSINESS**

1038
1039 **16.5 NH-FIRST Grant Agreement Acceptance**

1040
1041 *D. Winterton motioned to accept the NH FIRST grant funds of the First Responder -*
1042 *Comprehensive Addiction and Recovery Act (FR-CARA) Cooperative Agreement in the amount*
1043 *of \$26,344. for the Town of Hooksett Fire Rescue Department. The motion was seconded by D.*
1044 *Ross.*

1045
1046 **Roll Call Vote #23**

1047 **A. Walczyk Yes**

1048 **J. Durand Yes**

1049 **D. Winterton Yes**

1050 **J. Levesque Yes**

1051 **T. Tsantoulis Yes**

1052 **R. Duhaime Yes**

1053 **D. Ross Yes**

1054 **J. Sullivan Yes**

1055 ***Voted unanimously in favor (8-0)***

1056
1057 **16.2 Street Name Approval**

1058
1059 *Chair Sullivan motioned to table this item to allow the Administration time to come up with a*
1060 *better name for the new street. The motion was seconded by D. Ross.*
1061 *Voted unanimously in favor.*

1062
1063 *Chair Sullivan motioned to table items 16.3, 16.4, 16.6 and 16.7 until the newly scheduled*
1064 *meeting of December 19, 2018. The motion was seconded by D. Ross.*
1065 *Voted unanimously in favor.*

1066 **TOWN ADMINISTRATOR'S REPORT**

1067
1068 Dr. Shankle: As you know, I am leaving and you have to figure out what you want to do. You will need
1069 someone for the interim as you decide how you want to select your next town administrator.

1070
1071 Chair Sullivan: Dr. Shankle is leaving his position in Hooksett to become the town administrator in
1072 Amherst. His last day is January 11, 2019. He has done a great job during his seven-year tenure and is
1073 Hooksett's longest serving town administrator under the Town Council form of government. His greatest
1074 strength and hallmark of his tenure is hiring key people in key departments. Thank you for your service.

1075
1076 *T. Tsantoulis motioned to name Council Winterton acting town manager for six months and to*
1077 *remove his voting rights on the Town Council. A. Walczyk seconded the motion.*

1078
1079 Chair Sullivan: According to the Town Charter, we are allowed to have a member of the Town Council
1080 may serve as acting town administrator for no more than seven months, upon receiving at least six
1081 votes of the Council. Ms. Fitzpatrick will share some information she has put together on the process,
1082 including our options, some history of previous town administrators, duties of an interim administrator,
1083 and information on the process of selecting an interim administrator.
1084
1085 D. Shankle: I have really enjoyed working here. The one-hour commute is a main reason for the
1086 change. You are well set up to go forward, with solid department heads, Ms. Fitzpatrick and Ms. Soucie
1087 available for assistance.
1088
1089 Chair Sullivan: We have three options: we can vote to have a Councilor act in the interim, we can
1090 appoint an employee to act as interim administrator for 90 days or less, or we can hire someone from
1091 an outside firm. I don't favor hiring someone from outside because of the time it would take to get
1092 acclimated. Continuity is key. In the future, we should consider having an assistant Town Administrator.
1093
1094 T. Tsantoulis: We need someone. Councilor Winterton is retired, capable and willing. He has given a lot
1095 to the Town Council. Ms. Soucie and Ms. Fitzpatrick would certainly help if needed.
1096
1097 D. Ross: Voting for your own job is not good because of the overall appearance. Dr. Shankle would be
1098 available to answer questions. There is a conflict within the Charter, which says that a Councilor cannot
1099 take a position in the town for one year after serving. It's not personal; I just don't agree with it. Bringing
1100 someone from outside is best.
1101 .
1102 R. Duhaime: I understand the conflict, but who is more 'ready to go' than a Town Council member?
1103 Councilor Winterton is knowledgeable, familiar with the town, and knows the job.
1104
1105 A. Walczyk: I assume this is not forever. Could Councilor Winterton return to the Council after serving
1106 as interim manager? Would we fill the vacancy?
1107
1108 Chair Sullivan: This is for six months only. Councilor Winterton could return to the Council, and there
1109 would be no vacancy.
1110
1111 J. Levesque: This is a temporary babysitting job. He would be making sure the department heads are
1112 doing their jobs.
1113
1114 D. Winterton: Thank you for nomination. I am humbled by that. I want to point out that Dr. Shankle is
1115 the department head for Economic Development, which is a roll I think I can fill in the interim. When we
1116 are searching for a permanent replacement for Dr. Shankle, we have to decide if economic
1117 development will be emphasized. I served on the Planning Board for six years, which I think would be
1118 helpful to the town.
1119
1120 D. Fitzpatrick: Regarding the use of an outside company such as MRI, the Administrative Code
1121 requires an RFP if the amount is over \$15,000, which this probably would be.
1122
1123 Chair Sullivan: How long might it take to get someone from an organization like MRI?
1124
1125 D. Fitzpatrick: Right now, there are four communities searching for an interim town administrator. It is
1126 hard to say how long it might take. Could we bypass the Administrative Code?
1127
1128 Chair Sullivan: I don't know.
1129

1130 D. Shankle: How are you going to classify this person?
1131
1132 D. Fitzpatrick: It would be a full-time, temporary position; the individual could have benefits.
1133
1134 T. Tsantoulis: Councilor Winterton is fine. He can get help from Ms. Fitzpatrick or Ms. Soucie who are
1135 extremely competent. We don't need to make a big deal. Let's do it.
1136
1137 D. Shankle: You could come to terms with the individual in a non-public session.
1138
1139 J. Durand: I don't know if the candidate should vote for himself.
1140
1141 D. Fitzpatrick: A previous candidate voted for himself and also continued voting on the Town Council.
1142
1143 T. Tsantoulis: Both Ms. Fitzpatrick and Ms. Soucie are incredibly capable. They can call Dr. Shankle
1144 any time if anyone has a question.
1145 .
1146 D. Ross: This is a big deal. This is the top position in town. Someone from an organization like MRI
1147 would have experience as a town administrator and would have done all of the duties before. The Town
1148 Administrator is not allowed to be a department head. There is an election in March, and how would
1149 Council Winterton campaign? This is an internal conflict of interest. I am not in favor. Just because
1150 something is allowed doesn't mean it should be done.
1151
1152 J. Levesque: Councilor Winterton will still have to answer to the rest of us. The Town Council runs the
1153 town. We are looking too much into this, as Councilor Tsantoulis said.
1154
1155 R. Duhaime: Dr. Shankle has prepared us well. We should focus on getting a full-time person who fits
1156 us and may stay even longer. I have no problem with Councilor Winterton.
1157
1158 J. Levesque: Should we wait till next week when we have a full Council?
1159
1160 Chair Sullivan: Someone else may be absent next week. I want to add that the interim person would be
1161 able to consult with legal counsel, if needed.
1162
1163 D. Shankle said that he Council could vote to say that Councilor Winterton must recuse himself.
1164
1165 D. Ross: There is a motion on the floor. Let's just vote.
1166
1167 Chair Sullivan called for a roll call vote.
1168
1169 **Roll Call Vote #24**
1170 **T. Tsantoulis Yes**
1171 **J. Levesque Yes**
1172 **A. Walczyk Yes**
1173 **R. Duhaime Yes**
1174 **J. Durand No**
1175 **D. Ross No**
1176 **J. Sullivan Yes**
1177 **The motion failed (5-2)**
1178
1179
1180

1181
1182
1183
1184
1185
1186
1187
1188
1189
1190
1191
1192
1193
1194
1195
1196
1197
1198
1199
1200
1201
1202
1203
1204
1205
1206
1207
1208
1209
1210
1211
1212
1213
1214
1215
1216
1217
1218
1219
1220

D. Shankle: Ms. Fitzpatrick and I can look at the options and talk with the department heads. We will get back to you next Wednesday, as time is of the essence. We can also check with NHMA and MRI.

Chair Sullivan: Next Wednesday we will deal with the four tabled items, the approval of minutes, the interim town administrator and the hiring process for a permanent administrator. We should perhaps consider meeting every week until all of this is resolved. We can review the Town Administrator Hiring Process. I took the liberty of preparing a game plan, which is in your packet, and we also have the school's guidelines from when they conducted their own search. We can do this on our own as the Town Council. Ms. Fitzpatrick is very familiar with the process, and I would ask her to check with NHMA and MRI on the cost of their services.

D. Ross: Maybe we could go halfway – have an outside firm weed out the applications and give us the best seven.

SUB-COMMITTEE REPORTS

J. Levesque: The ZBA met last night and dealt with a home on Sepora road which had been approved as a two-family home, but there is also a one-room studio apartment which had not been approved. The ZBA approved a variance for the one-room studio apartment. It is only 300 square feet and the requirement is 700 square feet.

D. Ross: The Conservation Commission on Monday handled a request to take down two trees at 30 Quimby Mountain Road. It was determined that other trees had been removed without permission. I would like to see significant replanting to mitigate what was done.

Chair Sullivan: Economic Development met and had a presentation by the NH Economic Development Department about revitalization zones which are eligible for tax benefits under certain conditions. Nick Williams is doing a great job. He has provided a list of new businesses in Hooksett.

***Chair Sullivan motioned to adjourn at 11:19 pm. T. Tsantoulis seconded the motion.
Voted unanimously in favor.***

Respectfully submitted,

Kathie Donnelly
Recording Clerk