



# **AGENDA**

## **Town of Hooksett Town Council**

### **Wednesday, January 23, 2019 at 6:00 PM**

A meeting of the Town Council will be held Wednesday, January 23, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

- 1. CALL TO ORDER**
- 2. PROOF OF POSTING**
- 3. ROLL CALL-NON-PUBLIC SESSION #1**
- 4. NON-PUBLIC SESSION #1**
  - 4.1. 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.
  - 4.2. 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.
- 5. CALL TO ORDER-PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE.**
- 6. ROLL CALL-PUBLIC SESSION**
- 7. PLEDGE OF ALLEGIANCE**
- 8. SPECIAL RECOGNITION**
- 9. SCHEDULED APPOINTMENTS**
  - 9.1. Todd Rainier, Town Clerk and Marc Miville, Town Moderator - February 2, 2019 Deliberative Session
  - 9.2. Bruce Kudrick, Wastewater Superintendent and Dan Tatem, Stantec - Sewer Infrastructure Update
- 10. APPROVAL OF MINUTES**
  - 10.1. Public: 01/02/2019 5 - 9  
[TC Minutes 010219-U](#)
  - 10.2. Public: 01/09/2019 11 - 26  
[TC Minutes 010919-U](#)
  - 10.3. Non-Public: 01/02/2019
  - 10.4. Non-Public: 01/09/2019
- 11. AGENDA OVERVIEW**
- 12. PUBLIC HEARINGS**
- 13. CONSENT AGENDA**

**Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.**

13.1.	Motion to accept the donation of one veterinary care visit for K9 Timber valued at \$99.00 from Deerfield Vet Clinic, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II. <a href="#">Staff Report - SR-18-092 - Pdf</a>	27
13.2.	Motion to accept the donation of one veterinary care visit for K9 Timber valued at \$92.00 from Deerfield Vet Clinic, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II. <a href="#">Staff Report - SR-19-003 - Pdf</a>	29
13.3.	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. <a href="#">Staff Report - SR-19-001 - Pdf</a>	31 - 32
13.4.	Southern New Hampshire University Surety Release <a href="#">Staff Report - SR-19-006 - Pdf</a>	33 - 36
<b>14.</b>	<b>TOWN ADMINISTRATOR'S REPORT</b>	
<b>15.</b>	<b>PUBLIC INPUT - 15 MINUTES</b>	
<b>16.</b>	<b>NOMINATIONS AND APPOINTMENTS</b>	
16.1.	Nomination of David Boutin to the Planning Board <a href="#">Staff Report - SR-19-005 - Pdf</a>	37 - 47
<b>17.</b>	<b>15 MINUTE RECESS</b>	
<b>18.</b>	<b>OLD BUSINESS</b>	
18.1.	FY 2019-20 Budget and Warrant <a href="#">Staff Report - SR-19-009 - Pdf</a>	49 - 56
18.2.	Fire Chief Employment Agreement Effective 05/01/2019-04/30/2022 <a href="#">Staff Report - SR-18-106 - Pdf</a>	57 - 60
18.3.	Town Administrator Search Update	
<b>19.</b>	<b>NEW BUSINESS</b>	
19.1.	Motion to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour minimum. After 8 hours time and a half will be charged. When a detail falls on a holiday the company will be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will remain \$20.00 per hour with no minimum and rates will be rounded to the nearest hour. Effective February 1, 2019. <a href="#">Staff Report - SR-19-007 - Pdf</a>	61
19.2.	All Season Sidewalk Tractor Contract	
19.3.	Ambulance Patient Balance Write-Offs	
<b>20.</b>	<b>SUB-COMMITTEE REPORTS</b>	
<b>21.</b>	<b>PUBLIC INPUT</b>	
<b>22.</b>	<b>NON-PUBLIC SESSION #2</b>	
22.1.	NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public	

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employee or the disciplining of such employee, or the investigation of any charges against him or her.

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

22.3. 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.

## **23. ADJOURNMENT**

### **PUBLIC INPUT**

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

**Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.**



**Town of Hooksett  
Town Council Special Meeting Minutes - Unofficial  
Wednesday, January 2, 2019**

The Hooksett Town Council met on Wednesday, January 2, 2019 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the special meeting of 02 Jan 2019 to order at 6:06 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 Giotas, Councilor James Levesque, Councilor Timothy Tsantoulis, Councilor Donald Winterton, and Councilor Alex Walczyk

**Missed:** Councilor John Durand, Councilor David Ross

**PLEDGE OF ALLEGIANCE**

**OLD BUSINESS**

**Interim Town Administrator Employment Agreement**

D. Fitzpatrick: At the December 19, 2018 Town Council meeting, Councilor Winterton was appointed Interim Town Administrator beginning January 7, 2019 through no later than June 30, 2019. His duties will include serving as department head for Community Development and Economic and Community Director for the Town of Hooksett as well as the other regular duties of the Town Administrator. His hourly rate will be \$35, less ordinary and regular withholdings, not to exceed 40 hours per week without the approval of the Town Council Chair. The year 2003 provides a past-practice (precedent) for this, when a Town Councilor served as Interim Town Administrator at a flat rate of \$1,000 per week. Inflation over 15 years was taken into account. Councilor Winterton will receive no health insurance, no option for the town stipend, and no other benefits. He will have a town-issued cell phone, and a town vehicle will be available to him, but not for commuting back and forth to work. He will be indemnified just as the Town Councilors are each year in July. In his absence, Councilor Winterton will designate another town employee to serve in his stead, with Town Council approval.

***J. Levesque motioned to approve the contract with Councilor Winterton as Interim Town Administrator under the terms described. The motion was seconded by A. Walczyk. A roll call vote was taken.***

**Roll Call Vote #1**

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

***Voted unanimously in favor with one abstention (6-0-1)***

T. Tsantoulis: I had calls from people who did not like the way the Town Council voted twice on this appointment. I took responsibility, but there was malice intended. I am confident that our actions were consistent with the Charter.

D. Shankle: I believe it is correct to count Councilor Winterton as part of the two-thirds quorum, and I suggest the Council vote on that.

***R. Duhaime motioned that Councilor Winterton be counted as part of the quorum at all times, in affirmation of Section 3.5 of the Town Charter. The motion was seconded by J. Giotas. A roll call vote was taken.***

**Roll Call Vote #2**

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

***Voted unanimously in favor with one abstention (6-0-1)***

**Town of Hooksett NH and Teamsters Local 633 Collective Bargaining Agreement**

D. Fitzpatrick: At the December 19, 2018 meeting, the Council had a non-public discussion on this agreement. We met with the Teamsters two times and they agreed to a two-year contract.

***J. Sullivan motioned to unseal discussion #1 of the non-public session of December 19, 2018. The motion was seconded by T. Tsantoulis.***

***Voted unanimously in favor, with the abstention of Councilor Winterton (6-0-1)***

**TOWN COUNCIL MINUTES**

**Non-Public Meeting**

**Wednesday,**  
**December 19, 2018**

**DISCUSSION #1 – Town of Hooksett NH and Teamsters Local 633 Collective Bargaining Agreement**

Dr. Dean E. Shankle, Jr.: Provided overview and facilitated discussion on 2-year (07/01/19-06/30/21) contract with Teamsters Local 633 to include but not limited to:

- wage all members receiving an increase of 5% in year one and then members moving onto the wage chart year 2 for an average wage increase under 3%.
- Adding call-out of \$5.00 for each day as determined by the Public Works Director
- health insurance language to mirror the Police Union contract for same as non-union employee options, however plans that non-union contribute the Teamsters will contribute 16% in year 1 and 17% in year 2

D. Winterton: Added longevity bonus (as described in agreement).

D. Fitzpatrick: Teamsters agreed to remove specific language for many articles and simply refer to Town Personnel Plan.

***Council Consensus: This item will be discussed further and voted on at future Town Council meeting.***

TC MINUTES 010219

101 D. Fitzpatrick: The Teamsters have met and signed a two-year contract, running from July 1, 2019 until  
 102 June 30, 2021. The agreement calls for a flat 5% wage increase for the first year, and a second-year  
 103 increase based on the wage chart in the packets of the Town Councilors. These second-year increases  
 104 will be three percent or less. Next is a call-out rate \$5 each time employees are called out, to be  
 105 determined by the Public Works Director. Regarding health insurance, the agreement mirrors the police  
 106 union contract. For those employees covered by a health plan which requires a contribution, the  
 107 Teamsters will pay 16% of that amount for the first year and 17% for the second year. Language has  
 108 been added regarding longevity bonuses of \$1,000 after three years and bigger bonuses for years six,  
 109 nine and twelve. For leaves of absence, the Teamsters agreed to say, 'refer to the town personnel  
 110 plan'. This will avoid sidebars on these issues. C. Soucie, Finance Director, has drafted a warrant  
 111 article for the review of the Town Council.

112  
 113 D. Winterton: Negotiations went extraordinarily well. I wholeheartedly support this agreement, though I  
 114 won't be voting.

115  
 116 R. Duhaime: I echo the remarks of Councilor Winterton. These wage increases are overdue. We need  
 117 to offer competitive wages for Highway workers in order to keep them long term.

118  
 119 J. Giotas: In light of the difficulty we've had filling these positions, I am pleased with this agreement.

120  
 121 ***J. Giotas motioned to accept this contract agreement with Teamsters Local 633. The motion was***  
 122 ***seconded by T. Tsantoulis. A roll call vote was taken.***

123  
 124 **Roll Call Vote #3**

125	<b>J. Giotas</b>	<b>Yes</b>
126	<b>A. Walczyk</b>	<b>Yes</b>
127	<b>R. Duhaime</b>	<b>Yes</b>
128	<b>T. Tsantoulis</b>	<b>Yes</b>
129	<b>J. Levesque</b>	<b>Yes</b>
130	<b>D. Winterton</b>	<b>Abstain</b>
131	<b>J. Sullivan</b>	<b>Yes</b>

132 ***Voted unanimously in favor with one abstention (6-0-1)***

133  
 134 ***R. Duhaime motioned to place this warrant article in the amount of \$83,564 on the March ballot.***  
 135 ***The motion was seconded by T. Tsantoulis.***

136 ***Voted unanimously in favor, with the abstention of Councilor Winterton.***

137  
 138 ***T. Tsantoulis motioned to recommend this warrant article. The motion was seconded by R.***  
 139 ***Duhaime. A roll call vote was taken.***

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 141 **Roll Call Vote #4**

142	<b>A. Walczyk</b>	<b>Yes</b>
143	<b>J. Levesque</b>	<b>Yes</b>
144	<b>R. Duhaime</b>	<b>Yes</b>
145	<b>D. Winterton</b>	<b>Abstain</b>
146	<b>T. Tsantoulis</b>	<b>Yes</b>
147	<b>J. Giotas</b>	<b>Yes</b>
148	<b>J. Sullivan</b>	<b>Yes</b>

149 ***Voted unanimously in favor with one abstention (6-0-1)***

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 151  
 152 **NEW BUSINESS**

154 **Financial Audit Engagement for Fiscal year ended June 30, 2018**

155 D. Shankle: We have a financial audit every year. Angell & Company LLC did our audit last year. C.  
156 Soucie was leased with their work, and the cost is less than Hollis was paying a couple of years ago.  
157 Both Ms. Soucie and I recommend Angell & Company.

158  
159 R. Duhaime motioned to have the Chair sign the Engagement Letter for the Fiscal Year ending June  
160 30, 2018 with Angell & Company. The motion was seconded by T. Tsantoulis. A roll call vote was  
161 taken.

162

163 **Roll Call Vote #4**

164 **A. Walczyk** Yes  
165 **J. Levesque** Yes  
166 **R. Duhaime** Yes  
167 **D. Winterton** Abstain  
168 **T. Tsantoulis** Yes  
169 **J. Giotas** Yes  
170 **J. Sullivan** Yes

171 ***Voted unanimously in favor with one abstention (6-0-1)***

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**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 01/02/19 at 6:34pm per NH RSA 91-A:3 II (a), (b) & (c).  
Seconded by J. Levesque.***

**Roll Call #6**

J. Durand – not present  
J. Levesque – yes  
D. Winterton – abstain  
J. Giotas – yes  
D. Ross – not present  
T. Tsantoulis – yes  
A. Walczyk – yes  
R. Duhaime - yes  
J. Sullivan - yes

***Vote in favor (6-0-1 abstain).***

***J. Giotas motioned to exit non-public session of 01/02/19 at 7:19pm. Seconded by T. Tsantoulis.  
Vote in favor (6-0-1 abstain (Councilor Winterton)).***

***J. Sullivan motioned to seal the non-public session minutes of 01/02/19. Seconded by J. Giotas.  
Vote in favor (6-0-1 abstain (Councilor Winterton)).***



206 **ADJOURNMENT**

207 *J. Sullivan motioned to adjourn the public session of 01/02/19 at 7:20pm. Seconded by T. Tsantoulis.*

208 *Vote in favor (6-0-1 abstain (Councilor Winterton)).*

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**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, January 9, 2019**

The Hooksett Town Council met on Wednesday, January 9, 2019 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 09 Jan 2019 to order at 6:05 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 (arrived at 6:), Councilor John Giotas, Councilor James Levesque, Councilor Timothy Tsantoulis, Councilor Donald Winterton, and Councilor Alex Walczyk

**Missed:** Councilor John Durand, Councilor David Ross

**PLEDGE OF ALLEGIANCE**

**SPECIAL RECOGNITION**

**Hooksett Youth Achiever of the Month**

D. Winterton: Presenting this award is the most fun I have as a Town Councilor. There must be something in the water in Hooksett because one of the last awards I presented was to a young man who had been granted a full military scholarship. Hooksett's Youth Achiever being honored tonight is Jackson Lyscars, a product of Hooksett schools who played several sports, including basketball, soccer, football and baseball. He left for Rocky Mountain High after high school graduation, worked very hard his first year, and was awarded a full ROTC scholarship for the rest of his college years. He will serve our country when he is done. It is a pleasure to recognize Jackson Lyscars with this award.

**Dr. Dean E. Shankle, Jr., Town Administrator – Resignation**

Chair Sullivan: Dr. Shankle is leaving us to become the Town Administrator in Amherst, shortening his work commute by over an hour. He is our longest serving Town Administrator, with over seven years of dedicated service to us from September 1, 2011 to January 11, 2019. He served as the Executive Director of the South West Regional Planning Commission, and prior to coming to Hooksett, he served as the Town Administrator in Hinsdale and Epping and the Town Manager of Merrimack. He completed his undergraduate work at Keene State, received his masters' degree from SNHU, completed a program in public administration and received a doctorate from U Mass Amherst. We have had a great working relationship; he has been very supportive of me. What I see as his best contribution to Hooksett is his ability to pick great department heads, four of whom are in the audience tonight. They are perfect. We will be gathering here at Town Hall this Friday from 10:00 am till noon to wish him well and everyone is invited to stop by.

J. Giotas: I am relatively new to the Council and am amazed by all of the nuances we must adhere to. It is overwhelming, and Dr. Shankle's advice and guidance have been a great benefit to me.

T. Tsantoulis: Dr. Shankle has a real good handle on everything, especially the various departments. The town has benefited greatly and I thank you.

A. Walczyk: I have learned a lot from Dr. Shankle; he had been very helpful. I wish you the best and hope our paths will cross again.

D. Winterton: Dr. Shankle has made our jobs easier. One of our main responsibilities is budgeting, and before the budget proposals come to us, he has examined them and made notes which have been helpful. I look forward to his assistance as I work in his position for the interim.

J. Levesque: I appreciate Dr. Shankle's knowledge of state laws. Prior to his tenure, budgeting was often a fiasco. His comments were helpful. Thank you and good luck.

Chair Sullivan presented a gift from the Town Council.

D. Shankle: I have really enjoyed my time here. There is a danger point for town administrators and town managers when they no longer have a majority on the board of individuals who picked them. This is not 'your person'. This is a good board; you work well together. You now have the best staff the town has ever had. Morale is good. Hooksett has made a lot of great steps forward. I also want to thank all of the residents, especially those who volunteer their time freely to serve on boards and committees, hoping to make the town even better.

## **SCHEDULED APPOINTMENTS**

### **Municipal Resources Inc., Alan Gould, President - Town Administrator Search**

Chair Sullivan: Alan Gould is the President of Municipal Resources, Inc. and is here to discuss with us the ways his company might assist us in our search for a new Town Administrator.

A. Gould: We recently completed working with Stratham, Hollis and Amherst in their searches for a Town Administrator and are working with several other New Hampshire communities in their searches. We also have completed work with several Massachusetts communities and are working with others on their searches. We are an active company, which helps us build our pool of candidates. You have a copy of our recruitment overview, which serves as a menu of services we have available for you.

D. Fitzpatrick: In our recent discussion, Alan, we established the cost of your services to be a minimum of approximately \$6,500, with an upper limit of at about double that amount. The minimum did not include a community survey which the Council chairman has said they might like to do, and you said you have an email system to get that information

A. Gould: Yes, we have an internet mechanism for that. For those without access to the internet, we can receive paper copies and that data can be entered by MRI employees. We would set up a website, probably [HooksettTAreruitment@MRIgov.com](mailto:HooksettTAreruitment@MRIgov.com). From these responses, we would learn the attributes and qualities desired by the residents for their town administrator. We would also learn the challenges Hooksett is facing. This helps MRI filter candidates, and we would share that input with you. We would gather the data, group themes and paraphrase to preserve the anonymity of those responding. We would want you to have on your website a link to this site.

Chair Sullivan: Recently the SAU used Survey Monkey to get feedback from parents, students, teachers, and all citizens in their search for a superintendent.

Mr. Gould: We use the open email address versus specific questions with multiple choice or yes or no answers. We also provide MRI's phone number and email address.

109 D. Fitzpatrick: What questions would you ask in the essay process?  
110

111 A. Gould: We tailor the essay questions to the community. We have 15 to 20-minute personal phone  
112 interviews with each councilor. Some essay questions are very specific to the community, and we have  
113 questions we like to ask as well. We want to know the areas of expertise each community wants to  
114 emphasize - HR, collective bargaining, budget development, infrastructure. We learn what skill sets  
115 candidates have to match them with the communities.  
116

117 T. Tsantoulis: Thank you. I am glad you want to take input from the public. They are footing the bill.  
118

119 D. Fitzpatrick: Regarding the vetting process, the Council would like to have a subcommittee involved in  
120 the process. I assume you will start with 30 to 40 applications and narrow the pool down to four. The  
121 Town Councilors would like access to all of the applications because they don't want to discard internal  
122 candidates or those from the community.  
123

124 A. Gould: The subcommittee is no problem We eliminate half of the applicants during the resume/cover  
125 letter stage, those with glaring errors and no relevance. When we are down to between 12 and 16, that  
126 would be the time for the subcommittee to get involved. I caution you about emphasizing local  
127 applicants – town employees or town residents. In fact, many communities hire us to make sure it  
128 doesn't happen. It is best to keep politics out. Non-traditional experience sometimes works great.  
129

130 D. Winterton: I like non-traditional. Is this a good time for us?  
131

132 A. Gould: With the holiday season over, it is better, but this is a tough time. Many experienced people  
133 are close to retirement, and there is a void of competent, experienced candidates.  
134

135 D. Winterton: When working with a number of towns, how do you avoid placing the 'best' candidate in  
136 one community and thus depriving another client.  
137

138 A. Gould: Timing is an issue. During the recent cycle, some were candidates in several towns. If they  
139 are ahead of you, they will get the best candidate. The geographic pool is part of this also.  
140

141 D. Winterton: If you have the perfect candidate, why do we have to wait?  
142

143 A. Gould: The process has to play out. I can't tell a candidate not to take a position because I know of  
144 another position that will probably be available soon.  
145

146 J. Giotas: Are we looking at New Hampshire or nationally?  
147

148 A. Gould: It's a national search. Someone might live far from here who has a strong connection to this  
149 area and is highly motivated to return.  
150

151 J. Giotas: I am concerned about someone from another part of the country who just wants a few years  
152 of experience.  
153

154 A. Gould: About half of the candidates are 'from away.' They have to be stellar because they are at a  
155 disadvantage because they do not know this area.  
156

157 Chair Sullivan: With a 30-day posting period and the steps that follow, it looks like an 11-week process.  
158

159 A. Gould: That is right. My style is deliberate. I like to stay on track and move things along. We  
160 eliminate people when we learn things about their backgrounds. We do phone interviews. We make  
161 sure they know the salary limitations.

162  
163 D. Winterton: Do you recruit or only accept resumes?  
164

165 A. Gould: We recruit. We know who is available. It is very competitive right now because of the limited  
166 pool. We all network and we look at all recent recruitments. Who would be a really good fit? Sometimes  
167 it will depend upon salary. When we craft an ad, we say with a top salary of \$125,000 and a starting  
168 salary commensurate with qualifications

169  
170 A. Walczyk: You have a tenure guarantee. Would you explain that?  
171

172 A. Gould: Since I joined MRI ten years ago, I have modified that: We are not done till you have  
173 someone.

174  
175 A. Walczyk: What do you see as the challenges for Hooksett going forward?  
176

177 A. Gould: I don't know enough about Hooksett to say at this point.  
178

179 R. Duhaime: Our DPW just went with Teamsters and the proposed agreement will be a warrant article  
180 on the March ballot. The agreement offers longevity bonuses after the third, sixth, and ninth years. We  
181 are a good-sized town and should be competitive.

182  
183 A. Gould: We help to negotiate with the chosen candidate, who might get a counter-offer from their own  
184 community. They will know you have stability, seeing Dr. Shankle's 7.5-year tenure. What people read  
185 about Hooksett is positive; you have a good location. It could come down to vehicle expenses or  
186 professional development opportunities. If someone lacks experience and wants a higher starting pay,  
187 you might offer a step increase after one year, assuming a satisfactory performance review. We tell  
188 candidates that they are a risk to the community, just as taking the position is to the candidate.

189  
190 Chair Sullivan: What are the next steps?  
191

192 A. Gould: I think I understand the process you want. It is a matter of me sending you an agreement. To  
193 start, I need your total operating budget, the number of full-time employees, and a salary range.

194  
195 D. Fitzpatrick: I have provided the current job description. In addition to that, Dr. Shankle was assigned  
196 to be the director of Community Development.

197  
198 D. Winterton: That is something we can negotiate. Hooksett has incredible development opportunities.  
199 We have three highway exits with development opportunities.

200  
201 A. Gould: Economic development should then be part of the essays because you would place a high  
202 value on finding somebody with that experience.

203  
204 **OLD BUSINESS**

205  
206 **Town Administrator Search Update**

207  
208 D. Shankle: We need a dollar amount for the services of MRI.

209  
210 A. Gould: The subcommittee will add to that. It would be about \$7,500.

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D. Shankle: What can you work on during the next two weeks?

A. Gould: We can draft the posting ad and set up the email. Advertising costs will be about \$1,000, and it will be the town's responsibility to pay that cost. I also need a salary range.

D. Fitzpatrick: According to a completed wage study, which looked at several comparable communities, the maximum on our classification pay range was \$149,000. Our range is actually \$105,000 to \$125,000.

A. Gould: I would be comfortable with that. If I thought that was low, I would tell you because otherwise we would be wasting everybody's time.

***Chair Sullivan motioned to enter into an agreement with MRI to assist with the search for a new Town Administrator for an amount not to exceed \$7,500, to authorize MRI to prepare a posting for the position at a maximum salary offering of \$125,000, and to authorize the Acting Town Administrator to sign on behalf of the Town of Hooksett, with the caveat that the town covers the cost of advertising. The motion was seconded by T. Tsantoulis. A roll call vote was taken.***

**Roll Call Vote #1**

<b><i>J. Giotas</i></b>	<b><i>Yes</i></b>
<b><i>T. Tsantoulis</i></b>	<b><i>Yes</i></b>
<b><i>J. Levesque</i></b>	<b><i>Yes</i></b>
<b><i>A. Walczyk</i></b>	<b><i>Yes</i></b>
<b><i>R. Duhaime</i></b>	<b><i>Yes</i></b>
<b><i>J. Sullivan</i></b>	<b><i>Yes</i></b>

***Voted unanimously in favor (6-0)***

Chair Sullivan: My understanding is that Councilor Winterton will be called on during any roll call vote and that he will abstain.

D. Winterton: I chose to abstain from voting prior to the beginning of my appointment as Acting Town Administrator. As of Monday, January 7, 2019, when my contract began, I no longer have a vote.

D. Fitzpatrick: Councilor Winterton will be counted as part of the quorum, so will respond when attendance is taken and when a vote is taken to enter non-public session.

**APPROVAL OF MINUTES**

***T. Tsantoulis motioned to approve the minutes of the public meeting of December 19, 2018. The motion was seconded by J. Levesque. Voted unanimously in favor.***

T. Tsantoulis: For the record, I have a correction to the December 12, 2018 public meeting minutes. On line 468, GMP stands for Guaranteed Maximum Price, not Good Manufacturing Practice.

***J. Levesque motioned to approve the minutes of the non-public session of December 19, 2018. The motion was seconded by T. Tsantoulis. Voted unanimously in favor.***

D. Fitzpatrick: Just for the record, at your last meeting on January 2, 2019, you did vote to unseal the minutes of the first non-public discussion regarding the Teamsters Local 633 Collective Bargaining Agreement.

## AGENDA OVERVIEW

Chair Sullivan: We have a Public Hearing, the Consent Agenda, and a Reconsideration of Street Name Approval

## OLD BUSINESS (continued)

### Reconsideration of Street Name Approval

Mark Adam, President and Owner of Cinemagic: In 2006 we developed this property and built the driveway. Our address was 1226 Hooksett Road. We were asked to come up with three suggestions for names, and we thought long and hard about it. Our first choice was Cinemagic Way because of the magic of cinema. We own other Cinemagic theaters at other locations. We own and maintain easements to two other lots – 1224 and 1228 Hooksett Road. One is being developed now and hopefully the other one will be also. I heard that some council members were concerned that the theater might not always be there, so Cinemagic Way might not be appropriate. However, you have precedents, even with public roads, such as Legends Drive.

***T. Tsantoulis motioned that consideration be given for 1226 Hooksett Road to be named Cinemagic Way. The motion was seconded by J. Giotas.***

T. Tsantoulis: I don't have any objection to Cinemagic Way and I don't think there was a lot of opposition when this was discussed at our meeting in December. Out of respect to the owner, who has provided jobs and entertainment to our town, I am in favor of this change.

J. Giotas: I assume you are maintaining the driveway, including the two other locations.

E. Labonte: This is a private road. No maintenance is done by the town.

***Voted unanimously in favor (6-0)***

## PUBLIC HEARING

**Public Hearing to discuss a bond to be issued to finance a Ladder Truck for the Fire-Rescue Department in the amount of \$1,000,000 per RSA 33:8-a, I**

Chair Sullivan read the background information and the drafted warrant article.

T. Tsantoulis: What is the cost to the taxpayers on a yearly basis?

Assistant Chief Colburn: It is four cents per thousand.

Chief Burkush: Our goal is to reduce the size of the fleet. We plan to trade in the current ladder truck and then reduce our fleet by one pumper, since the new truck could be designed as a pumper.

Chair Sullivan: Will the new truck last 20 years?



316  
 317 Assistant Chief Colburn: Our goal is 20 years.  
 318  
 319 T. Tsantoulis: The current status of the truck being replaced is it can't be used. Is it still a viable piece of  
 320 equipment?  
 321  
 322 Assistant Chief Colburn: It failed the State MV inspection, so it can't be on the road.  
 323  
 324 T. Tsantoulis: What is the cost to put it on the road?  
 325  
 326 Assistant Chief Colburn: It needs new frame rails to fix it. The cost estimate is \$180,000 to \$190,000. It  
 327 has rotted out on the underside.  
 328  
 329 R. Duhaime: Did you look at different options for repairing it? Did you get estimates? Can't sections be  
 330 welded or patched? Donavan does this to all sorts of equipment all of the time.  
 331  
 332 Assistant Chief Colburn: It would have to go back to manufacturer because it must have the  
 333 manufacturer's stamp.  
 334  
 335 R. Duhaime: You have to go back to manufacturer who did not honor its warranty?  
 336  
 337 Assistant Chief Colburn: No one else will take on the liability. The entire truck has to be disassembled.  
 338 The cost is in the labor. It will take 1,200 hours.  
 339  
 340 R. Duhaime Have you consulted legal counsel?  
 341  
 342 Assistant Chief Colburn: Yes, we have.  
 343  
 344 J. Levesque: What becomes of old truck. Can you sell it?  
 345  
 346 Assistant Chief Colburn: It would probably have to be another country where they don't have standards.  
 347  
 348 J. Levesque: Regarding maintenance, do you under-wash the truck?  
 349  
 350 Assistant Chief Colburn: We do, with a handwasher. Down the road, it would be good to have a set of  
 351 mobile lifts for washing all town vehicles once a year.  
 352  
 353 Chief Burkush: We worked for six months on this. The last thing we want to do is come to you to ask for  
 354 this. The manufacturer who sold this truck to Hooksett sold his family business to a large conglomerate  
 355 two years ago. They do business a different way. Both groups of attorneys - prior and current - for the  
 356 town have reviewed this.  
 357  
 358 D. Shankle: Are you saying the truck works fine but it can't pass inspection?  
 359  
 360 Assistant Chief Colburn: There is damage to torque frame It will collapse eventually. It is hard to say  
 361 what will be done. Perhaps it will be sold for scrap parts. The Underwriters Laboratories (UL) won't  
 362 stamp it. This conglomerate has a large powerful lawyer group.  
 363  
 364 R. Duhaime: It sounds like a scam. I don't understand how this company gets away with this and stays  
 365 in business and even buys other businesses. Why did you decide on a 20-year bond?  
 366

367

368 C. Soucie: the warrant article allows the Town Council to do whatever it wishes to do in terms of the  
369 length and terms of the bond.

370

371 D. Shankle: What is the interest over the life of the bond?

372

373 C. Soucie: It is \$483,000.

374

375 Chair Sullivan: So, there is nothing stopping us from changing this to a 10 or 15 year bond?

376

377 R. Duhaime: Is there a capital reserve fund for this?

378

379 C. Soucie: You have a Fire Vehicle Apparatus Capital Reserve Fund, but almost all of that was spent  
380 on the pumper and the forestry truck.

381

382 T. Tsantoulis: On March 12<sup>th</sup> the voters will decide. I have had a lot of calls and many citizens don't  
383 want this.

384

385 D. Shankle: This needs a 60% majority. You should probably come up with plan B.

386

387 R. Duhaime: You could repair this vehicle and begin putting money in a capital reserve fund just for  
388 ladder truck. It would lower the impact on the residents.

389

390 Assistant Chief Colburn: The town has gone back and forth regarding leasing. With the Fire Vehicle  
391 Apparatus Capital Reserve Fund, the intent was to get out of leasing. The plan moving forward was to  
392 put money aside and thus be earning interest and having more negotiating power. We did not anticipate  
393 this expense.

394

395 J. Giotas: There are 47,000 miles on the truck. The torque box is expensive. There are structural  
396 issues.

397

398 Assistant Chief Colburn: The torque box might be able to be re-used. We won't know till we take it  
399 apart. Engineers have to stamp this truck.

400

401 T. Tsantoulis: Someone else will be faced with this down the road again. What the State uses to treat  
402 the roads, liquid brine, causes serious corrosion.

403

404 Assistant Chief Colburn: All we can do is use best practices. We can find money to invest in a set of  
405 lifts. Short of that, there is nothing you can do. A lot of municipalities are having the same problem.

406

407 J. Giotas: How about a class action suit to go after this company? Perhaps the AG should be brought  
408 into this to go after this company.

409

#### 410 **CONSENT AGENDA**

411

412 Acceptance of \$9,700 Conservation (Moose) License Plate Grant

413

414 ***R. Duhaime motioned to accept the donation of \$9700 from the New Hampshire Division of***  
415 ***Historical Resource's Conservation License Plate Grant Program in accordance with RSA 31:95-***  
416 ***b, III (b), on behalf of the Town of Hooksett to perform the agreed upon millwork and that the***  
417 ***interim town administrator be authorized to sign the necessary paperwork. The motion was***  
418 ***seconded by A. Walczyk.***

419

420

421

A. Walczyk verified that Nick Germain will make sure that the contractor complies with the terms of the grant.

422

423

Chair Sullivan: Kathy Northrup and Nick Germain have done yeomen's work to get this grant.

424

425

J. Giotas: I agree.

426

427

***Voted unanimously in favor. (6-0)***

428

429

430

Partial Release of Surety for Dion Construction in the amount of \$381,129.55.

431

432

***T. Tsantoulis motioned to approve the partial release of Surety for Dion Construction in the n of \$381,129.55 The motion was seconded by R. Duhaime.***

433

434

B. Thomas: I have reviewed the documents and agree with the partial release.

435

436

***Voted unanimously in favor. (6-0)***

437

438

#### **TOWN ADMINISTRATOR'S REPORT**

439

440

D. Shankle: The Police Chief was interested in changing the special op unit program. You approved this and I intend to sign the contract.

441

442

D. Shankle: Regarding the Voters Guide, Chairman Sullivan suggested including the School side. This will be distributed before election, but not before the deliberative session. Acting Town Administrator will contact the School Board to coordinate preparation and sharing of cost.

443

444

445

D. Shankle: The Town Clerk informed me that Brian Williams has resigned as a Supervisor of the Checklist. Per State election laws, the remaining two supervisors will choose a replacement to fill in until the next election. The Town Clerk also asked me to remind people that the filing period for open town positions begins January 23rd and ends February 1<sup>st</sup>. There are lots of open seats.

446

447

D. Shankle: You have all received the reports from the auditors. The Finance Director does a great job and the audit went well.

448

449

D. Winterton: Timber is on the job with the K-9. Unit and has been out and about.

450

451

D. Winterton: From now on Right to Know requests must be in writing. Forms are available on the website. The cost is 50 cents per page and \$25 for video requests. These must be delivered to the Town Administrator and will not be accepted by email

452

453

D. Winterton: I am glad we are going forward with search for a new Town Administrator

454

455

456

#### **PUBLIC INPUT**

457

458

Wayne Goertel, 33 Park Lane: I am a member of the Budget Committee and thank you for your work on the budget proposal. I see that the Recreation Director article is on the ballot again after being defeated two years in a row. Apparently, it is being given a third chance because advocates believe it was

459

460

461

472 defeated because of the snowstorm at last year's election. There has been so much lobbying. Actually,  
 473 it is the older, more frugal voters who couldn't get out to vote 'no'. I think it is better as a two-year pilot  
 474 program. I didn't know that a recreation director meant a whole new department. More creative things  
 475 can be done with this warrant article. The language should be clear it is a new department. Fun in the  
 476 Sun should be self-standing.

477

478 **NOMINATIONS AND APPOINTMENTS**

479 Chair Sullivan: Planning Board member Denise Grafton has resigned. We thank her for her service.

480

481 ***T. Tsantoulis motioned to accept the resignation of Denise Grafton from the Planning Board.***

482 ***The motion was seconded by R. Duhaime.***

483 ***Voted unanimously in favor (6-0)***

484

485 ***R. Duhaime motioned to nominate David Boutin as a full member of the Planning Board. The***  
 486 ***motion was seconded by J. Levesque.***

487

488 ***J. Levesque motioned to waive the rules so that the vote on David Boutin's nomination could be***  
 489 ***acted upon tonight.***

490

491 D. Winterton: The Planning Board does not meet again until February, so there is no need to waive the  
 492 rules and vote on the nomination this evening.

493

494 J. Levesque: I will withdraw my motion then.

495

496 A. Walczyk: As a heads up, the Economic Development Advisory Committee has been having  
 497 problems with getting a quorum for meetings and may be asking us to approve alternate members.

498

499 Chair Sullivan: I would ask Dr. Shankle to be sure the open positions for the March ballot be posted on  
 500 the town website.

501

502 Chair Sullivan closed the public hearing on the Fire Department ladder truck at 8:30 pm.

503

504 **FY 2019-20 Budget and Warrant Articles**

505

506 C. Soucie: New laws regarding the default budget say it must be presented at Budget Committee Public  
 507 Hearing, which is tomorrow night. The amount is \$18,666,969.00.

508

509 ***R. Duhaime motioned to present the default budget in the amount of \$18,666,969.00 to the***  
 510 ***Budget Committee at its hearing tomorrow evening. The motion was seconded by T. Tsantoulis.***  
 511 ***A roll call vote was taken.***

512

513 **Roll Call Vote #2**

514 ***R. Duhaime*** Yes

515 ***J. Levesque*** Yes

516 ***A. Walczyk*** Yes

517 ***J. Giotas*** Yes

518 ***T. Tsantoulis*** Yes

519 ***J. Sullivan*** Yes

520 ***Voted unanimously in favor (6-0)***

521

522

523 C. Soucie: You had the public hearing on the Fire Department ladder truck tonight. Now you have to  
524 decide whether or not to put it on the ballot and vote to recommend it or not.

525

526 D. Shankle: This is truly an emergency. I am not comfortable putting it to a vote. If it's defeated, we still  
527 have to deal with the emergency. You will need to find money in this year's budget one way or another.  
528 The Fire Department can limit overtime. There can be a hiring freeze. By the end of the next quarter,  
529 we will know how the end of the year looks. One way or the other, you have to find the money. You can  
530 pay \$60,000 a year for three years to repair it and hope it lasts at least that long. If it's not a true  
531 emergency, I think you are going to have a tough time getting 60% of the vote that you need.

532

533 T. Tsantoulis: I agree with pretty much everything Dr. Shankle said. It's a great plan B and it's  
534 financially prudent.

535

536 R. Duhaime: I'd like to sign a mutual aid agreement or share ladder trucks. It is expensive to keep this  
537 truck for four fires a year. How much of an emergency is it? How long will it take to get it?

538

539 Chief Burkush: It would be a year; they would give us a loaner.

540

541 Chair Sullivan: We shouldn't **not** put it on the ballot because we think it will fail.

542

543 D. Winterton: It would take nine to twelve months to fix. What will you do during that time? How often do  
544 you use it?

545

546 Chief Burkush: We could rent a truck for \$5,000 per month. There have been nine structure fires in  
547 2018. It hasn't responded because it has been out of service since July 12<sup>th</sup>. I wouldn't put \$180,000  
548 into a 16-year old truck. There would be no warranty. I would probably wait a year and demonstrate the  
549 need to community. We would rent for a year. I don't want to give town money to KME.

550

551 T. Tsantoulis: To be transparent, we should say we have the repair option. If we do repair it, we would  
552 only use it when absolutely necessary.

553

554 Chief Burkush: The company doesn't respond to calls or emails. The attorneys say we have a less than  
555 50% chance of winning a law suit.

556

557 R. Duhaime: It's sticker shock. It's a million dollars. Perhaps renting for a year and having a \$250,000  
558 capital reserve fund warrant article would be more palatable. The taxpayers might go for it, especially in  
559 this budget year.

560

561 J. Levesque: We could show the voters we are putting money in the bank as a capital reserve fund.

562

563 T. Tsantoulis: You could put \$250,000 in a capital reserve fund four years in a row and order the truck  
564 in third year. It's all about perception.

565

566 Chair Sullivan: If we remove the bond warrant article and put \$250,000 in a capital reserve fund, there  
567 is no guarantee it will pass. It's a year without a truck.

568

569 D. Shankle: If you rent for \$60,000 a year, it's the same amount. Maybe mutual aid will cover us.

570

571 Assistant Chief Colburn: Renting and leasing are different. We would be renting a 2002 truck, so we  
572 can't rent it for ten years.

573

574 C. Soucie: We avoid leasing because a lease means a warrant article every year. DRA wants us to  
575 avoid this.

576  
577 D. Winterton: Have you thought about buying a used one? I found a ladder truck for sale on line.  
578

579 Assistant Chief Colburn: Raymond bought a used truck and then put lots of money into it. As for  
580 repairs, they won't touch a frame issue.

581  
582 D. Winterton: It troubles me that we've been without one since July and we've been okay.  
583

584 Chair Sullivan: Are these options all available after the election?  
585

586 C. Soucie: You could rent a vehicle, purchase a used one, or repair the existing one. Use of the  
587 Unassigned Fund Balance must go to voters. You also have mutual aid.

588  
589 D. Shankle: You will have to explain all of the other options and why they aren't feasible.  
590

591 Chair Sullivan: Very few voters attend the deliberative session; there were 40 last year. How do we  
592 reach the 600 who vote in March? This could make it harder to get other warrant articles passed.

593  
594 D. Winterton: We have to vote on whether or not to recommend this.  
595

596 J. Levesque: The capital reserve fund is what I favor.  
597

598 J. Giotas: People won't vote for this and other articles will be jeopardized.  
599

600 ***Chair Sullivan motioned to move the ladder truck to the ballot. The motion was seconded by R.***  
601 ***Duhaime. A roll call vote was taken.***

602  
603 **Roll Call Vote #3**

604 ***J. Giotas*** ***No***

605 ***A. Walczyk*** ***No***

606 ***R. Duhaime*** ***No***

607 ***T. Tsantoulis*** ***No***

608 ***J. Levesque*** ***No***

609 ***J. Sullivan*** ***Yes***

610 ***The motion failed (1-5)***  
611

612 ***R. Duhaime motioned to increase the Fire Apparatus warrant article amount by \$150,000. The***  
613 ***motion was seconded by J. Giotas. R. Duhaime amended his motion to move three of the items***  
614 ***now in the Fire Apparatus article to another new article.***

615  
616 J. Giotas: Where will the \$60,000 for the rental come from each year?  
617

618 C. Soucie: It will come from the operating budget.  
619

620 T. Tsantoulis: This will give us a taste of how the voters feel about spending the money. There will be a  
621 need for the Fire Department to do some sort of a PR blitz for this.

622  
623 A roll call vote was taken.  
624

625 **Roll Call Vote #4**

626 **A. Walczyk** Yes

627 **J. Levesque** Yes

628 **R. Duhaime** Yes

629 **T. Tsantoulis** Yes

630 **J. Giotas** Yes

631 **J. Sullivan** Yes

632 **Voted unanimously in favor (6-0)**

633

634 ***R. Duhaime motioned to recommend this warrant article. The motion was seconded by J.***  
 635 ***Levesque. A roll call vote was taken.***

636

637 **Roll Call Vote #5**

638 **T. Tsantoulis** Yes

639 **R. Duhaime** Yes

640 **A. Walczyk** Yes

641 **J. Levesque** Yes

642 **J. Giotas** Yes

643 **J. Sullivan** Yes

644 **Voted unanimously in favor (6-0)**

645

646 ***R. Duhaime motioned to reduce the amount of the Fire Packs, Bottles and Cistern warrant***  
 647 ***article by \$100,000, leaving \$80,000. A roll call vote was taken.***

648

649 **Roll Call Vote #6**

650 **J. Levesque** Yes

651 **J. Giotas** Yes

652 **T. Tsantoulis** Yes

653 **A. Walczyk** Yes

654 **R. Duhaime** Yes

655 **J. Sullivan** Yes

656 **Voted unanimously in favor (6-0)**

657

658 600,000

659 ***J. Levesque motioned to extend the meeting. The motion was seconded by R. Duhaime.***

660 ***Voted unanimously in favor.***

661

662 **C. Soucie:** Last is the Old Town Hall Restorations warrant article, which is now \$600,000. At your last  
 663 meeting you expressed an interest in reducing the amount to \$300,000.

664

665 ***Chair Sullivan motioned to amend the current article from \$600,000 to \$300,000, with \$200,000 to***  
 666 ***come from the Unassigned Fund Balance this year and \$100,000 to come from the same fund***  
 667 ***next year. The motion was seconded by J. Giotas.***

668

669 **D. Winterton:** To avoid the need for a 3/5 majority on this, you could ask for \$200,000 this year and  
 670 then ask for \$100,000 next year.

671

672 ***Chair Sullivan amended his motion to request only \$200,000 from the fund balance. The***  
 673 ***amendment was seconded by J. Giotas. A roll call vote was taken.***

674

675 **Roll Call Vote #7**

676 **J. Levesque** Yes

677 **R. Duhaime** Yes  
 678 **A. Walczyk** Yes  
 679 **T. Tsantoulis** Yes  
 680 **J. Giotas** Yes  
 681 **J. Sullivan** Yes

682 ***Voted unanimously in favor (6-0)***

683

684 C. Soucie: There are no petition warrant articles involving money.

685

686 N. Germain: This is a reminder that the Planning Board might be asking for alternates.

687

688 **Fire Chief Employment Agreement Effective 05/01/2019**

689

690 This item will be taken up in a non-public session.

691

692 **NEW BUSINESS**

693

694 **Partial Road Acceptance at University Heights**

695

696 ***T. Tsantoulis motioned to accept a partial road at University Heights. R. Duhaime seconded the motion.***

697

698

699 B. Thomas: The section in green has been completed and has turn arounds.

700

701 R. Duhaime: Why is this not a complete loop road?

702

703 E. Labonte: This is phases 1-b. The residents pay taxes. They want the road cleared and they want trash pick-up. We have had many calls, which we have directed to the developer.

704

705

706 D. Shankle: These people own property and pay taxes. The developers are building out slowly.

707

708 R. Duhaime: Do we have a bond?

709

710 E. LaBonte: All projects have bonds. They built hammerheads for turn arounds. They should have built the roads before building houses.

711

712

713 Chair Sullivan: I suggested that the Planning Board shouldn't grant phases with roads which have so many houses.

714

715 ***R. Duhaime motioned to table this item in order to review the plans. J. Levesque seconded the motion. A roll call vote was taken.***

716

717

718 **Roll Call Vote #8**

719

720 J. Levesque Yes

721

722 R. Duhaime Yes

723

724 T. Tsantoulis No

725

726 A. Walczyk No

727

728 J. Giotas Yes

729

730 J. Sullivan No

731

732 ***The motion failed (3-3)***

733

734 D. Winterton: These people pay taxes, and they are slipping and sliding down the road.



729  
 730 T. Tsantoulis: Hammerheads aren't great for turning a truck around. If this developer files bankruptcy,  
 731 what will the town do?  
 732  
 733 D. Shankle: If they file bankruptcy, the town will call the bond and finish the road.  
 734  
 735 R. Duhaime: We could service the road but not accept it.  
 736  
 737 A roll call vote was taken.  
 738

739 **Roll Call Vote #9**

740 **J. Giotas Yes**  
 741 **R. Duhaime No**  
 742 **A. Walczyk Yes**  
 743 **T. Tsantoulis Yes**  
 744 **J. Levesque Yes**  
 745 **J. Sullivan Yes.**  
 746 **Voted in favor (5-1)**

747

749 **SUB-COMMITTEE REPORTS**

750

751 A. Walczyk: The Assessors postponed their meeting till next week.  
 752

753 R. Duhaime: The Budget Committee cut \$618,000 from the School budget. They had some questions  
 754 about village presinct water rates on hydrant rentals that are getting passed on to the Fire Department.  
 755

756 Chair Sullivan: I suggest we send a letter to the Water Precinct, asking them to give advanced notice  
 757 on increased rates. There was consensus agreement. He asked the Acting Town Administrator to send  
 758 that letter.  
 759

760 D. Winterton: The Sewer Commissioner had a good meeting. The Town Planner, Town Engineer and  
 761 Code Enforcer were there with a preliminary cost for the pump house. They said if they go 10-16 feet  
 762 deeper it will increase the cost by \$600,000, but could eliminate the need for a pump house. The Sewer  
 763 Commission wanted to know if the town could help with those increased costs. We will look into TIF  
 764 funding. The Code Enforcer talked about failing sewer systems in the TIF district and provided  
 765 information about special funding – grants and loans – for this.  
 766

767 J. Levesque: The ZBA approved another monument sign for Northeast Credit Union because they have  
 768 two entrances. They can have the sign as long as they stay within 32 square feet. At 9 & 13 Benton  
 769 Road, there is a new training center. There are wetlands concerns. Regarding Supreme Industries on  
 770 Hackett Hill, they have taken 360,000 tons of good fill and only have returned 220,000 tons. They have  
 771 done nothing about reclaiming. Heffron owns the pit. Lots of fill going out of there and there appear to  
 772 be no bonds.  
 773

774 R. Duhaime: At the Planning Board there was discussion about tree cutting on 28 Bypass. They should  
 775 have left a 50-foot buffer.  
 776

777 **PUBLIC INPUT**

778

779 Mark Miville, 42 Main Street, Town Moderator, the Deliberative Session will be held on February 2,  
 780 2019 and the Election will be held on March 12, 2019. I came tonight to hear about the warrant articles.  
 781

782 **NON-PUBLIC SESSION**

783

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

786

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

788

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

791

792

793 *J. Sullivan motioned to enter non-public session of 01/09/19 at 10:08pm per NH RSA 91-A:3 II (a), (b) & (c).*

794 *Seconded by A. Walczyk.*

795

796 **Roll Call #10**

797 *T. Tsantoulis – yes*

798 *J. Levesque – yes*

799 *D. Ross – not present*

800 *J. Giotas – yes*

801 *J. Durand – not present*

802 *A. Walczyk – yes*

803 *R. Duhaime - yes*

804 *D. Winterton – yes*

805 *J. Sullivan - yes*

806 *Vote in favor (7-0).*

807

808 *Town Council took a five-minute break.*

809 *J. Sullivan motioned to exit non-public session of 01/09/19 at 10:50pm. Seconded by T. Tsantoulis.*

810 *Vote unanimously in favor (6-0).*

811 *J. Giotas motioned to seal the non-public session minutes of 01/09/19. Seconded by R. Duhaime.*

812 *Vote unanimously in favor (6-0).*

813

814 **ADJOURNMENT**

815 *J. Sullivan motioned to adjourn the public session of 01/09/19 at 10:55pm. Seconded by T. Tsantoulis.*

816 *Vote unanimously in favor (6-0).*

817

818

819

820

821

---

Name, Recording Secretary

822

Town Council

## STAFF REPORT



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**To:** Town Council  
**Title:** Motion to accept the donation of one veterinary care visit for K9 Timber valued at \$99.00 from Deerfield Vet Clinic, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.  
**Meeting:** Town Council - 23 Jan 2019  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

The visit was completed on November 29, 2018.

**FINANCIAL IMPACT:**

None

**SUGGESTED MOTION:**

Motion to accept the donation of one veterinary care visit for K9 Timber valued at \$99.00 from Deerfield Vet Clinic, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

concur



Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** Motion to accept the donation of one veterinary care visit for K9 Timber valued at \$92.00 from Deerfield Vet Clinic, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.  
**Meeting:** Town Council - 23 Jan 2019  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

The visit was completed on January 2, 2019.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**SUGGESTED MOTION:**

Motion to accept the donation of one veterinary care visit for K9 Timber valued at \$92.00 from Deerfield Vet Clinic, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

concur



Town Council  
**STAFF REPORT**



---

**To:** Town Council  
**Title:** 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.  
**Meeting:** Town Council - 23 Jan 2019  
**Department:** Police Department  
**Staff Contact:** Jake Robie, Captain

**BACKGROUND INFORMATION:**

Four Paws Only of Dracut, MA donated a complimentary grooming on December 29, 2018, for K9 Timber, valued at \$80.00.

**FINANCIAL IMPACT:**

None

**POLICY IMPLICATIONS:**

None

**RECOMMENDATION:**

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.

**TOWN ADMINISTRATOR'S RECOMMENDATION:**

concur

**ATTACHMENTS:**

[20190102150746141](#)



Grooming receipt

Service provided:

Full grooming:

Nail trim and Dremel

Ear clean and check for any signs of infection

Brushing

Bathing

Blow dry

Spot check for skin parasites and address if need be.

Today, December 29<sup>th</sup> 2018 K9 Officer TIMBER received hist complementary grooming service

My staff and myself would like to thank you for entrusting him in our care and look forward to building a relationship with him over the years.

Today's services come to a total of \$80. Please consider this receipt paid in full as a donation from my establishment.

*Shannon Duggan*

*Owner - Four Paws Only*

*5 Gerard St.*

*Draught MA. 01826*

*(978) 957-7387*

*[www.fourpawsonlyinc.com](http://www.fourpawsonlyinc.com)*

*Zen Golden Retrievers*

*Hudson N.H*



Town Council

## STAFF REPORT



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**To:** Town Council  
**Title:** Southern New Hampshire University Surety Release  
**Meeting:** Town Council - 23 Jan 2019  
**Department:** Community Development  
**Staff Contact:** Bruce Thomas, Town Engineer

### BACKGROUND INFORMATION:

Southern New Hampshire University has several surety bonds being held by the Town and has requested the release of many of them. Attached is a list of the surety bonds currently being held that are recommended to be released. All work on these projects has been completed and approved.

The total amount of surety to be released is \$441,052.51

### FINANCIAL IMPACT:

None

### POLICY IMPLICATIONS:

None

### RECOMMENDATION:

Recommend the release of the \$441,052.51 surety for various completed SNHU projects.

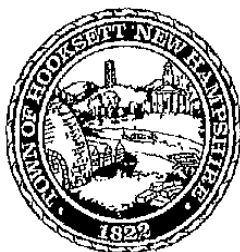
### SUGGESTED MOTION:

Approve the release of Southern New Hampshire University surety bonds totaling \$441,052.51.

### ATTACHMENTS:

[Staff Report - Release of SNHPC Attachment](#)

Southern NH University Escrow Accounts - Surety Projects				
Escrow Acct No.	Project	Balance	Comment	Order of projects from Letter to Linda Goyette
n/a	Site work surety for Residence Hall (N. River Rd Lot, Depot Rd Parking lot, Depot Rd	\$41,621.36	Monadnock Hall - Complete 8-31-17	25
n/a	Landscape surety for Library Learning Commons	\$75,926.38	Complete 8-26-16	26
n/a	Site work surety for West Alice Avenue - Victory Lane Work	\$20,664.42	Connector Road Complete 8-15	27
n/a	Road Bond for North River Road	\$5,234.48	Complete 8-26-16	28
n/a	Site plan surety for Shapiro Library	\$7,896.81	Complete 11-20-15	29
n/a	Excavation surety for N River Road	\$51,152.32	Complete 8-26-16	30
n/a	Site plan surety for New Residence Dorms - Kingston Hall	\$5,081.41	See 16-15 Complete 8-15-18	31
n/a	Landscape surety for Monadnock Hall	\$90,895.29	Monadnock Hall Complete 8-31-17 Bond release 8-31-19 (2yrs)	32
n/a	Landscape surety for Gustafson Welcome Center	\$63,555.83	Complete 12-20-16	34
n/a	Site work surety for Parking Lot A	\$43,325.31	Technical Review Services. Project Complete. Return to Applicant	35
n/a	Site work surety for Parking Lot D	\$35,698.90	Technical Review Services. Project Complete. Return to Applicant	36
		<b>Release this Balance:</b>	<b>\$441,052.51</b>	



# Town of Hooksett

## FINANCE DEPARTMENT

October 22, 2018

Linda Goyette  
Finance Department  
Southern New Hampshire University  
2500 North River Road  
Hooksett NH, 03106

Dear Ms. Goyette,

The Town of Hooksett is holding the following escrows and sureties for the University as of September 30, 2018:

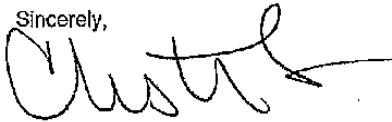
- 1 Planning escrow for Residence Hall
- 2 Planning escrow for CETA Building
- 3 Planning escrow for Parking Lot A
- 4 Planning escrow for Parking Lot C
- 5 Planning escrow for Parking Lot F
- 6 Planning escrow for Dorm III
- 7 Highway escrow for Library Learning Commons
- 8 Highway escrow for Depot Road
- 9 Highway escrow for Victory Lane Connector Road
- 10 Highway escrow for Welcome Center
- 11 Highway escrow for Shapiro Library
- 12 Highway escrow for Athletic Complex
- 13 Highway escrow for Residence Hall
- 14 Highway escrow for Road Improvements
- 15 Highway escrow for Engineering School \*
- 16 Highway escrow for New Dorm
- 17 Highway escrow for Parking Lot D
- 18 Highway escrow for CETA \*
- 19 Highway escrow for Parking Lot A
- 20 Highway escrow for Parking Lot F \*
- 21 Building escrow for Madison House
- 22 Building escrow for Residence Hall \*
- 23 Building escrow for Athletic Complex \*
- 24 Building escrow for CETA Building \*
- 25 Site work surety for Residence Hall (N. River Rd Lot, Depot Rd Parking lot, Depot Rd Construction)
- 26 Landscape surety for Library Learning Commons
- 27 Site work surety for West Alice Avenue
- 28 Road Bond for North River Road
- 29 Site plan surety for Shapiro Library
- 30 Excavation surety for N River Road
- 31 Site plan surety for New Residence Dorms
- 32 Landscape surety for Monadnock Hall
- 33 Landscape surety for Athletic Facility \*
- 34 Landscape surety for Gustafson Welcome Center
- 35 Site work surety for Parking Lot A
- 36 Site work surety for Parking Lot D
- 37 Site work surety for Parking Lot F \*

\* Continue to hold escrow/surety.

38 Site work Surety for CETA \*

Please find attached statements for all of the above.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christine', with a long horizontal flourish extending to the right.

Christine Soucie  
Finance Director

## Town Council **STAFF REPORT**



---

**To:** Town Council  
**Title:** Nomination of David Boutin to the Planning Board  
**Meeting:** Town Council - 23 Jan 2019  
**Department:** Administration  
**Staff Contact:** Nick Germain, Project Coordinator

### **BACKGROUND INFORMATION:**

Denise Grafton was a full board member of the Planning Board. Recently, her husband received a career relocation and they have since moved out of state. David Boutin is a Planning Board Alternate that was nominated by the Planning Board to take her position as a full board member.

Although a member of Council did motion to nominate Mr. Boutin on January 9th, a vote to do so didn't take place.

It was also the consensus of the Council not to override the normal procedure for nominations / appointments given there was ample time before the next Planning Board meeting.

If appointed, there would be now two open Planning Board Alternate positions.

### **RECOMMENDATION:**

Finish the vote to nominate Mr. David Boutin. Consider appointing if its the pleasure of the Council.

### **SUGGESTED MOTION:**

"I motion to nominate Mr. Boutin to the Planning Board to a term expiring June 30th, 2020."

### **ATTACHMENTS:**

[D. Grafton Resignation Letter](#)  
[Planning Board Vacancy Letter](#)  
[David Boutin](#)

1 January 2019



Town of Hooksett

Attn: Nicholas Williams

Richard Marshall, Planning Board Chair

Planning Department

35 Main Street

Hooksett, NH 03106

Re: Resignation, Planning Board Member

Dear Mr. Williams, Mr. Marshall and Fellow Planning Board Members:

The resignation is prompted by a career re-location of my husband from the State of New Hampshire.

It is with regret, I tender my resignation as a Planning Board Member and all sub-committee positions which I have served with honor effective 1 January 2019. It has been a pleasure to have the opportunity to serve the community of Hooksett in this capacity.

Best wishes for continued growth in the future and maintaining what makes Hooksett special!

Sincerely,

Denise M Grafton

7840 Olivet Ct

Alexandria VA 22315



## *Town of Hooksett*

### **Planning Board**

**01/07/2019**

**Re: Planning Board Vacancy**

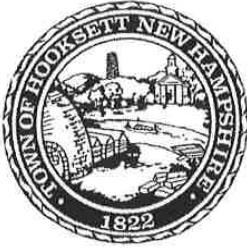
Members of the Hooksett Town Council,

Please be advised that Mrs. Denise Grafton has recently informed Town staff that she has relocated out of state, and thus will no longer be eligible to maintain her seat on the Planning Board.

With this letter, we respectfully request that Mrs. Grafton's resignation be acknowledged in writing, and we also request that the Council motion to nominate Planning Board Alternate David Boutin to take her seat.

Respectfully,

Richard Marshall  
Planning Board Chair



## Town of Hooksett

### APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: April 16, 2018  
 Name: David Boutin Phone: 203-5391  
 Address: 1465 Hooksett Rd, #80 Hooksett, NH 03106  
 Email Address: dboutin1465@comcast.net  
 Signature: David Boutin

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
 Attn: Administration Department or email to [NGermain@hooksett.org](mailto:NGermain@hooksett.org)  
 \*\*\*\*\*

*I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.*

#### BOARDS, COMMISSIONS & COMMITTEES

- ☐ Conservation Commission
- ☐ Economic Development Study Committee
- ☐ Heritage Commission
- ☐ Parks & Recreation Advisory Board
- ☒ Planning Board
- ☐ Recycling & Transfer Advisory Committee
- ☐ Town Hall Preservation Committee
- ☐ Zoning Board of Adjustment
- ☐ Other (Please specify.)



2

How long have you been a resident of Hooksett?

13 Years

Why are you seeking this position?

I am currently serving as an alternate on the Planning Board.

Do you have any specific goals or objectives?

My goal is to insure that the town's land use ordinances are followed appropriately and with full transparency.

Please list special skills, talents or experience pertinent to the position sought:

I have a graduate degree in town planning, served as a local town planner and have served a combined twelve years on both the Manchester and Hooksett Planning Boards. I have also served as a Board of Adjustment member.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

I have none.

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please see above.

Please list any current/prior Town board membership and the dates of service:

I have served on the Town Council, Board of Adjustment, Heritage Commission and as a Trustee of the Trust Funds.

*Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

**FRAUD POLICY**

**Recognition & Awareness Form**

**Acknowledgement:**

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: David Boutin

Print Name: David Boutin

Date Signed: April 16, 2018

Department Head Signature: \_\_\_\_\_

## *Town of Hooksett*

35 Main Street  
Hooksett, NH 03106

### **FRAUD POLICY**

#### **Section 1. Introduction**

**1.1** Financial accountability is a top priority for the Town of Hooksett. The Town's fraud policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Hooksett is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own officials and employees, to gain by deceit, financial or other benefits at the expense of the Hooksett taxpayers.

#### **Section 2. Purpose**

**2.1** The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by officials or employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

#### **Section 3. Definition**

**3.1** There are three major categories of fraud, Asset Misappropriation, Corruption and Fraudulent Statements.

##### **1) Asset Misappropriations – Theft or misuse of an asset.**

- Cash
  - Fraudulent Disbursements – Perpetrator causes the Town to disburse funds through some trick or device (e.g. submitting false invoices, timesheets, expense reimbursement schemes, check tampering, etc.), or prevents the timeliness of the disbursement of funds.
  - Embezzlement – Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
  - Skimming – Cash is stolen from the Town before it is recorded on the Town's books and records.
  - Cash Larceny – Cash is stolen from an organization after it has been recorded on the Town's books and records.

- Inventory and all other assets.
  - Misuse – Misuse, misappropriation, misapplication, destruction, removal, or concealment of the Town's inventory or assets for personal use (e.g. Town vehicles, computers, supplies, etc.)
  - Larceny – Inventory or other assets are stolen from the Town.

2) **Corruption** – Wrongfully use influence in a business transaction in order to procure some benefits for themselves or another person, contrary to duty to employer or the rights of another.

- Conflicts of Interest – An undisclosed economic or personal interest in a transaction that adversely affects the Town.
- Bribery – The offering, giving, receiving or soliciting of anything of value to influence an official act or a business decision.
- Illegal Gratuities – A party who benefits from an official act or a business decision gives a gift to a person who made the decision. An illegal gratuity does not require proof of intent to influence.
- Economic Extortion – An official or employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.

3) **Fraudulent Statement** – Falsification of a Town record. Other similar irregularities is defined as any activity involving questionable behavior or business dealings by member of the public, contractors, vendors, agents or Town officials and employees, that put Town revenue, property, information and other assets at the risk of waste or abuse.

#### **Section 4. Zero Tolerance**

**4.1** The Town of Hooksett has adopted a zero tolerance policy regarding fraud. No official or employee of the Town shall remove any Town of Hooksett assets from the property without proper authorization from the Town Administrator, misuse any Town assets for ones personal gain, or willfully misappropriate any Town of Hooksett asset. Any evidence supporting fraud, theft or embezzlement of Town of Hooksett assets and equipment may be subject to the following personnel actions including but not limited to: suspension, termination, and restitution.

#### **Section 5. Reporting of Fraud or Corruption**

**5.1** Officials and employees shall read and understand this policy. Department Heads shall be responsible to communicate this policy to their staff.

5.2 Any Town of Hooksett official or employee who suspects or is aware of fraud being committed against the Town by anyone shall immediately report such activity to the Town Administrator. (If the Town Administrator is the alleged perpetrator the report shall be directed to the Hooksett Police Chief. If this occurs, the Chief will take the place of the Administrator in the process described below.)

Upon receiving such a report, the Town Administrator will immediately take the allegation to the Town's Legal Counsel and the Hooksett Police Prosecutor. The Administrator, Counsel and Prosecutor will decide the most prudent way to proceed. This may include, for example, parallel investigations for personnel or criminal issues or a decision that the investigation should be completely turned over to the Hooksett Police Department or the NH State Police.

Once a plan of action has been developed, the Town Council will be apprised of the situation in a non-public session.

5.3 All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunctions with the investigation or legal action.

## **Section 6. False Allegations**

6.1 False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

6.2 NH Whistleblowers' Protection Act (RSA 275-E) was established to protect the rights of officials or employee who report violation of law, or refuse to execute illegal directives, participate in investigations or hearings. For a full explanation of these rights the remedies, officials and employees should review this policy which should be displayed in a prominent location in their place of work.

## **Section 7. Prevention**

7.1 Each department will maintain an internal control environment to protect the department and the Town from loss or other damages as a result of a fraudulent act.

## **Section 8. Corrective Actions and Discipline**

8.1 Appropriate and timely action will be taken against those proven to have committed fraudulent act. These remedial actions may include, but are not limited to:

1. Disciplinary action (up to and including immediate termination of employment).
2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Institution of civil action to recover losses.
4. Where the Town of Hooksett elects to take corrective or disciplinary action, it will proceed under the procedures in place under the Personnel Plan or under any collective bargaining agreement for the respective employment classification.
5. The Town of Hooksett may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

Adopted by vote of the Council on this date, 5.23.12

James A. Sullivan  
Mike Conna  
[Signature]  
Keith A. Boswell  
Mr. James  
Devin T. Levesque  
James A. Levesque  
[Signature]

The Board of Directors of the City of San Francisco, California, hereby certifies that the following is a true and correct copy of the resolution of the Board of Directors of the City of San Francisco, California, as adopted on the 14th day of May, 2014.

RESOLVED, that the Board of Directors of the City of San Francisco, California, do hereby certify that the following is a true and correct copy of the resolution of the Board of Directors of the City of San Francisco, California, as adopted on the 14th day of May, 2014.

IN WITNESS WHEREOF, the Board of Directors of the City of San Francisco, California, has caused this resolution to be signed by its duly authorized officers and its corporate seal to be hereunto affixed, this 14th day of May, 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Treasurer

\_\_\_\_\_  
City Controller

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Auditor

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
City Planner

\_\_\_\_\_  
City Administrator





# Town Council

## STAFF REPORT



**To:** Town Council  
**Title:** FY 2019-20 Budget and Warrant  
**Meeting:** Town Council - 23 Jan 2019  
**Department:** Finance  
**Staff Contact:** Christine Soucie, Finance Director

### BACKGROUND INFORMATION:

#### **1) Sign Default Budget for FY 2019-20.**

The default budget includes the following changes to the FY 2018-19 operating budget.

- Police Union contract approved last year \$130,284
- Safety Center & Fire Truck bond payment \$148,970
- Health Insurances \$91,858
- Revaluation (\$56,750)
- NH Retirement rates (\$43,811)

Total FY 2019-20 Default budget is \$18,666,969.00.

#### **2) Council needs to recommend the operating budget as amended by the Budget Committee.**

After a review of the budget the Budget Committee made changes to the following areas to the Council's recommended budget:

- Reduced telephones by (\$3,688)
- Reduced Library's budget by (\$5,971) (as requested by the Library's Trustees)
- Reduced Fire's uniforms, printing and publications by (\$6,700)
- Reduced eclectic by (\$5,000) in Parks
- Reduced overtime for Police by (\$10,000)
- Reduced Admin's software & programs by (\$11,999)
- Increased the Wastewater's budget by \$8,766 (as requested by the Commission)
- Increased the hydrant rental by \$36,000 for increase rate.

The Budget Committee's recommended is \$19,035,357.00 which is 2% higher then the Default Budget and 3.5% higher the current year's budget.

#### **3) Decide who will be recommending and seconding each of the warrant articles at the Deliberative Session.**

### SUGGESTED MOTION:

- 1) Motion to sign the FY 2019-20 Default budget in the amount of \$18,666,969.00.
- 2) Motion to recommend the operating budget for FY 2019-20 in the amount of \$19,035,357.00 (roll

call needed for tally vote).

**ATTACHMENTS:**

[Default Budget](#)

[Budget Summary FY 2019-20](#)

**2019  
MS-DTB**

## Hooksett

For the period beginning July 1, 2019 and ending June 30, 2020

This form was posted with the warrant on: \_\_\_\_\_

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

<https://www.proptax.org/>

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



**New Hampshire**  
Department of  
Revenue Administration

**2019  
MS-DTB**

### Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>General Government</b>					
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
4130-4139	Executive	\$385,094	\$2,250	\$0	\$387,344
4140-4149	Election, Registration, and Vital Statistics	\$36,277	(\$9)	\$0	\$36,268
4150-4151	Financial Administration	\$611,829	\$29	\$0	\$611,858
4152	Revaluation of Property	\$232,078	\$891	(\$56,750)	\$176,219
4153	Legal Expense	\$90,000	\$0	\$0	\$90,000
4155-4159	Personnel Administration	\$183,740	\$2,374	\$0	\$186,114
4191-4193	Planning and Zoning	\$391,661	(\$560)	\$0	\$391,101
4194	General Government Buildings	\$497,089	(\$4,332)	\$0	\$492,757
4195	Cemeteries	\$2,841	\$0	\$0	\$2,841
4196	Insurance	\$205,621	\$0	\$0	\$205,621
4197	Advertising and Regional Association	\$14,000	\$0	\$0	\$14,000
4199	Other General Government	\$1	\$0	\$0	\$1
<b>General Government Subtotal</b>		<b>\$2,650,231</b>	<b>\$643</b>	<b>(\$56,750)</b>	<b>\$2,594,124</b>
<b>Public Safety</b>					
4210-4214	Police	\$4,615,012	\$161,748	\$0	\$4,776,760
4215-4219	Ambulance	\$0	\$0	\$0	\$0
4220-4229	Fire	\$4,031,785	(\$16,779)	\$0	\$4,015,006
4240-4249	Building Inspection	\$93,844	\$597	\$0	\$94,441
4290-4298	Emergency Management	\$8,050	\$0	\$0	\$8,050
4299	Other (Including Communications)	\$0	\$0	\$0	\$0
<b>Public Safety Subtotal</b>		<b>\$8,748,691</b>	<b>\$145,566</b>	<b>\$0</b>	<b>\$8,894,257</b>
<b>Airport/Aviation Center</b>					
4301-4309	Airport Operations	\$0	\$0	\$0	\$0
<b>Airport/Aviation Center Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Highways and Streets</b>					
4311	Administration	\$224,154	\$3,678	\$0	\$227,832
4312	Highways and Streets	\$1,759,908	\$4,954	\$0	\$1,764,862
4313	Bridges	\$1	\$0	\$0	\$1
4316	Street Lighting	\$62,000	\$0	\$0	\$62,000
4319	Other	\$203,767	\$3,714	\$0	\$207,481
<b>Highways and Streets Subtotal</b>		<b>\$2,249,830</b>	<b>\$12,346</b>	<b>\$0</b>	<b>\$2,262,176</b>



**New Hampshire**  
Department of  
Revenue Administration

**2019  
MS-DTB**

### Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>Sanitation</b>					
4321	Administration	\$150,177	(\$752)	\$0	\$149,425
4323	Solid Waste Collection	\$307,731	(\$7,564)	\$0	\$300,167
4324	Solid Waste Disposal	\$656,806	\$3,234	\$0	\$660,040
4325	Solid Waste Cleanup	\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0	\$0	\$0
4329	Other Sanitation	\$0	\$0	\$0	\$0
<b>Sanitation Subtotal</b>		<b>\$1,114,714</b>	<b>(\$5,082)</b>	<b>\$0</b>	<b>\$1,109,632</b>
<b>Water Distribution and Treatment</b>					
4331	Administration	\$0	\$0	\$0	\$0
4332	Water Services	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other	\$0	\$0	\$0	\$0
<b>Water Distribution and Treatment Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Electric</b>					
4351-4352	Administration and Generation	\$0	\$0	\$0	\$0
4353	Purchase Costs	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0	\$0	\$0
4359	Other Electric Costs	\$0	\$0	\$0	\$0
<b>Electric Subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Health</b>					
4411	Administration	\$2,000	\$0	\$0	\$2,000
4414	Pest Control	\$0	\$0	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0	\$0	\$0
<b>Health Subtotal</b>		<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000</b>
<b>Welfare</b>					
4441-4442	Administration and Direct Assistance	\$149,397	\$0	\$0	\$149,397
4444	Intergovernmental Welfare Payments	\$46,403	\$0	\$0	\$46,403
4445-4449	Vendor Payments and Other	\$0	\$0	\$0	\$0
<b>Welfare Subtotal</b>		<b>\$195,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$195,800</b>
<b>Culture and Recreation</b>					
4520-4529	Parks and Recreation	\$562,252	\$7,240	\$0	\$569,492
4550-4559	Library	\$786,925	\$18,610	\$0	\$805,535
4583	Patriotic Purposes	\$2,945	\$0	\$0	\$2,945
4589	Other Culture and Recreation	\$13,250	\$0	\$0	\$13,250
<b>Culture and Recreation Subtotal</b>		<b>\$1,365,372</b>	<b>\$25,850</b>	<b>\$0</b>	<b>\$1,391,222</b>



**New Hampshire**  
Department of  
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### Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
<b>Conservation and Development</b>					
4611-4612	Administration and Purchasing of Natural Resources	\$1,277	\$0	\$0	\$1,277
4619	Other Conservation	\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0	\$0	\$0
4651-4659	Economic Development	\$500	\$0	\$0	\$500
<b>Conservation and Development Subtotal</b>		<b>\$1,777</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,777</b>
<b>Debt Service</b>					
4711	Long Term Bonds and Notes - Principal	\$0	\$101,750	\$0	\$101,750
4721	Long Term Bonds and Notes - Interest	\$0	\$47,220	\$0	\$47,220
4723	Tax Anticipation Notes - Interest	\$1	\$0	\$0	\$1
4790-4799	Other Debt Service	\$0	\$0	\$0	\$0
<b>Debt Service Subtotal</b>		<b>\$1</b>	<b>\$148,970</b>	<b>\$0</b>	<b>\$148,971</b>
<b>Capital Outlay</b>					
4901	Land	\$1	\$0	\$0	\$1
4902	Machinery, Vehicles, and Equipment	\$0	\$0	\$0	\$0
4903	Buildings	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings	\$0	\$0	\$0	\$0
<b>Capital Outlay Subtotal</b>		<b>\$1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1</b>
<b>Operating Transfers Out</b>					
4912	To Special Revenue Fund	\$0	\$0	\$0	\$0
4913	To Capital Projects Fund	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$2,068,001	(\$992)	\$0	\$2,067,009
4914W	To Proprietary Fund - Water	\$0	\$0	\$0	\$0
4915	To Capital Reserve Fund	\$0	\$0	\$0	\$0
4916	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0	\$0	\$0
<b>Operating Transfers Out Subtotal</b>		<b>\$2,068,001</b>	<b>(\$992)</b>	<b>\$0</b>	<b>\$2,067,009</b>
<b>Total Operating Budget Appropriations</b>		<b>\$18,396,418</b>	<b>\$327,301</b>	<b>(\$56,750)</b>	<b>\$18,666,969</b>



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### Reasons for Reductions/Increases & One-Time Appropriations

Account	Explanation
4311	ACA and NHRS
4321	ACA and NHRS
4240-4249	ACA and NHRS
4140-4149	ACA and NHRS
4130-4139	ACA and NHRS
4150-4151	ACA and NHRS
4220-4229	ACA and NHRS
4194	ACA and NHRS
4312	ACA and NHRS
4550-4559	ACA and NHRS
4721	2018 SC and Fire Truck
4711	2018 SC and Fire Truck
4319	ACH and NHRS
4520-4529	ACA and NHRS
4155-4159	Police Union Contract
4191-4193	ACA and NHRS
4210-4214	ACH, NHRS and Police Union Contract
4152	ACH and NHRS, Remove Revaluation
4323	ACA and NHRS
4324	ACA and NHRS
4914S	NHRS

**TOWN OF HOOKSETT - BUDGET SUMMARY FY 2019-20**

1/11/2019

	column 1 FY 2017-18 Amended Budget	column 2 FY 2017-18 Actuals as of 6/30/18	column 3 FY 2018-19 Amended Budget	column 4 FY 2018-19 Actuals as of 12/31/18	column 5 FY 2019-20 Department Request	column 6 FY 2019-20 Town Admin Recomm.	column 7 FY 2019-20 Council Recomm.	column 8 FY 2019-20 Budget Com Recomm.	column 9 FY 2019-20 Default Budget
<b>Departments</b>									
*Administration	1,138,724	1,002,772.09	1,013,787	516,860.04	1,135,039	1,135,039	1,129,206	1,117,423	1,018,411
Assessing	171,346	157,500.25	232,078	121,208.16	198,927	172,727	173,260	172,840	176,219
Community Development	462,417	362,486.43	487,505	189,198.49	463,642	459,143	458,558	457,638	487,542
Family Services	194,496	120,495.76	195,800	50,845.53	162,452	162,452	162,452	162,444	195,800
Finance	242,968	216,366.82	228,861	96,810.52	227,749	227,449	224,419	224,299	226,522
*Fire-Rescue	4,053,815	3,963,181.74	4,039,835	1,902,605.77	4,372,989	4,132,320	4,080,463	4,110,643	4,023,056
*Police	4,519,008	4,070,869.22	4,615,012	2,150,656.03	4,693,554	4,657,780	4,680,554	4,668,454	4,776,760
*Public Works	4,572,476	4,211,566.83	4,389,428	1,943,629.18	4,779,196	4,681,316	4,713,004	4,706,786	4,399,600
Tax Collector	273,338	234,811.62	256,199	115,313.24	266,491	252,699	254,662	254,662	258,378
Town Clerk & Elections	29,127	28,775.51	36,277	20,112.86	39,321	37,192	37,154	37,154	36,268
<b>Operating Budget</b>	<b>15,657,715</b>	<b>14,368,816.27</b>	<b>15,494,582</b>	<b>7,117,239.84</b>	<b>16,339,360</b>	<b>15,918,117</b>	<b>15,913,732</b>	<b>15,912,345</b>	<b>15,598,556</b>
Budget Committee	7,896	6,556.05	8,335	5,402.17	9,436	8,468	8,419	8,419	8,324
Capital Leases	67,474	67,369.28	36,456	36,455.40	36,456	36,456	36,456	36,456	36,456
Cemetery Commission	841	673.50	841	420.00	641	641	641	641	841
Conservation Commission	1,277	1,277.00	1,277	710.00	1,277	1,277	1,277	1,277	1,277
Debt Principal	0	0.00	0	0.00	101,750	101,750	101,750	101,750	101,750
Debt Interest	0	0.00	0	0.00	47,220	47,220	47,220	47,220	47,220
Debt TAN Interest	1	0.00	1	0.00	1	1	1	1	1
Library	779,452	779,452.00	786,925	377,855.10	838,682	0	858,066	852,095	805,535
<b>Total Operating Budget</b>	<b>16,514,656</b>	<b>15,224,144.10</b>	<b>16,328,417</b>	<b>7,538,082.51</b>	<b>17,374,823</b>	<b>16,113,930</b>	<b>16,967,562</b>	<b>16,960,204</b>	<b>16,599,960</b>
Wastewater	2,093,341	1,854,525.29	2,068,001	0.00	2,066,387	0	2,066,387	2,075,153	2,067,009
<b>Grand Total</b>	<b>18,607,997</b>	<b>17,078,669.39</b>	<b>18,396,418</b>	<b>7,538,082.51</b>	<b>19,441,210</b>	<b>16,113,930</b>	<b>19,033,949</b>	<b>19,035,357</b>	<b>18,666,969</b>

Budget Committee's recommended budget is higher than the Default Budget by:  
Budget Committee's recommended budget is higher than the FY 2018-19 Budget by:

368,388  
838,939

2.0%  
3.5%

\* Grants, donations and encumbrances have been removed from both the budget and actuals for budgeting purposes.



Town Council  
**STAFF REPORT**



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**To:** Town Council  
**Title:** Fire Chief Employment Agreement Effective 05/01/2019-04/30/2022  
**Meeting:** Town Council - 23 Jan 2019  
**Department:** Fire and Rescue  
**Staff Contact:** James Burkush, Chief of Hooksett Fire&Rescue

**BACKGROUND INFORMATION:**

Fire Chief Burkush contract expires 4/30/2019. Propose 3 year contract with 2 1/2% weekly wage increase above current wages.

**FINANCIAL IMPACT:**

See contract details for wages and sick & vacation days.

**RECOMMENDATION:**

approve 3 year agreement with Fire Chief Burkush

**SUGGESTED MOTION:**

Motion to approve 3 year contract with James Burkush, Fire Chief, effective 05/01/2019-04/30/2022 as presented.

**ATTACHMENTS:**

[Chief Burkush 2019 Contract](#)

## EMPLOYMENT AGREEMENT

This Employment Agreement is entered into on this 23th day of January, 2019, by and between the Town of Hooksett, New Hampshire (“the Council”) and James A. Burkush (the “Employee”).

1. For a term commencing on May 1, 2019 and extending through April 30, 2022, the Council agrees to employ the Employee, and the Employee agrees to accept employment, in the position of Fire Chief for the Town of Hooksett, New Hampshire.
2. Throughout the term of this Employment Agreement, the employee will be expected to perform all duties of a Fire Chief as set forth in the provisions of NH RSA 154:2; all duties of a Fire Chief as set forth in the provisions of the Charter of the Town of Hooksett; and all additional duties reasonably requested by the Council.
3. During the term of this Employment Agreement, the Employee will be a part-time salaried, exempt employee and will be paid at a rate of two thousand thirty dollars and twenty-four cents per week (\$2,030.24), less all ordinary and regular withholdings required by law and agreed to by the Employee.
4. During the term of this Employment Agreement, the Employee will be eligible to receive annual pay increases based on satisfactory performance evaluations.
5. During the term of this Employment Agreement, the Employee will be provided with a suitable vehicle for his use as Fire Chief and gas for said vehicle in accordance with current Hooksett Fire Department policy and practice.
6. During the term of this Employment Agreement, the Employee will be provided with uniforms and ordinary and necessary equipment. Employer will provide the same allowance for repairs, replacement and cleaning as is provided to other Department employees.
7. During the term of this Employment Agreement, the Employee will be entitled to nine (9) paid sick days annually, based on date of hire. The Employee will not receive any compensation for any unused sick days.
8. During the term of this Employment Agreement, the Employee will be entitled to fifteen (15) paid vacation days annually. The Employee will not receive any compensation for any unused vacation days.

9. By signing below, the parties acknowledge and agree that the Employee has been offered health insurance in compliance with the Affordable Care Act, but that the Employee has voluntarily declined such coverage. It is also understood that the employee is not eligible for the Health Insurance Stipend.

10. During the term of this Employment Agreement, the Employee will not be entitled to any other compensation or employment benefits unless specifically agreed to in writing by the Employee and the Council.

11. During the term of this Employment Agreement, the Employee will be expected to work thirty (30) hours per week.

12. During the term of this Employment Agreement, the Council will provide the Employee with an office and secretarial support at the Hooksett Fire Department. It is the parties' expectation and intent that the Employee will perform his duties on-site, at the Hooksett Fire Department, during regular business hours.

13. During the term of this Employment Agreement, the Employee will receive reimbursement for personal use of his cell phone in accordance with Town policy.

14. The Employee agrees not to accept any supplemental or additional employment during the term of this Employment Agreement without the prior written approval of the Council.

15. This Employment Agreement may be terminated for cause by the Council at any time prior to April 30, 2022, without any further obligation to the Employee, only upon the occurrence of one of the following events: (a) the death of the Employee; (b) inability on the part of the employee to carry out the essential functions of the position of Fire Chief either with or without reasonable accommodation; (c) failure on the part of the Employee to comply with any term or condition of this Employment Agreement, (d) Arrest and conviction of a misdemeanor or felony; (e) violation of the laws, rules and regulations of the State of New Hampshire that constitutes malfeasance; or (f) violation of the Municipal Charter of the Town of Hooksett that constitutes malfeasance.

16. This Employment Agreement may be terminated by the Employee by providing the Council with thirty (30) days' advance written notice. The Employee will not be entitled to any compensation or employment benefits after this thirty (30) day notice period has expired.

17. The Council will indemnify and hold the Employee harmless from any and all claims, demands, actions, suits or judgment (including reasonable attorney's fees and other expenses of defense) arising out of any act or omission of the Employee while acting in good faith and within the scope of his employment.

18. No change or modification of this Employment Agreement will be valid or enforceable unless it is in writing and signed by both parties.

19. This Employment Agreement shall be construed and governed by the laws of the State of New Hampshire.

20. If any clause or provision of this Employment Agreement shall be determined to be void or against public policy, the remainder of this Employment Agreement shall still remain fully in force.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
JAMES A. BURKUSH  
TOWN OF HOOKSETT, NEW HAMPSHIRE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DONALD R. WINTERTON  
ACTING TOWN ADMINISTRATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

# Town Council

## STAFF REPORT



**To:** Janet Bouchard - Police Chief

**Title:** Motion to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour minimum. After 8 hours time and a half will be charged. When a detail falls on a holiday the company will be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will remain \$20.00 per hour with no minimum and rates will be rounded to the nearest hour. Effective February 1, 2019.

**Meeting:** Town Council - 23 Jan 2019

**Department:** Police Department

**Staff Contact:** Janet Bouchard, Police Chief

### BACKGROUND INFORMATION:

The extra-duty, police detail fund is self-funded. The rates charged to outside companies have not been reviewed since February, 2010. It is unknown when they were set. Our current rate of \$52.00 is well below surrounding agencies and does not cover the amount that is being paid out to Officers that are working the details. Raising the rate will ensure the fund balance is maintained. Special town details such as Old Home Day and Voting can be paid out of this revolving fund, creating a savings to tax payer funded police department overtime. Raising the rate to \$70.00 is still comparable to what surrounding towns, and still lower than some.

### FINANCIAL IMPACT:

None. The revolving fund is self-funded from outside businesses or agencies that request the services of special duty officers

### POLICY IMPLICATIONS:

### RECOMMENDATION:

### SUGGESTED MOTION:

Motion to raise the hourly special detail rate charged to \$70.00 per hour with a 4-hour minimum. After 8 hours time and a half will be charged. When a detail falls on a holiday the company will be charged holiday rate, which is time and a half, \$105.00. Cruiser rates will remain \$20.00 per hour with no minimum and rates will be rounded to the nearest hour. Effective February 1, 2019.