

**Town of Hooksett
Town Council Meeting Minutes - Unofficial
Wednesday, December 19, 2018**

The Hooksett Town Council met on Wednesday, December 19, 2018 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 19 Dec 2018 to order at 6:02 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 John Giotas, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Donald Winterton, and Councilor Alex Walczyk (arrived at 6:19 pm)

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION

Hooksett Municipal Employees

D. Shankle: We have a new Accounts Payable Clerk in the Finance Department, Rockey Levander. We also have a new Prosecution Assistant in the Police Department, Sarah Gacek. Prosecution Assistant Cynthia Ullrich is leaving the Police Department.

Chair Sullivan: We welcome our two new employees. We thank Ms. Ullrich for her service and wish her the best of luck. As always, we thank all of our employees for their service to Hooksett.

APPROVAL OF MINUTES

Chair Sullivan: I was informed by Dr. Shankle that an error was made at five hours and 12 minutes into our last meeting. I want us to review a segment near the end of our last meeting, beginning at 11:12 pm. A roll call vote was requested, and one member was not called. I am ruling that the vote is invalid. Under the rules, I can be overruled.

D. Ross: Based on past practices, others have recused themselves on smaller issues. He should not have voted.

Chair Sullivan: I don't believe there is a conflict. According to our Charter, it is required that the names of all Councilors be called on a roll call vote. For some reason, Councilor Winterton was not called.

D. Ross: The voting stopped because the motion had already failed.

Chair Sullivan: Councilor Ross, I am going to rule you out of order. Let me finish.

D. Ross: I already know what you are going to say. I have listened to the tape. I heard it through the grapevine. That is the trouble with this town. This is why I got involved back in 2006 – the backroom deals, the promises made for votes before we even come here for discussion. You are out of order.

Chair Sullivan: I have done this for 30 years. I have never been involved in backroom dealings. If you have, shame on you. I am going to rule that vote invalid and call for another vote.

R. Duhaime: Councilor Ross, you are out of order.

Chair Sullivan: There is no precedent for this. No one has ever been left out of a roll call vote. No one noticed. As Chairman, I want to follow the rules. However, I can be overruled.

T. Tsantoulis: I assumed we had agreed Councilor Winterton couldn't vote. The nomination I made was that if Councilor Winterton became the Interim Town Administrator, he would not vote at future meetings. I did not mean for him to not vote on this motion, but the conversation led me to believe that he was not allowed to vote on this roll call. No malice was intended, obviously. I nominated him.

Chair Sullivan: In 1990s, the Council at that time voted that a member should be recused, so that option is available, as I said at the last meeting.

J. Levesque: Why did Councilor Winterton not bring this up?

D. Winterton: I was surprised with the vote as it took place. I waited for my name to come up. I was denied the right to vote 'yes' or 'no'. If I had voted no, I could have asked for reconsideration at this meeting. I don't appreciate the body language of the Councilor next to me.

D. Ross: Then don't look at me when you speak; address your comments to the Chair.

D. Winterton: I don't interrupt you when you speak. I have the floor, so let me speak.

J. Durand: It doesn't matter, since with two 'no' votes, he had lost. He never spoke up. I assumed he didn't vote because he knew he had lost.

D. Ross motioned to overrule Chair Sullivan's decision to rule the vote invalid. Mr. Durand seconded the motion.

D. Ross: We beat this to death. Sworn officials should not vote for anything that puts money in their pocket, regardless of services rendered; it's unethical. I knew about this last night. That's why I was so wound up when I came to this meeting. Don't tell me that no one is talking behind the doors. There was an exerted campaign. Councilor Winterton called a lot of people to campaign for this position. I find that irregular as well.

T. Tsantoulis: I crossed out Councilor Winterton and also Councilor Giotas, who was absent. I treated Councilor Winterton as if he were absent. I feel this was my mistake.

J. Levesque: Last week I suggested waiting till the next meeting for this vote because we would probably have a full Council. Could I have moved to table the vote?

Chair Sullivan: Yes, you could have.

R. Duhaime: Councilor Ross, your maturity and respect for the Council are lacking. We all have spent time on this Council, hours and hours. I would like to debate with you, but I am not losing my temper; I am not getting upset. A majority of this Council thinks Councilor Winterton would be a good idea. I can't believe the lack of trust or faith. The rest of us are treating you with respect. There is no devious, behind the scenes activity.

D. Ross: I didn't get a second chance to speak. You make up the rules as you go. This is all a bunch of theater.

Chair Sullivan called for a roll call vote on the motion to overrule his ruling.

Roll Call Vote #1

D. Winterton Abstained

J. Giotas No

T. Tsantoulis No

J. Levesque No

A. Walczyk No

R. Duhaime No

J. Durand Yes

D. Ross Yes

J. Sullivan No

The motion failed. (2-6) one abstention

T. Tsantoulis motioned to appoint Councilor Winterton to serve as Interim Town Administrator as Dr. Shankle vacates the position, and during the time he serves, he will not have voting duties on the Town Council, per Section 3.2 of the Charter. The motion was seconded by R. Duhaime.

T. Tsantoulis: Councilor Winterton would have Finance Director Soucie, Administration Services Coordinator Fitzpatrick and Dr. Shankle to help him. He is quite capable of making a lot of decisions anyway, and he would have these people to assist him. We don't need to spend the money to use the outside services of a company such as MRI.

D. Ross motioned to amend the motion on the floor to say Councilor Winterton cannot vote on this motion. The motion was seconded by J. Durand.

D. Ross: I think the intent of requiring seven votes is based on the assumption that the candidate will not vote for himself or herself. Councilor Winterton should recuse himself.

J. Durand: No one should vote for himself.

T. Tsantoulis: Point of order: You are assuming Councilor Winterton will be compensated.

R. Duhaime motioned to move the question.

Chair Sullivan called for a role call vote on the motion to amend the motion on the floor.

Roll Call Vote #2

R. Duhaime No

J Durand Yes

D. Ross Yes

J. Levesque No

A. Walczyk No

J. Giotas No

D. Winterton No

T. Tsantoulis No

J. Sullivan No

The motion failed. (2-7)

J. Levesque: I'm upset we are doing this tonight. I suggested waiting. I don't know why we are doing this.

D. Winterton: When Dr. Shankle surprised us with the news that he is taking another job, I read the Charter. It says that a Town Council member can take the job of Town Administrator on an interim basis. It has been done in the past. Senior department heads were asked if they had any interest in the position. I haven't worked since 2002, but when I was working, I supervised 93 people, and I negotiated three contracts with bargaining groups. I have been part of the decisions to hire three or four department heads. I thought I could do a good job, and I called all Council members to say I would be willing to do this – full time or part-time. This is a temporary position. Yes, I would expect to be compensated. I wanted to offer my expertise and skill set. I was not prepared for what has happened. I am disappointed that I brought myself forward, and I am somewhat embarrassed. I would do a good job for this town. The compensation I would receive is not going to change my lifestyle. I will vote for myself. If six others don't want me, fine. This is not my goal in life. I volunteer a lot for this group and many others.

D. Ross: I am troubled. I hadn't heard that staff members were asked about this position and had declined. Voting for yourself is improper. Chair Sullivan's actions are hypocritical to an extreme. He has voted against other issues out of principle.

R. Duhaime: You are wasting our time. The Council now is the best it has been. You are the only one who is disgruntled. Let's move on.

Chair Sullivan called for a roll call vote on the motion on the floor.

Roll Call Vote #3

J. Giotas Yes

D. Ross No

A. Walczyk Yes

J. Durand No

R. Duhaime Yes

T. Tsantoulis Yes

J. Levesque Yes

D. Winterton Yes

J. Sullivan Yes

The motion carried. (7-2)

Councilor Ross left the meeting due to illness, and Councilor Duhaime left the meeting because of another engagement.

Chair Sullivan: The Charter in Section 3.2 says that no Councilor may not hold a paid position working for the town for one year after leaving the Council. However, it also says that a Councilor is allowed to serve as the Interim Town Administrator. I felt an obligation to point that out. All names must be called during a roll call vote. Not to do so is a violation of the Charter. I can be overruled. There has been no backroom politicking. We miss things sometimes; we do things wrong sometimes. We need to follow the rules to correct these mistakes.

***Chair Sullivan motioned to take the minutes which were tabled at the last meeting off the table, including the public and non-public minutes of the November 7, 2018 and November 13, 2018 meetings. Councilor Levesque seconded the motion.
Voted unanimously in favor.***

D. Winterton: I will abstain from this vote and every vote going forward.

J. Giotas: Should we appoint someone while Councilor Winterton is serving as the Interim Town Administrator?

D. Winterton: I must be a Councilor in order to hold this position, per the Charter.

***J. Levesque motioned to approve the minutes of the November 7, 2018 public session as amended. The motion was seconded by A. Walczyk.
Voted unanimously in favor, with one abstention.***

***J. Giotas motioned to approve the minutes of the non-public session of November 7, 2018. The motion was seconded by J. Levesque.
Voted unanimously in favor, with one abstention.***

***J. Levesque motioned to approve the minutes of the November 13, 2018 public session. The motion was seconded by A. Walczyk.
Voted unanimously in favor with one abstention.***

***J. Giotas motioned to approve the minutes of the non-public session of November 13, 2018. The motion was seconded by J. Levesque.
Voted unanimously in favor, with one abstention.***

AGENDA OVERVIEW

Chair Sullivan: I would like to move up items 15.3 & 15.4 to accommodate a department head.

CONSENT AGENDA

Donation of a transport wheelchair valued at \$100.00 from Donald Winterton to the Town of Hooksett for the Town Clerk to be utilized at elections, per RSA 31:95-e, II.

***A. Walczyk motioned to approve the Consent Agenda. The motion was seconded by T. Tsantoulis.
Voted unanimously in favor.***

TOWN ADMINISTRATOR'S REPORT

D. Shankle: Tomorrow from noon to 1:30 pm is our Christmas Party and all Councilors are invited to attend.

D. Shankle: For future reference, if there is a feeling you want someone to be recused, you need to be careful. There have been lawsuits about this. Councilors need to decide for themselves regarding recusal.

Chair Sullivan: Maybe that is why it has not been done since the 1990s.

D. Shankle: Lastly, you can't count Councilor Winterton as part of the quorum after I leave.

PUBLIC INPUT

Mark Miville, 42 Main Street: As I have said before, the Charter needs to be reviewed again. I want to thank Councilor Winterton officially for the wheelchair. At your last meeting, someone from the Parks & Rec Advisory Board said they had been told that they were not following the charge regarding the Pavilion. I want to remind the Council that I made the charge They weren't following it. Their responsibility was to create a warrant article, including location, cost, design details, and fundraising ideas. I attend their meetings and reminded them every month of their charge. They ran out of time because they focused on the location. Finally, I would ask Dr. Shankle to prepare a final report for the next meeting on any and all outstanding projects. He should apprise the Council and the citizens of the state of the town and the status of any economic development projects.

NOMINATIONS AND APPOINTMENTS

J. Levesque: There is an opening on the Planning Board because two people are not showing up. David Boutin has asked me to present his name to be a full-time Planning Board member.

Chair Sullivan: We need a letter from the Planning Board in order to do that.

D. Shankle: Actually, there is only one member who is not attending. I asked Mr. Germain to send a letter to that member to give the person an opportunity to explain why she is not attending.

Chair Sullivan: Dr. Shankle, please send the Planning Board a reminder of the guidelines regarding attendance, unless they have separate rules. Once we are sure about the vacancy, we would be glad to entertain the nomination of Mr. Boutin.

OLD BUSINESS

Chair Sullivan motioned to remove the Budget Transfer #2019-02 FY from the table. The motion was seconded by J. Giotas.

Voted unanimously in favor with one abstention.

Budget Transfer #2019-02

C. Soucie: The first item is to transfer funds from Emergency Management's new equipment line to Computer's new equipment line for upgrades to the Firewall at Fire Station 1 as recommended by Block 5 Technologies and requested by Chief Burkush.

J. Giotas motioned to have the Council Chair sign the Budget Transfer Request #2019-02 in the amount of \$1,580 for firewall upgrades as Fire Station 1. The motion was seconded by T. Tsantoulis.

A roll call vote was taken.

Roll Call Vote #4

A. Walczyk Yes

J. Levesque Yes

J. Durand Yes

D. Winterton Abstained

T. Tsantoulis Yes

J. Giotas Yes

J. Sullivan Yes

Voted unanimously in favor with one abstention.

FY 2019-20 Budget and Warrant Articles

C. Soucie: At the last meeting you voted not to bond the Hackett Hill Roundabout Project. Therefore, it now says that \$1,200,00 will come from the unassigned fund balance and that the Council voted not to recommend this, with one in favor and seven opposed.

Dr. Shankle: For clarity, I suggest saying one yes vote and seven no votes, for clarity.

Chair Sullivan: As I recall, the vote not to recommend this is due to the fact that the cost of the project has increased dramatically since first introduced. The project has been significantly delayed. We are willing to cooperate but this goes too far.

C. Soucie: Next is the Parks & Rec full-time Recreation Director with \$89,000 as the suggested cost.

Chair Sullivan: I had asked for clarification about use of revolving fund and how much is in that account.

C. Soucie: You can use the fund for anything recreational. The balance in October was \$168,000.

D. Shankle: Bear in mind that you can only take money from the revolving fund for the first year in this warrant article.

Chair Sullivan motioned to put this article on the ballot and to raise and appropriate \$89,000 for the salary and benefits to hire a full-time recreation director; of this amount, \$30,000 is authorized to be withdrawn from the Recreation Revolving Fund, with the balance of \$59,000 to be raised from general taxation. The motion was seconded by T. Tsantoulis.

J. Durand: We have put this on the ballot twice and it failed twice. Why do we keep doing it?

J. Giotas: How long did it take to accumulate what is in the fund now?

C. Soucie: It was created in 2008; most of the funds accumulated in the last three or four years.

T. Tsantoulis: It should be noted that the decision of the Parks & Rec Advisory Board to pursue this was based on a lot of public interest.

J. Durand: It was presented twice and voted down twice. We can't keep adding jobs. This work should be done by volunteers as in the past.

Chair Sullivan called for a vote on the motion to put this article on the ballot.

The motion was approved (5-1) with one abstention.

Chair Sullivan motioned to recommend this article. T. Tsantoulis seconded the motion.

Chair Sullivan called for a roll call vote.

Roll Call Vote #5

T. Tsantoulis Yes

A. Walczyk Yes

J. Levesque Yes
D. Winterton Abstained
J. Durand No
J. Giotas Yes
J. Sullivan Yes
The motion carried (5-1) one abstention

C. Soucie: A public hearing on the ladder truck is scheduled for the next meeting. Next is the Old Town Hall Renovations.

D. Shankle. We need to get this open so people can start using it. I would suggest a two-year plan, with \$200,000 for first year and \$100,000 the next year.

J. Giotas: \$600,000 took me by surprise. I thought we would do the roof and heating system. I am in favor of cutting it in half.

Chair Sullivan: Could the money come from fund balance?

C. Soucie: You can't have an article which uses the fund balance for two years.

Chair Sullivan: Could we use the fund balance for the first year only?

C. Soucie: Yes

J. Giotas: The most important thing is heat.

C. Soucie: I need to check as to whether the article can use one type of funds for the first year and another for the next.

D. Shankle: We can check on that and bring it back at the next meeting.

Chair Sullivan: When should the Council approve the operating budget?

C. Soucie: You should do that on Jan 23, 2019, after the public hearing.

Police Station Renovation

B. Thomas: I want to clarify something from the last meeting. Mr. Long said he regularly comes in at or below the GMP, which stands for Guaranteed Maximum Price. \$593,000 is an initial estimate from the draft plans; it has built in contingency, but it is not the GMP. The project is budgeted at \$747,000 with contingency built in. I don't think there is a problem but it might have been confusing.

Chief Bouchard: We don't have the GMP yet.

Grant Drive Drainage Project Change Order No. 1

B. Thomas: This project was on my desk the day I got here. We are looking for approval of a change order in the amount of \$14,136 because of the need for 21 extra feet of pipe and paving. There was no catch basin where the plans said it was. This project came about because of a sink hole. We encountered a huge rock, which is the reason for pipe failure. We have a great contractor on this job and he is doing great work.

Chair Sullivan: I appreciate the detail you have provided.

D. Winterton: Will this be funded via the Drainage Upgrade Fund?

E. Labonte: Yes, that is the intention.

D. Winterton: That fund has a balance of \$282,000.

T. Tsantoulis made a motion to approve the change order in the amount of \$14,136 and to direct Dr. Shankle to sign it on behalf of the Council. The motion was seconded by J. Levesque.

Chair Sullivan called for a roll call vote on the motion.

Roll Call Vote #6

J. Durand Yes

J. Levesque Yes

D. Winterton Abstained

J. Giotas Yes

T. Tsantoulis Yes

A. Walczyk Yes

J. Sullivan Yes

Voted unanimously in favor, with one abstention.

NEW BUSINESS (moved up to accommodate attendees)

Cooperative Purchasing Program

Chair Sullivan motioned to remove the Cooperative Purchasing Program item from the table. The motion was seconded by J. Giotas.

Voted unanimously in favor, with one abstention.

E. Labonte: What we are looking at is the ability to use collective purchasing agreements, which is authorized in the Administrative Code and has been used previously in the town. We would like to have agreements with US Communities and Sourcewell (formally NJPA). In 2016 the Hooksett Fire Department utilized the Houston-Galveston Area Council Buy Program to purchase an ambulance using a pre-bid program. These agencies go out and do proposals and bring bids in, and you don't have to go through the formalized bidding process. You can pick the one that gives the best deal. You don't have to make up a proposal package or run a bid ad in the paper. It saves a lot of time and money.

J. Giotas: Is this more desirable than the RFP process?

E. Labonte: Yes. I bought several vehicles in my previous job. The prices were always lower than the state bid. We got \$13,000 on the trade-in of a backhoe which was worth about \$4,000.

D. Winterton: One of the things Hooksett has benefited from is hiring people with expertise in other communities. We are benefitting from the experience these people are bringing and we thank you.

D. Fitzpatrick: The Collective Purchasing section is close to the beginning of the Administrative Code, so we can update the Administrative Code by listing these as exhibits.

***Chair Sullivan motioned to approve the cooperative purchasing agreements with the US Communities and Sourcewell (formally NGPA) and to update the Administrative Code with the exhibit specifically listing the actual programs: US communities and Sourcewell (formally NJPA), and Houston-Galveston Area Council. J. Giotas seconded the motion.
Voted unanimously in favor with one abstention.***

Discussion regarding Fire-Rescue Ladder 1

***Councilor Tsantoulis motioned to remove the Fire-Rescue Ladder 1 item from the table. The motion was seconded by J. Giotas.
Voted unanimously in favor, with one abstention.***

Assistant Chief Colburn: Ladder 1 has been out of service since July 12, 2018 because of severe corrosion on the frame and aerial torque box. We have prepared a presentation on our research and the history of the vehicle. It was purchased in 2002. It is a KME ladder truck and has 46,233 miles on it. In 2006 we had a lot of corrosion issues. We had \$70,000 worth of painting done. Then, it failed the annual UL test in 2015 because of delamination of the frame rail. It was returned to the factory where they sandblasted and painted it, as well as doing undercoating. It was covered under warranty then. The current problem we have is rust jacking, so we have frame separation. Some rails are bent. It failed State inspection because of the corrosion which caused the separation. Also, rust bends the frame. Sizable gaps have been created.

Chair Sullivan: Have there been changes in the construction process so a new vehicle might last longer?

Assistant Chief Colburn: The industry has gone to galvanizing. It was not an option in 2003. Rust is very powerful. It bends steel. There are many uses for the ladder truck, including building fires, chimney fires, technical rescues and accident reconstruction.

Chief Burkush: The town zoning and planning regulations now allow buildings over 35 feet in Hooksett. The longest ladder we have is 28 feet, which will get you to the second floor. It's almost an economic development tool to have this available. There are numerous buildings over 35 feet in Hooksett now. SNHU is moving a lot of its students to Hooksett, and there are many commercial and industrial buildings over 35 feet. There are several residential buildings over 35 feet tall as well.

Chief Burkush: We can rent a vehicle monthly. That is one of our options.

D. Shankle: Once you have some buildings over 35 feet, you can't refuse other permits.

Assistant Chief Colburn: If we do nothing, we would go from a 4 to a 5 ISO rating, which is a fair amount of points on the ISO rating and would increase the fire portion of homeowners' insurance on an average home by \$35. Our efficiency would decline because we would be waiting 20 minutes for another truck to arrive. Another option is one of the dealers would rent us a truck for \$5,000 to \$6,000 per month. One long-term solution is to repair the truck. It can't be fixed under warranty, so the cost would be \$180,000. There would be a 9 to 12-month wait period for repairs. You are looking into putting a lot of money into a 15-year old truck. Recovery of the cost of repair is questionable. Ms. Soucie did an analysis and suggests a 20-year bond. One big advantage is that the truck would be designed for our exact needs. It would take 400 days to build, but the manufacturer would provide a loaner at no cost. The tax impact of the bond would be four cents per \$1,000 of assessed value.

D. Winterton: Thanks for doing all of this research. Given that the current truck went 15 years, maybe it should be a 15-year bond.

Assistant Chief Colburn: A new one should last at least 20 years, the life of the bond.

J. Giotas: Do they repair with galvanized steel? Have others had the same problem?

Assistant Chief Colburn: Yes, they would use galvanized steel for the repairs. Rust has been a problem with all vehicles manufactured before they began using galvanized steel.

Chief Burkush: I contacted Primex and they sent a metal specialist who denied the claim. Galvanizing does last longer.

A. Walczyk: What will you do? Will you call Manchester?

Chief Burkush: Some big fires need more than one ladder.

J. Giotas: I understand that we can't find the original signed contract.

Chief Burkush: We have been trying to find the original signed contract. The attorney needs that to know in which state to file a lawsuit.

Assistant Chief Colburn: We have the warranty paperwork. None of us were here at the time of the purchase.

Chief Burkush: This was a family business which was sold to a conglomerate.

J. Durand: Do you know the trade-in value?

Assistant Chief Colburn: We are looking into that. It will depend upon where it goes.

T. Tsantoulis: I do not think anyone will argue about the need for a ladder truck. Timing is an issue, and \$1 million will be a tough sale to the voters, especially if tariffs drive up the price of materials. When galvanizing, there are different levels. I understand that hot dipped is best, and there should be no changes after the process which would reduce the effectiveness of the galvanizing.

Assistant Chief Colburn: These are valid points. They won't drill after the galvanizing is done. There will be no changes; the manufacturer won't allow that.

Chief Burkush: We have worked on this for six months. We need a 109-foot truck with really good reach. I thought we could sue for breach of warranty, but the attorneys say there is less than a 50% chance of success with that.

D. Shankle: You will need a 50% vote for repairs and a 60% vote for the bond. What will you do if it fails? Do you have a Plan B?

Chief Burkush: We would rely on Mutual Aid.

Chair Sullivan: We have a need list, not a wish list, of warrant articles. Is every home affected by insurance change of 5% on fire section? A selling point could be that the property tax impact of the bond would cost the average homeowner less than the \$35 increase per year in the fire section of their homeowners' insurance.

D. Shankle: You need to be careful with that. It is not an absolute.

Chair Sullivan: Do you perform extra daily maintenance in hopes of extending the life of a vehicle?

Assistant Chief Coburn: We do everything we can. We have no ability to put vehicles in the air with a mobile lift for pressure washing. \$60,000 down the road for a mobile lift would benefit the entire town's fleet of vehicles.

***T. Tsantoulis motioned to approve a warrant article hearing for a \$1,000,000 bond to replace Ladder 1. J. Durand seconded the motion.
Voted unanimously in favor, with one abstention.***

The public hearing will be scheduled for the next Town Council meeting on January 9, 2019.

MTA/NHDOT Commuter Shuttle Grant Application

A. Reeves: Nicholas Williams and I were approached by MTA and SNHRPC about this grant, which would allow us to split a bus for senior transportation between our town and Goffstown. We now share a bus with Goffstown but have service for only Tuesdays and Thursdays, and only for five hours each day, which has been hard on some citizens. This grant would also require sharing a bus with Goffstown, but we would have the bus on Mondays, Wednesdays and Fridays for ten hours each day. Therefore, we could have service five days per week. The cost of the bus is \$144,000; the cost for the two towns is \$10,000, and it would be a 50/50 split with Goffstown. MTA would be responsible for maintenance and insurance. There is a need for this. We have had some good feedback but also complaints about the limitations. The bus should last seven to ten years.

D. Shankle: The cost for this would come from the Family Services budget. All we are asking for is a letter of support in order to move forward.

T. Tsantoulis: I have had a disproportionate number of calls on this. The seniors have great enthusiasm for increasing the service. It's a quality of life issue. If we were carting people around using Uber, it would cost more. We should look to fund this.

Chair Sullivan: I can read the letter of support to you. I agree with Councilor Tsantoulis.

J. Giotas. Besides the \$5,000 for the purchase of the bus, are there other expenses?

A. Reeves: There will be operational costs. For the current bus, those costs are about \$10,000 per year.

***T. Tsantoulis motion to have the Council members and the Chair sign the letter of support proposed by Town Planner Nicholas Williams and Family Services Director Abby Reeves regarding increased bus service. The motion was seconded by J. Giotas.
Voted unanimously in favor, with one abstention.***

Town Personnel Plan Updates

***Chair Sullivan motioned to remove this item from the table. The motion was seconded by J. Giotas.
Voted unanimously in favor, with one abstention.***

D. Fitzpatrick: These are housekeeping items. Section 3, Employment Conditions, addresses uniforms for Police Department non-union personnel. We propose adding \$450 or the Detective Division to comply with the way this policy has been processed.

D. Winterton: Is that part of the bargaining group?

Chief Bouchard: Yes. We are trying to clean up the personnel plan. Ms. Fitzpatrick and Ms. Soucie have been helping me with this. The uniform allowance has been received in past years but not given this year because the mistake was found.

D. Fitzpatrick: In Section 7, Education/Training, we are proposing an increase in the calendar year reimbursement for non-union employees to \$1,500, with the Town Administrator's advance approval. The current amount is only \$200, and we hope for increased usage of this benefit by non-union employees to further their education in their positions. The courses must be related to the job.

D. Fitzpatrick: Regarding Section 9, Leaves of Absence, we propose the use of vacation time in 15-minute increments. We no longer can say that a vacation day is eight hours.

T. Tsantoulis: This is standard practice in private sector

D. Fitzpatrick: For the Unpaid Leave of Absence section, we propose adding "with concurrence of the Town Administrator" to comply with the actual way this leave is processed.

D. Fitzpatrick: In Section 10, Insurances, we are clarifying the current Standard Disability Insurance policy criteria for a 14-day wait period, claim processing wait period and receiving disability payments. Vacation time cannot be used for wait periods.

***T. Tsantoulis motioned to approve the Town Personnel Plan edits dated December 19, 2018 as presented. The motion was seconded by J. Giotas.
Voted unanimously in favor, with one abstention.***

OLD BUSINESS (continued)

Town Administrator Search Update

D. Fitzpatrick: Your packet has information regarding options for the Town Administrator search. In 2011, we used the NH Municipal Association (formerly LGC) in our search for a Town Administrator. As of 2012, they no longer offer this service. I spoke with Alan Gould, President of the Municipal Resources Inc. (MRI). He was not available to be here tonight but is available via cell phone. MRI charges about \$6,500 as a base price for this service in New Hampshire, which includes such activities as posting the position, phone interviews, profiles of the candidates, collecting and evaluating resumes and essays. This is generally a nine to ten-week process, narrowing the applicants down to four. The entire process takes a total of about four months. Additional services such as resident, employee and professional panels or surveys would increase the cost. Mr. Gould told me the maximum amount they have charged is \$16,500. About a month should be allotted for the posting process. I can explain my process if you wish.

Chair Sullivan: We could do this ourselves as the School Board did. They used an outside firm and were not successful. Then they developed their own process and were successful by posting the position, conducting interviews, gathering survey information using the SurveyMonkey platform, and using a PTA subcommittee. Also, we could have a public forum for the final two applicants.

D. Fitzpatrick: I would caution that applicants for higher level jobs want confidentiality through the entire process.

D. Shankle: It will impact who applies. Different states have various rules regarding privacy. Most candidates want their application to be private.

D. Winterton: Assume we would be doing this, I would expect it as a charge. I am willing to lead the search for a new Town Administrator. In my career, that's what I did. I am hesitant about a resident panel.

J. Durand: We should look in house first for someone who already knows the town issues.

D. Fitzpatrick: We can post this internally for seven days. Also, anyone can apply for this job, whether internal or external.

J. Giotas: Would we get the same pool of applicants as MRI?

D. Fitzpatrick: We have lots of resources; we post on all websites and would have the same ability to reach out.

D. Shankle: I just want to say that they really vetted us at MRI.

J. Giotas: That would save a lot of time.

D. Winterton: The subcommittee could include Ms. Fitzpatrick, myself, and a couple of other Board members. \$6,500 is short money for this. Also, if MRI selects the 'wrong person,' after one year they will do the process again for free. If we go through MRI, a memo should be sent to all employees about the procedure. I am in favor of hiring from within.

T. Tsantoulis: Ms. Fitzpatrick is very busy already.

Chair Sullivan: My concern is that we would only interview the final four.

D. Shankle: We could see all of the applications from MRI. They don't prefer that, but they are yours. And, you can invite Alan Gould, the president of MRI, to make a presentation.

Chair Sullivan: I would like to survey the public about the qualities they want in a Town Administrator. We should start preparing questions we would like ask of candidates.

D. Winterton: We could ask that internal candidates not be rejected by MRI. Our list of qualities desired should be prioritized.

D. Fitzpatrick: Do you want people to check off the items from the list provided?

Chair Sullivan: Yes.

J. Giotas motioned to invite MRI to the January 9, 2019 Town Council meeting. The motion was seconded by T. Tsantoulis.

Voted unanimously in favor, with one abstention.

SUBCOMMITTEE REPORTS

D. Winterton: The Planning Board met Monday night and approved a small development off Mammoth Road and the expansion of a machine shop. There was a proposal for rezoning a portion of Londonderry Turnpike from residential to commercial. There was quite an audience here, and that may come back and may not happen this year. The Sewer Commission met and I have a wonderful newsletter put out by NH Water Control Association. It has a nice article written by Bruce Kudrick, our Superintendent, and Eric Stevenson, the District Manager for Block Industries, about using water from the Sewer Commission for Block Industries' washing process. This is a win/win situation and

spectacular in terms of a public/private partnership. I am going to ask Ms. Fitzpatrick to make copies for you.

Chair Sullivan: What's going on across from Zapora?

D. Winterton: Nothing has come to Planning. It's now a commercial lot and has a 'Build to Suit Tenant' sign on it.

J. Giotas: Nick Williams posted on the town website merchandise for sale from Kathy Northrup.

NON-PUBLIC SESSION

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

NH RSA 91-A:3 II (b) The hiring of any person as a public employee.

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

J. Sullivan motioned to enter non-public session of 12/19/18 at 9:45pm per NH RSA 91-A:3 II (a), (b) & (c). Seconded by T. Tsantoulis.

Roll Call #7

D. Ross – not present

D. Winterton – yes

J. Levesque – yes

R. Duhaime – not present

A. Walczyk – yes

J. Durand – not present

T. Tsantoulis – yes

J. Giotas – yes

J. Sullivan - yes

Vote in favor (6-0).

T. Tsantoulis motioned to exit non-public session of 12/19/18 at 10:26pm. Seconded by J. Giotas. Vote unanimously in favor (6-0).

J. Levesque motioned to seal the non-public session minutes of 12/19/18. Seconded by J. Giotas. Vote unanimously in favor (6-0).

ADJOURNMENT

J. Levesque motioned to adjourn the public session of 12/19/18 at 10:26pm. Seconded by T. Tsantoulis. Vote unanimously in favor (6-0).

Respectfully Submitted,
Kathleen Donnelly

Record Clerk