



AGENDA

Town of Hooksett Town Council

Wednesday, October 9, 2019 at 6:00 PM

A meeting of the Town Council will be held Wednesday, October 9, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
7. **SPECIAL RECOGNITION**
 - 7.1. Hooksett Municipal Employee - New Hire
8. **SCHEDULED APPOINTMENTS**
9. **CONSENT AGENDA**
 - 9.1. Donation to the Town of Hooksett for the 2019 Hooksett Employee Appreciation Picnic per RSA 31:05-b III (b) and RSA 31:95-e II 3
[Staff Report - SR-19-166 - Pdf](#)
 - 9.2. Motion to accept the donation of \$2,760.20 from the Bureau of Justice Assistance; Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2019-2020, 2020-2021 and/or 2021-2022 fiscal budgets under the uniform equipment line. 5 - 6
[Staff Report - SR-19-168 - Pdf](#)
10. **TOWN ADMINISTRATOR'S REPORT**
11. **PUBLIC INPUT - 15 MINUTES**
12. **NOMINATIONS AND APPOINTMENTS**
13. **BRIEF RECESS**
14. **OLD BUSINESS**
 - 14.1. FY 2020-21 Budget and Warrant Articles 7
[Staff Report - SR-19-172 - Pdf](#)
 - 14.2. Resource Management Ins. - biosolids on farmland - DES Permit (tabled at 09/25/19 Town Council Meeting)
15. **NEW BUSINESS**
 - 15.1. Granite YMCA Day Camp of Hooksett - Summer 2020 Contract

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

15.2.	Removal of Taxi Cab Ordinance, Other Ordinances, #00-20. Staff Report - SR-19-165 - Pdf	9 - 24
15.3.	Health Insurance Renewal Rates Effective January 1, 2020 Staff Report - SR-19-167 - Pdf	25 - 26
15.4.	Energy Efficiency Exemption (ie Solar Energy)	
16.	APPROVAL OF MINUTES	
16.1.	Public: 09/18/19 Budget Review TC Budget Review Minutes 9.18.19	27 - 39
16.2.	Public: 09/25/19 TC Minutes 092519	41 - 55
16.3.	Non-Public: 09/25/19	
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
20.	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 Council

STAFF REPORT



To: Town Council
Title: Donation to the Town of Hooksett for the 2019 Hooksett Employee Appreciation Picnic per RSA 31:05-b III (b) and RSA 31:95-e II
Meeting: Town Council - 09 Oct 2019
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

Annually the Town Council hosts an employee appreciation picnic. The Council has approved this year's event to take place on Friday, October 11, 2019 12:00-1:30pm. Local businesses donate:

- food items for a picnic luncheon and
- gift cards/other items to be distributed to the employees at the event via a raffle

The Town Council needs to accept the donations for the 2019 Hooksett Employee Appreciation Picnic per RSA 31:95-b III (b) and RSA 31:95-e II. The acceptance will not be for a specific amount tonight, as we will continue to receive donations through to the day of the event. The donations will not total the amounts required for a public hearing.

Donating businesses will each be provided a thank you letter with the Town's tax id #, so that they may write-off their donation.

FINANCIAL IMPACT:

None - donations.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Recommend that the Town Council accept donations to the Town of Hooksett for the 2019 Hooksett Employee Appreciation Picnic through the day of the event per RSA 31:95-b III (b) and RSA 31:95-e II.

SUGGESTED MOTION:

Motion to accept donations to the Town of Hooksett for the 2019 Hooksett Employee Appreciation Picnic through the day of the event per RSA 31:95-b III (b) and RSA 31:95-e II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept the donation of \$2,760.20 from the Bureau of Justice Assistance; Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2019-2020, 2020-2021 and/or 2021-2022 fiscal budgets under the uniform equipment line.
Meeting: Town Council - 09 Oct 2019
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

The Bureau of Justice Assistance (BJA) has awarded the Hooksett Police Department under the Fiscal Year (FY) 2019 Bulletproof Vest Partnership (BVP) solicitation, \$2,760.20. The FY 2019 award will be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1st, 2019. The deadline to request payments from the FY 2019 award is August 21st, 2021, or until all available funds have been requested. The grant covers 50% of the cost of each newly NIJ compliant "uniquely fitted vests" duty vest that our officers are required to wear in the course of their duty.

FINANCIAL IMPACT:

None

SUGGESTED MOTION:

Motion to accept the donation of \$2,760.20 from the Bureau of Justice Assistance; Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2019-2020, 2020-2021 and/or 2021-2022 fiscal budgets under the uniform equipment line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[20190925092553240](#)

9/25/2019

Jurisdiction's Handbook

STATUS

This "Status" page shows any pending actions that must be completed prior to program deadlines. It also provides you with payment(s) status for tracking your requests for approved funds.

- Ited !'s indicate your attention is needed in order to complete a task for action.

CURRENT ACTIVITY STATUS

Application ☒ Approved by BVP [View Details](#)

AVAILABLE AWARDS

ATTN	Fiscal Year ↕	Award Amount ↕	Total Paid ↕	Total Requests ↕	Eligible Balance ↕	Expiration Date
	2017	\$3,809.50	\$3,809.50	\$0.00	\$0.00	08/30/2019
!	2018	\$3,577.50	\$1,108.91	\$0.00	\$2,470.59	08/31/2020
	2019	\$2,760.20	\$0.00	\$0.00	\$2,760.20	08/31/2021

Town Council

STAFF REPORT



To: Town Council
Title: FY 2020-21 Budget and Warrant Articles
Meeting: Town Council - 09 Oct 2019
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Update and review budget and warrant articles.

Town Council

STAFF REPORT



To:

Title: Removal of Taxi Cab Ordinance, Other Ordinances, #00-20.

Meeting: Town Council - 09 Oct 2019

Department: Community Development

Staff Contact: Kathy Lawrence, Community Development Clerk

BACKGROUND INFORMATION:

In 2017 HPD found it unlawful to conduct such "motor vehicle record check and criminal back ground check" as required with the ordinance #00-20 section 2.5. Queen City Taxi has been Hooksett's only applicant for 13yrs and has paid in excess of \$300.00 while the change in "ride share" has evolved to many other options for residents and those ride share options that come to Hooksett from out of town do not have to comply it has been the opinion of past Town Administrator and HPD that the Other Ordinance #00-20 is out dated.

FINANCIAL IMPACT:

\$300.00

POLICY IMPLICATIONS:

Has been determined that section 2.5 is unlawful.

RECOMMENDATION:

Other Ordinance #00-20 Taxicab Ordinance: This is a 3 step process for Town Council to introduce the following

1. Council 1st meeting: October 9th 2019 - staff report with "Other Ordinance" new ordinances, amendments or removals. Councilor introduces this item, then go to (2) or item has failed
2. Council 2nd meeting: October 23rd 2019 - staff report and public hearing as posted in local newspaper and distributed, if Council moved forward after hearing public input, then go to (3) or item has failed
3. Council 3rd meeting: November 6th 2019 -staff report and Council vote on "Other Ordinance" new ordinances, amendments or removals – if majority vote it passes, if not item fails

End results, the removal of Other Ordinance #00-20 Taxi Cab Ordinance with Strikethrough (attached)

SUGGESTED MOTION:

Motion to move to step 2 in the process to Remove Other Ordinance #00-20 - Taxi Cab Ordinance at the next scheduled Town Council meeting on October 23rd 2019. At that time a public hearing, which is to be posted in local newspaper and distributed by the Town Clerk, will take place.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Email from Chief Bouchard](#)

[Email Peter Bartlett](#)

[TaxiCab Ordinance #00-20](#)

[Taxicab Ordinance with strikethrough](#)

Kathy Lawrence

From: Janet Bouchard <JBouchard@hooksettpolice.org>
Sent: Tuesday, January 15, 2019 10:43 AM
To: Kathy Lawrence
Subject: RE: Taxi Cab Ordinance-Other Ordinances 00-20

Hi Kathy,

I was not involved in the conversation previously, but if everyone else felt that it was not necessary then I don't see any reason to feel differently. Thank you for checking for my input! Have a good day, Janet

From: Kathy Lawrence [<mailto:KLawrence@hooksett.org>]
Sent: Tuesday, January 15, 2019 10:13 AM
To: Janet Bouchard <JBouchard@hooksettpolice.org>
Cc: Matthew Lavoie <MLavoie@hooksett.org>; Donald Winterton <DWinterton@hooksett.org>
Subject: Taxi Cab Ordinance-Other Ordinances 00 20

Good afternoon Chief Bouchard,

We received our annual TAXICAB BUSINESS application from Queen City Taxi last week (the only one we have received for the last 13 yrs.!) and the consensus *last year* was to look in to doing away with the ordinance requiring this business application. Unfortunately we did not follow up and when Rudolf Musat came to drop off his 2019 application and pay the \$335.00, I felt it was time to start the conversation. Dr. Shankle had suggested we discontinue it, Matt is in favor of discontinuing it and yesterday I spoke with Don Winterton and he felt the same.

In 2017 Chief Bartlett removed the HPD from the process but I just want to reach out to you and see if you have any concerns or thoughts on the removal this ordinance.

Thank you

Kathy Lawrence

Community Development
 Administrative Assistant

Town of Hooksett
 35 Main Street, Hooksett NH, 03106
klawrence@hooksett.org
 603.485.4117

New Town Office Hours starting the week of January 29th!

Mon 8am-4:30pm, Tues 8am-4:30pm, Wed 8am-6:30, Thur 8am-4:30, Fri 8am-12noon.

Leann Fuller

From: Peter Bartlett <PBartlett@hooksettpolice.org>
Sent: Monday, January 09, 2017 1:37 PM
To: Leann Fuller
Subject: RE: Taxicab In-house record check

Leann,

The Hooksett Police Department is unable to comply with the requirements under Other Ordinance 00-20 section 2.5 as it would be unlawful to conduct such "motor vehicle record check and criminal back ground check" as required within the ordinance. No "in-house" record check is required under the ordinance. This is something that the town is aware of and a change to the ordinance needs to be done and remove Hooksett Police from the process of doing these type of checks.

Any questions please ask.

Pete

Peter Bartlett
Chief of Police
Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106
Phone: 603-624-1560 Ext 302
Fax: 603-644-1849
pbartlett@hooksettpolice.org
www.hooksettpolice.com



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From: Leann Fuller [mailto:LFuller@hooksett.org]
Sent: Friday, January 06, 2017 11:32 AM
To: Peter Bartlett

TAXICAB
ORDINANCE # 00-20

The Town of Hooksett ordains that, pursuant to the authority granted under section 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

SECTION 1
DEFINITION

1.1 The word "taxicabs" as used in this section shall mean any rubber-tired motor vehicle, having a manufacturers rated capacity of not more than ten (10) passengers, used in the call and demand transportation of passengers for compensation to or from points chosen or designated by the passengers and not operated on a fixed schedule, between fixed termini, or any such vehicle leased or rented, or held for leasing or renting, with or without driver or operator.

SECTION 2
APPLICATION

2.1 Applications for a Town of Hooksett Taxicab Permit for the purpose of engaging in the business of operating a taxicab or taxicabs shall be made to the Town of Hooksett upon a form to be determined by the Town of Hooksett.

2.2 Applications for a Town of Hooksett Taxicab permit shall include:

- (a) The applicants name
- (b) The applicants home address
- (c) The applicants home telephone number
- (d) The trade name under which the applicant proposes to do business
- (e) The business address
- (f) The business telephone number

2.3 Each motor vehicle to be used as a taxicab in the applicants Town of Hooksett Taxicab Permit will include:

- (a) The vehicle owners name
- (b) The vehicle owners address
- (c) The vehicle owners telephone number
- (d) A complete description of each vehicle to be used including proof of motor vehicle registration

2.4 Each taxicab operator to be used in the applicants Town of Hooksett Taxicab Permit for the purpose of engaging in the operation of a taxicab or taxicabs in the Town of Hooksett will include:

- (a) The operators full name
- (b) The operators home address
- (c) The operators home telephone number
- (d) Proof of a valid New Hampshire Operators License

2.5 Upon receipt of the Town of Hooksett Taxicab Permit Application, the Town of Hooksett shall submit the list of taxicab operators to the Hooksett Police Department for a motor vehicle record check and a criminal record check.

2.6 After a review of the Town of Hooksett Taxicab Permit Application to determine its compliance with this ordinance, and, within thirty working days of the receipt of the application, the Town shall either issue a Town of Hooksett Taxicab Permit or notify the applicant that the application information does not comply with the requirements of this ordinance, specifically identifying what information has not been furnished which is required before a Town of Hooksett Taxicab Permit can be issued.

SECTION 3 OUT OF TOWN TAXICABS

3.1 Taxicab businesses located outside of the Town of Hooksett who operate taxicab services in the Town of Hooksett by picking up passengers, will be required to apply for, submit and complete all of the requirements in the Town of Hooksett taxicab Ordinance.

SECTION 4 INSURANCE

4.1 Before a Town of Hooksett Taxicab Permit is issued by the Town of Hooksett, each applicant must submit to the Town of Hooksett:

A certificate of insurance shall be provided to the Town of Hooksett showing that the applicant has been issued an insurance policy by an insurance company licensed to do business in the State of New Hampshire, protecting the licensee and taxicab operators from all claims for damages to property and bodily injury, including death which may arise from operations under or in connection with the Town of Hooksett Taxicab Permit. Such insurance shall provide that the policy shall not terminate or be canceled prior to the expiration date except with thirty (30) days advance written notice to the Town of Hooksett. Such policy shall provide coverage in the amounts of at least one half million dollars (\$500,000.00) per single occurrence.

SECTION 5 PERMIT FEES

5.1 For each applicant applying as a trade name for a Town of Hooksett Taxicab Permit, a fee of fifty dollars (\$50.00) shall be submitted with the application.

5.2 For each vehicle to be utilized in the Town of Hooksett Taxicab Permit, the applicant shall submit with the application a fee of twenty-five dollars (\$25.00).

5.3 For each operator listed in the Town of Hooksett Taxicab permit, the applicant shall submit with the application a fee of ten dollars (\$10.00).

5.4 All fees are to be paid to the Town of Hooksett with the application when it is submitted to the Town of Hooksett.

SECTION 6 PERMIT EXPIRATIONS AND RENEWALS

6.1 The Town of Hooksett Taxicab Permit is an annual permit and all of the requirements in the permit will expire on December 31st at 11:59 pm of each year.

6.2 When original application or renewal application is made after July 1st of each year, one half of each required fee amount is paid rather than the full amount.

6.3 When renewing the Town of Hooksett Taxicab Permit, all fees are required with the submission of the renewal of the application with the exception of section 5.1 only.

SECTION 7 RECORD REQUIREMENTS

7.1 Each taxicab business with a Town of Hooksett Taxicab Permit shall be required to keep a log detailing, at the minimum on a daily basis the time and place of each pickup, the time and place of each discharge and the fare charged therefore. The log shall be maintained in order by date at the principal place of business of each taxicab business for the current calendar year and for the calendar year immediately preceding the current calendar year and shall be made available, upon request for review by any law enforcement agency.

SECTION 8 DISPLAY OF PERMIT

8.1 The Town may prescribe the form of permit for the Town of Hooksett Taxicab Permit. The Town of Hooksett Taxicab Permit shall bear the name of the applicant, the trade name and address of the taxicab business, each vehicle listed on the application to be used as a taxicab, each taxicab driver listed on the application and shall have printed permanently thereon: "This Town of Hooksett Taxicab Permit is not an endorsement by the Town of Hooksett or any of its officers or employees".

8.2 The Town of Hooksett Taxicab Permit shall at all times be conspicuously displayed in the cab of the taxicab so that it can be seen by a passenger in either day or night.

8.3 The applicant shall indicate the number of permit copies needed, as one is needed for each vehicle utilized.

8.4 Along with each permit and permit copy required, the Town may prescribe a colored sticker to be placed on the rear bumper of each taxicab utilized. The sticker shall be issued annually along with the application and/or renewal of the application. The color of the sticker shall change annually indicating the new year and the validity of the sticker.

SECTION 9 TAXIMETERS

9.1 Every taxicab in the Town of Hooksett shall be equipped with a mechanical instrument or device commonly called a taximeter, approved by the Sealer of Weights and Measurers, by which the charge for hire of such taxicab is mechanically calculated and on which such charge is shown by clear and distinct figures under adequate light.

9.2 Each taximeter shall be inspected by the State Sealer of Weights and Measurers on an annual basis. Inspection shall also be required whenever the tire size changes during replacement of a tire or tires.

9.3 The taximeter utilized in each taxicab shall have an inspection expiration of September 30th of each year. Each taximeter must be inspected within ninety (90) days of September 30th of each year, but not after September 30th of each year. The inspection shall be conducted by the State of New Hampshire Division of Weights and Measures, Sealer of Weights and Measures. The only other time during the year when the taximeter shall be inspected is if the tire or tires are changed to a different size. If the tire or tires are changed, but remain the same size, it is not necessary to have the taximeter inspected.

9.4 Cars for hire used for conveying passengers for attendance at marriages, funerals, christenings, or for use in ceremonial parades need not be equipped with a taximeter.

SECTION 10 RATE CARDS

10.1 Upon the issuance of a Town of Hooksett Taxicab Permit, the trade name owner shall issue to each taxicab listed on his/her application a rate card which shall have the rates of the taxicab business.

10.2 The rate card shall be conspicuously displayed in every taxicab so that it can be seen by a passenger in either day or night.

SECTION 11 RATES

11.1 Taximeter rates shall be determined only by mileage and not by time with the exception of being required to wait for a period of time by the passenger employed.

11.2 Mileage rates shall remain the same from the origination point to the destination point even when crossing Hooksett boundary lines.

11.3 Surcharge rates shall remain at a reasonable rate.

11.4 The surcharge rate which is charged at the origination point shall be the only surcharge rate incurred. When entering Hooksett there will not be an additional surcharge added onto the mileage rate.

SECTION 12 CONSENT OF PASSENGER NEEDED FOR CARRYING OTHERS

12.1 No taxicab operator shall carry any person other than the passenger first employing the taxicab without the consent of the first passenger.

12.2 Any taxicab agent at any railroad station, bus terminal, or public place, before directing a second passenger to a taxicab employed, shall ask the person first employing the taxicab if they consent to another passenger or passengers.

SECTION 13 PROHIBITIONS

13.1 It shall be unlawful for any person, partnership, cooperation or association to engage in the business of operating a taxicab in the Town of Hooksett without first having secured the required Town of Hooksett Taxicab Permit.

13.2 It shall be unlawful for any taxicab, who has obtained a Town of Hooksett Taxicab Permit, to operate in the Town of Hooksett while violating any of the sections in this ordinance.

SECTION 14
PENALTY

14.1 Any violation of the terms in this ordinance shall be punishable by a fine of fifty dollars (\$50.00) for each day that such violation is found to continue.

ADOPTED: 12/8/93

AMENDED: 05/28/03

**TAXICAB
ORDINANCE # 00-20**

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- _____ (a) The applicants name
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- _____ (d) The trade name under which the applicant proposes
_____ to do business
- _____ (e) The business address
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- _____ (a) The vehicle owners name
- _____ (b) The vehicle owners address
- _____ (c) The vehicle owners telephone number
- _____ (d) A complete description of each vehicle to be used
_____ including proof of motor vehicle registration

~~2.4 Each taxicab operator to be used in the applicants Town of Hooksett Taxicab Permit for the purpose of engaging in the operation of a taxicab or taxicabs in the Town of Hooksett will include:~~

- ~~(a) The operators full name~~
- ~~(b) The operators home address~~
- ~~(c) The operators home telephone number~~
- ~~(d) Proof of a valid New Hampshire Operators License~~

~~2.5 Upon receipt of the Town of Hooksett Taxicab Permit Application, the Town of Hooksett shall submit the list of taxicab operators to the Hooksett Police Department for a motor vehicle record check and a criminal record check.~~

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SECTION 3 OUT OF TOWN TAXICABS

~~3.1 Taxicab businesses located outside of the Town of Hooksett who operate taxicab services in the Town of Hooksett by picking up passengers, will be required to apply for, submit and complete all of the requirements in the Town of Hooksett taxicab Ordinance.~~

SECTION 4 INSURANCE

~~4.1 Before a Town of Hooksett Taxicab Permit is issued by the Town of Hooksett, each applicant must submit to the Town of Hooksett:~~

~~A certificate of insurance shall be provided to the Town of Hooksett showing that the applicant has been issued an insurance policy by an insurance company licensed to do business in the State of New Hampshire, protecting the licensee and taxicab operators from all claims for damages to property and bodily injury, including death which may arise from operations under or in connection with the Town of Hooksett Taxicab Permit. Such insurance shall provide that the policy shall not terminate or be canceled prior to the expiration date except with thirty (30) days advance written notice to the Town of Hooksett. Such policy shall provide coverage in the amounts of at least one half million dollars (\$500,000.00) per single occurrence.~~

SECTION 5 PERMIT FEES

~~5.1 For each applicant applying as a trade name for a Town of Hooksett Taxicab Permit, a fee of fifty dollars (\$50.00) shall be submitted with the application.~~

~~5.2 For each vehicle to be utilized in the Town of Hooksett Taxicab Permit, the applicant shall submit with the application a fee of twenty-five dollars (\$25.00).~~

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~~6.2 When original application or renewal application is made after July 1st of each year, one half of each required fee amount is paid rather than the full amount.~~

~~6.3 When renewing the Town of Hooksett Taxicab Permit, all fees are required with the submission of the renewal of the application with the exception of section 5.1 only.~~

~~SECTION 7 RECORD REQUIREMENTS~~

~~7.1 Each taxicab business with a Town of Hooksett Taxicab Permit shall be required to keep a log detailing, at the minimum on a daily basis the time and place of each pickup, the time and place of each discharge and the fare charged therefore. The log shall be maintained in order by date at the principal place of business of each taxicab business for the current calendar year and for the calendar year immediately preceding the current calendar year and shall be made available, upon request for review by any law enforcement agency.~~

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~~———— 9.3 The taximeter utilized in each taxicab shall have an inspection expiration of September 30th of each year. Each taximeter must be inspected within ninety (90) days of September 30th of each year, but not after September 30th of each year. The inspection shall be conducted by the State of New Hampshire Division of Weights and Measures, Sealer of Weights and Measures. The only other time during the year when the taximeter shall be inspected is if the tire or tires are changed to a different size. If the tire or tires are changed, but remain the same size, it is not necessary to have the taximeter inspected.~~

~~———— 9.4 Cars for hire used for conveying passengers for attendance at marriages, funerals, christenings, or for use in ceremonial parades need not be equipped with a taximeter.~~

SECTION 10 RATE CARDS

~~———— 10.1 Upon the issuance of a Town of Hooksett Taxicab Permit, the trade name owner shall issue to each taxicab listed on his/her application a rate card which shall have the rates of the taxicab business.~~

~~———— 10.2 The rate card shall be conspicuously displayed in every taxicab so that it can be seen by a passenger in either day or night.~~

SECTION 11 RATES

~~———— 11.1 Taximeter rates shall be determined only by mileage and not by time with the exception of being required to wait for a period of time by the passenger employed.~~

~~———— 11.2 Mileage rates shall remain the same from the origination point to the destination point even when crossing Hooksett boundary lines.~~

~~———— 11.3 Surcharge rates shall remain at a reasonable rate.~~

~~———— 11.4 The surcharge rate which is charged at the origination point shall be the only surcharge rate incurred. When entering Hooksett there will not be an additional surcharge added onto the mileage rate.~~

SECTION 12 CONSENT OF PASSENGER NEEDED FOR CARRYING OTHERS

~~———— 12.1 No taxicab operator shall carry any person other than the passenger first employing the taxicab without the consent of the first passenger.~~

~~12.2 Any taxicab agent at any railroad station, bus terminal, or public place, before directing a second passenger to a taxicab employed, shall ask the person first employing the taxicab if they consent to another passenger or passengers.~~

SECTION 13
PROHIBITIONS

~~13.1 It shall be unlawful for any person, partnership, cooperation or association to engage in the business of operating a taxicab in the Town of Hooksett without first having secured the required Town of Hooksett Taxicab Permit.~~

~~13.2 It shall be unlawful for any taxicab, who has obtained a Town of Hooksett Taxicab Permit, to operate in the Town of Hooksett while violating any of the sections in this ordinance.~~

SECTION 14
PENALTY

~~14.1 Any violation of the terms in this ordinance shall be punishable by a fine of fifty dollars (\$50.00) for each day that such violation is found to continue.~~

ADOPTED: 12/8/93
AMENDED: 05/28/03

Town Council

STAFF REPORT



To: Town Council
Title: Health Insurance Renewal Rates Effective January 1, 2020
Meeting: Town Council - 09 Oct 2019
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town's annual medical and dental renewal rates for effective date January 1, 2020 are scheduled to be announced by HealthTrust (Town's insurance broker) on October 7, 2019. Annual health insurance open enrollment notifications for effective date January 1, 2020 go out to all employees in mid-November to include plan designs and rate sheets (employee premium contributions).

10/9/19 The Council is to review this staff report with attachments/hand-outs (current union and non-union plan options and employee premium contributions) and to be announced HealthTrust rate renewal notification.

10/23/19 The Council is to make a decision:

1. keep current medical & dental plans and determine active union, active non-union and retiree premium contributions for January 1, 2020 **OR**
2. change medical & dental plans based on HealthTrust recommendations and determine active union, active non-union and retiree premium contributions for January 1, 2020 **AND**
3. establish a Health Insurance Review Committee (with or without employee membership) for future medical & dental plan designs and active union, active non-union and retiree premium contributions for January 1, 2021

HEALTHTRUST - Anthem - Hooksett medical insurance rate history:

2019 9.0%

2018 RFP - HealthTrust - Anthem

2017 - NHIT - Harvard Pilgrim 27.09% (Town Council Health Insurance Sub-Committee)

2016 - RFP - NHIT - Harvard Pilgrim

2015 2.5% (Employee Health Insurance Committee)

2014 17.1%

2013 3.9%

2012 3.3%

2011 11.3%

2010 20.4%

2009 -2.8%

Current Anthem Plan Design Options (see Council packets):

Fire Union:

BlueChoice POS BC2T10

Access Blue HMO AB201PDED \$250/\$750 New England

Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 New England

Non-Union Active employees, Police Union, Public Works Union and Retirees <65 years

Access Blue HMO AB201PDED \$250/\$750 New England
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 New England
Lumenos 2500 \$2,500/\$5,000

Retirees 65 years and older

MC3 w/ RX

MCNRX (no RX)

FINANCIAL IMPACT:

TBD based on rate renewals for medical & dental plans.

RECOMMENDATION:

10/9/19 Council review health insurance information 10/23/19 Council decision on employee premium contribution (non-union & union, active & retiree) and plan designs.

SUGGESTED MOTION:

10/23/19 motion will be added to this staff report based on 10/7/19 HealthTrust rate renewal notification.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

1

**Town of Hooksett
Town Council Budget Review Meeting Minutes
Wednesday, September 18, 2019**

2

3

The Hooksett Town Council met on Wednesday, 18 September 2019 at 6:00 in the Hooksett Municipal Building.

4

5

6

CALL TO ORDER

7

Chair Sullivan called the Budget Review meeting of September 18, 2019 to order at 6:07 pm.

8

9

PROOF OF POSTING

10

Town Administrator Andre Garron provided proof of posting.

11

12

ROLL CALL

13

In Attendance: Councilor James Sullivan, Councilor James Levesque, Councilor Avery Comai, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

14

15

16

Missed: Councilor Robert Duhaime, Councilor Clifford Jones and Councilor James Durand

17

18

PLEDGE OF ALLEGIANCE

19

Chair Sullivan called for the Pledge of Allegiance and a moment of silence in memory of Larry Garron, father of Town Administrator Andre Garron, who died on Thursday, September 12, 2019.

20

21

22

23

BUDGET REVIEWS

24

25

26

▪ **LIBRARY**

27

Mary Farwell, Chairman of the Library Board of Trustees: I would like to introduce Mac Broderick, Vice Chairman of the Library Board of Trustees and Library Director Heather Rainier. In the audience we have our other Trustee Board members: Barbara Davis, Tammy Hooker, and Linda Kleinshmidt. I would also like to announce that Tammy Hooker received the Lillian Edelman Library Trustee of the Year Award from the New Hampshire Library Trustees Association.

28

29

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33

M. Broderick: I want to point out that our proposed bottom line budget for 2020-21 is exactly equal to the amended 2020 budget. We have supplied a detailed narrative for you. This year, we reviewed what we do and how we do it. Some responsibilities have been adjusted. With the departure of one employee, we have restructured our personnel and are providing the same or an enhanced level of service. Our number one issue is staffing. We have had a difficult time maintaining staff, especially part-time personnel. We have added one additional full-time position, which will allow Heather to manage her schedule. The economy is good, which makes it hard to get part-time workers. Our biggest challenge is filling our schedule, as we are open 58 hours, six days of the week. Heather is doing a great job. We have made some line adjustments and would be happy to explain any items about which you have questions.

34

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44

C. Karolian: I commend you for putting forth this information. It is detailed and accurate. I have zero questions.

45

46

47

T. Tsantoulis: My granddaughter is in your Lego program and her father is a coach. She is

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elated with the program. I am impressed with all that is being done at the library.

Chair Sullivan: Bruce Thomas recently gave us an update on the repairs of the library columns.

H. Rainier: We are very happy about the project and we thank Bruce, who was immensely helpful throughout the project.

M. Farwell: We still have some exterior work we would like to have done. We will call that Phase Two. We are excited about the town's LED lighting program.

H. Rainier: Ann Meyers is our new Adult Services Librarian, and she has hit the ground running, collaborating with the Historical Society, the Heritage Commission, and many other entities. Our ties with various organizations make our community stronger.

Chair Sullivan: You have fantastic programs for ages two to 92.

M. Broderick: We are still working with our personnel issues. With a full staff, we could be even better. We will possibly be looking for more staff next year.

C. Karolian: If it is possible in the future to up the wages for part-time employees to make the positions more financially viable, I would offer 100% support.

C. Karolian motioned to accept the recommendation of the Hooksett Public Library Board of Trustees and Library Director for the dollar amount of \$865,289. A. Walczyk seconded the motion.

Voted unanimously in favor (9-0).

▪ **POLICE**

A. Garron: Chief Bouchard, Christine Soucie and I went over this proposed budget together, and we were not too far apart.

Police Chief Janet Bouchard: I will begin with decreases in two lines. Full-time wages is reduced from \$2,700,000 to \$2,650,000. Part-time wages are \$71,091, down from \$82,096. We have three part-time positions, including an Administrative Clerk, a Support Specialist, and a part-time police officer. The SRO position, which was part-time, is now full-time. I met with William Rearick, the new Superintendent of Schools, and he is receptive to the idea of covering part of the salary and benefits for the SRO. Based on the amount of time she will spend at the schools, I estimate that the School should be responsible for 70% of her salary and benefits, leaving the Police Department responsible for 30%, or \$23,679. For the next budget cycle, we may be looking to increase our full-time complement from 30 to 31 and to pay the SRO from the part-time line. To calculate overtime, I looked at the past few years' actuals, vacation time and court time. Education includes contractual obligations from collective bargaining. Uniforms are new uniforms and gear for the new officers just hired. I lowered the amount for badges and pins. Bullet proof vests are on a five-year replacement cycle. Our five dispatch officers are now visible to the public, so I want them to start wearing uniforms. Training and Dues shows an increase because it now includes frangible ammunition which we must supply for Police Academy trainees. It explodes on contact like dust, not shells. We are lucky to have a lot of training; this is a good retention tool. Regarding dues for special operations, we are part of a SWAT team. We also have dues for other associations.

C. Karolian: How many towns are involved in the SWAT team?

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99

100 Chief Bouchard: We moved last year from the Central to the Southern team. There are ten
101 towns, including Salem, Londonderry Hudson and Litchfield. Four of the team members are
102 from Hooksett. I am impressed with this team, which can be called out instead of calling the
103 State Police or Manchester. As part of the agreement, each town pays its own overtime from the
104 SWAT team training and activities. We hosted classes this year, gaining \$8,500 of free training
105 by doing so.

106

107 C. Karolian: Under the Training and Dues account, you have education for sworn, non-union.
108 What is that?

109

110 Chief Bouchard: It is paid training for the chief, the captain, six sergeants, and two lieutenants.
111 Under the Professional Services line, SPOTS is the State Police Online Telecommunications
112 Service. I am leaving one dollar in that line because, although there currently is no fee because
113 they have converted T-1 lines to VPN, fees could be assessed in the future. We have reduced
114 the number of data shredders to two, and the EZ pass has been moved here from Training and
115 Dues. I have removed the TLO service, which runs phone numbers, because we don't need it
116 and the cost has quadrupled. For blood draws, we try to go to Parkland in Derry when we can
117 because the service is free there and Elliot charges \$150.

118

119 Chair Sullivan: So, this does not mean that you are taking fewer blood draws?

120

121 Chief Bouchard: Unfortunately, no. Bio Hazard Cleaning was lowered based on actual costs. I
122 moved the battery backups to Communications Maintenance. Tower maintenance was lowered
123 because some of it is covered by the DPW. Maintenance contracts for phones, cameras and
124 radios show contractual increases. IMC/Cross Agency costs have been reduced to zero
125 because Nashua is providing that service at no cost. We had been paying Portsmouth for that
126 service. This enables the sharing of data with those running the same records management
127 program as Hooksett. For software and programs, there is a five percent contractual increase
128 for police network maintenance (IMC/Tritech). The website maintenance cost is increased,
129 based on actual. In the Equipment Maintenance line, radar unit certifications have been
130 lowered, based on actual cost. For Vehicle Maintenance we have been lucky. This has been
131 consistent over the years, since we buy two new cars every year. Mario and his crew at Public
132 Works do an excellent job. I have calculated the price for tires based on the number of times
133 each year the various vehicles need four new tires. We are budgeting for 84 tires at \$150 each.

134

135 C. Karolian: This whole tire stuff is new to me. Do you purchase tires as needed, not
136 stockpiling?

137

138 Chief Bouchard: We do not stockpile tires. Mario keeps a few extras on hand in case of flat tires.
139 Cruiser registrations are lower, based on actual costs. Rentals and Leases includes our portable
140 toilet for the range, the leases for five copiers, and the postage machine, which shows a
141 decrease, based on actual payments. Last year, we reduced Animal Control from \$500 to \$250,
142 and are leaving it at that amount for this budget. Under the Telephone line, the amount for cell
143 phones has been lowered, based on actual contract amounts. The Internet Services line is
144 decreased significantly based on service needs. We changed printing companies for business
145 cards and cut those costs in half. Regarding office supplies, with more electronic communication
146 via email, postage and paper needs are reduced. Also, we wait for deals on copy paper and buy
147 in quantity at that time. There is no cost for the K-9 unit because of the trust. The Community
148 Services/Public Relations line, which is level-funded, is for public outreach and Court Appointed
149 Special Advocates (CASA). Regarding fuel, we used the \$2.75 per gallon figure dictated by Mr.

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150 Garron and calculated 1,800 gallons of fuel for the year. The plan to purchase two hybrid cars
151 should result in reduced fuel consumption, but cannot be estimated yet. The department saved
152 money this year by swapping bottled water companies. The Meals & Food line includes meals
153 for prisoners and meals for visitors during long-term investigations and emergency events.
154

155 A. Walczyk: Are you purchasing new chairs? I seem to remember a discussion about chairs at
156 one meeting.
157

158 Chief Bouchard: The chairs for the dispatch officers are very expensive, costing about \$1,000
159 each, so the dispatch supervisor orders parts to repair the existing ones instead of purchasing
160 new ones. Under Police Equipment, the department's Tasers are getting old but still work well.
161 This is the biggest equipment expense. We are using expired duty cartridges for training to save
162 money on ammunition. Some improvements are being made to the firing range every year.
163 Several items have been lowered, based on actual cost or lowered need. These include Strion
164 flash lights, AED supplies, intoxilizers, tac med kits, and tourniquets. Vehicles are costing more
165 but we can reuse the equipment as long as the interior design of new vehicles doesn't change;
166 we hope that will be the case for a couple more years. We are replacing radar units at the rate
167 of one per year. Crime scene processing supplies have been decreased, and camera
168 purchases for officers has been moved to the Police Equipment line. Each officer has his/her
169 own camera. We purchase inexpensive ones and usually have to replace a few each year.
170

171 ***C. Karolian motioned to accept the Town Administrator's recommended budget for the***
172 ***Police Department in the amount of \$4,722,417. J. Levesque seconded the motion.***
173 ***Voted unanimously in favor (9-0).***
174

175 Chair Sullivan: An increase of about \$18,000 is only 0.4%, which is reasonable.
176

177 **▪ FIRE**

178 A. Garron: For the Fire Department budget, my significant concerns were about the amounts for
179 overtime, rentals and leases, fuel, and professional services.
180

181 Chief Burkush: I would like to introduce Gina Howard, our Administrative Assistant, and
182 Assistant Chief Colburn. We have a PowerPoint presentation so the people at home can follow
183 our presentation. We have provided the Council members with hard copies of it.
184

185 C. Karolian: The Town Administrator is not recommending the staff changes you have
186 proposed?
187

188 Chief Burkush: No, but we had a good discussion about it. We would like to hire a fire inspector
189 and a part-time administrative assistant. Assistant Chief Colburn now does all of the fire
190 inspections, and I would like to free him from that to do training and work on operational items.
191

192 C. Karolian: The Department is requesting \$377,066 for overtime, and the Town Administrator is
193 recommending \$280,000.
194

195 Chief Burkush: The \$280,000 is 20% of the salary account. Public Works has overtime of 19%
196 of the salary account.
197

198 T. Tsantoulis: That is still a lot of money.
199

200 Chief Burkush: In researching several towns, only one is less than 20%. The rest range from
TC BUDGET REVIEW MINUTES 09-018-19 - U4

201 22% to 28%.

202

203 C. Karolian: Are these comparisons with towns with the same staffing?

204

205 Chief Burkush: We did it on the percentage of the salary account.

206

207 T. Tsantoulis: Why was there such a decrease in overtime from FY 2017-18 and FY 2018-19?

208 It went from \$307,586 to \$259,144.

209

210 Chief Burkush: We were fully staffed in FY 2018-19.

211

212 Assistant Chief Colburn: This year, we have two retirements coming up, and we will be down

213 during the hiring and training.

214

215 A. Garron: We looked at overtime needs in terms of staffing and historical trends. The actual

216 last year was \$259,000.

217

218 T. Tsantoulis: You are not making headway with reduction of overtime.

219

220 C. Karolian: What is the purpose of the ten-year average for overtime? There are lots of

221 variables.

222

223 Chief Burkush: The next slide shows a five-year average.

224

225 C. Karolian: There are lots of variable other than salary, such as calls for service, sick time, and

226 vacation time.

227

228 Assistant Chief Colburn: Dr. Shankle was big on historical spending. The hours of overtime are

229 down, but we are paying more per hour.

230

231 Chair Sullivan: We have been grappling with this for four years.

232

233 Chief Burkush: We are not the highest or the lowest. We don't have an abuse of sick leave

234 situation. The on-duty staff has been the same for six to eight years.

235

236 C. Karolian: What is your request based on?

237

238 Chief Burkush: It is based on percentage of salary. We looked at vacation and sick time and

239 came up with \$377,066, which is too high.

240

241 A. Garron: I looked at what was budgeted and what was used, and I couldn't find a justification

242 for \$377.066. The figure of \$280,000 is more supported.

243

244 C. Karolian: Can you explain \$6,000 for a surviving spouse?

245

246 Chief Burkush: This was a volunteer call firefighter who was injured before the town gave

247 benefits.

248

249 Assistant Chief Colburn: Hooksett made this agreement many years ago, probably in the

250 1970's. The firefighter has died, but his wife is living. She is in her 90's, and Hooksett agreed

251 that she would receive this benefit as a surviving spouse.

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252
253 C. Karolian: Is this a level amount?
254
255 C. Soucie: No, it has increased slightly over the years, and it increased when he died.
256
257 C. Karolian: Is she in assisted living or a facility?
258
259 T. Tsantoulis: We are not going to make headway regarding \$6,000. That information can be
260 provided if you want it.
261
262 Chief Burkush: We requested \$43,400 for uniforms, and the Town Administrator recommended
263 lowering that to \$39,000.
264
265 J. Levesque: You have four Class A uniforms at \$1,500 each. I assume these are dress
266 uniforms for ceremonies and funerals. Does each firefighter really need four?
267
268 Assistant Chief Colburn: No. Each new hire gets one upon completing probation, and we have
269 four new hires.
270
271 C. Karolian: Why wouldn't lights be in the Equipment line instead of the Uniform line?
272
273 Chief Burkush: We have moved some items but did not want to move too many in one year. I
274 agree that lights should be in the Equipment line.
275
276 Assistant Chief Colburn: For Training and Dues, we have contractual agreements for education.
277 We have been part of the Southeast 40-member HAZMAT team for 22 years. These are the
278 same towns as the Police SWAT team. We have dues for various associations and
279 memberships, and are building our own training props so we don't have to incur overtime by
280 sending firefighters to Concord for training. For our company officers, we have development
281 sessions with guest speakers. We do our SCBA repairs in house, but those doing the repairs
282 need certification.
283
284 Chair Sullivan: That account is \$16,000 higher than last year. Can you explain that?
285
286 Assistant Chief Colburn: Yes, there are two reasons: We moved one item, the Southeast
287 HAZMAT team, into this account, and contract training went from \$18,000 to \$27,000.
288
289 Chief Burkush: Professional testing is physicals for employment testing and screening.
290
291 T. Tsantoulis: Under Software and Programs, what is vehicle tracking?
292
293 Assistant Chief Colburn: This was done by Dr. Shankle. It is basically GPS. The units were put
294 on plow trucks and some fire apparatus.
295
296 Chief Burkush: It is a waste of money.
297
298 E. Labonte: The system tells you where these vehicles were, how fast they were going, and if
299 they were driving erratically. The system is not quite one year old.
300
301 Chair Sullivan: I recall that at one time a plow truck was off the road and couldn't be located
302 easily.
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303
304 C. Karolian: Why would this be needed when a fire truck is responding code 3 to a call? I
305 assume they travel safely and within the speed limit.
306
307 E. Labonte: Dr. Shankle requested that these unit be placed on Fire administrative vehicles,
308 Town Hall vehicles, and Public Works vehicles. When Donald Winterton was the Acting Town
309 Administrator, he had them taken out of the Fire administrative vehicles and put into the Fire
310 apparatus vehicles because of complaints about response time – complaints that they were
311 taking longer than necessary to get to a call. There was a complaint that a Public Works vehicle
312 spent 30 minutes banging the plow up and down to keep people up.
313
314 C. Karolian: Thank you. This seems like a waste of money. I would like to know the thoughts of
315 the Town Administrator on this.
316
317 A. Garron: We should keep the program because it is less than a year old. We should give the
318 program time so that we can make a good, sound judgment. We will need to check the data.
319 Maybe we should decide next year.
320
321 A. Comai: Is the \$2,400 a one-time fee or a recurring one?
322
323 Assistant Chief Colburn: It is recurring. It is paid monthly.
324
325 Chair Sullivan: We haven't completed one cycle yet.
326
327 **C. Karolian motioned to remove the \$2,400 for vehicle tracking software from the Fire**
328 **Department budget. T. Tsantoulis seconded the motion.**
329
330 T. Tsantoulis: My concern is that when a call comes in it is tracked. It seems redundant.
331
332 Assistant Chief Colburn: It is redundant.
333
334 C. Karolian: Who will review the information? What will be done with the data? Who is the
335 responsible party to look at it?
336
337 A. Garron: As the town grows, there may appear to be a need for a third Fire station. The data
338 would support, or not support, the need for that third station. If they already have the data, so be
339 it.
340
341 Chair Sullivan: I hope we will review it at the end of the year.
342
343 Chief Burkush: We are paying for this already, with no funding for it. It is not a good tracking
344 program.
345
346 J. Levesque: When a truck goes out, is the time recorded at the station? If so, this is redundant.
347
348 Assistant Chief Colburn: It is recorded at the station when a truck goes out, what time it arrives
349 at the scene, and when it arrives at the hospital. This system is redundant.
350
351 A. Walczyk: What about the trackers on the administration vehicles?
352
353 E. Labonte: Mr. Winterton had them disconnected and removed. Then they were moved to the
TC BUDGET REVIEW MINUTES 09-018-19 - U7

354 emergency vehicles.

355

356 C. Karolian: Do you know how many complaints have ever come in?

357

358 Assistant Chief Colburn: None have come in.

359

360 C. Karolian: Has Public Works had complaints.

361

362 E. Labonte: We have had several. It tells us if the trucks are speeding or if they are not where
363 they are supposed to be when we try to get ahold of them. It would alert us if someone was
364 fallen out of a truck, perhaps under the truck or into a ditch. This works great for Public Works.

365

366 Chair Sullivan called for a vote on the motion to remove \$2,400 from the Fire Department
367 budget for vehicle tracking.

368

369 ***Voted unanimously in favor (9-0).***

370

371 Assistant Chief Colburn: Equipment Maintenance was lowered by Mr. Garron, based on actuals.
372 I believe.

373

374 A. Garron: There was an increase in the line, but not as much as requested. What was spent
375 last year was \$100,000 less than budgeted.

376

377 Chief Burkush: Of the \$70,000 increase, \$49,000 is hydrant rentals.

378

379 Chair Sullivan: One of the precincts is charging flushing fees. I had a call from a resident. What
380 is that?

381

382 Assistant Chief Colburn: Village charges flushing fees. It is all part of their charge. Village has
383 done a tremendous amount of maintenance and upgrading this year. We are finally seeing
384 where these maintenance dollars are going. They are starting to do flow testing and flushing.

385

386 Chair Sullivan: They shouldn't be charging residents flushing fees.

387

388 A. Garron: I will verify that. The Finance Director and I have been following up with the Town
389 Attorney about the \$49,000 increase in hydrant rentals because it comes without instructions.
390 We may have to submit an amended warrant article to specify how this is carried out.

391

392 C. Karolian: Are any hydrants owned by Hooksett?

393

394 Chief Burkush: Not that I know of.

395

396 C. Soucie: The town owns some. There are public and private ones. The Water District charges
397 us for water and maintenance.

398

399 C. Karolian: Do they charge you for the water to put out a fire?

400

401 Assistant Chief Colburn: It is a flat fee to have the hydrant and water.

402

403 Chair Sullivan: I recall that thousands and thousands of gallons were needed for the China
404 Dragon fire.

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405
 406 C. Karolian: The fee could increase every year, and you have to pay or you can't use it.
 407
 408 Chief Burkush: They have a five-year plan to increase the price considerably.
 409
 410 Chair Sullivan: If we have further questions on hydrants, we can have the water companies
 411 come in. The EDAC had them in once before.
 412
 413 Chief Burkush: We are okay with the Town Administrator's recommended amount for new
 414 equipment. The Town Administrator is allowing us to use impact fees to pay for the radios, so
 415 \$8,000 has been removed.
 416
 417 T. Tsantoulis: Why are the forestry suits different from the regular suits?
 418
 419 Assistant Chief Colburn: They are Nomex, a lighter suit material. The others have a thermal
 420 layer also to protect from the much higher heat at a fire scene.
 421
 422 C. Karolian: Is the "Speedi-dri" used at the station or at accident scenes? I thought the towing
 423 companies were supposed to carry that.
 424
 425 Chief Burkush: We put it down and they clean it up.
 426
 427 J. Levesque: What is the yearly cost of \$5,000 for multi-gas heaters for?
 428
 429 Assistant Chief Colburn: These have to be calibrated every 30 days. We need several bottles of
 430 each type, as well as the sensors.
 431
 432 J. Levesque: Andre, why did you reduce this to \$2,500?
 433
 434 A. Garron: Based on historical spending, the percentage increase was too high.
 435
 436 Assistant Chief Colburn: The \$4,000 is to redo the Master Plan, which is due in 2020. We try to
 437 get grants for EOC training. We plan to do this, not in this budget, but in the next.
 438
 439 **A. Walczyk motioned to accept the Town Administrator's recommended budget as**
 440 **amended for the Fire-Rescue Department in the amount of \$4,317,249. A. Comai**
 441 **seconded the motion.**
 442 **Voted in favor (8-1). Councilor Tsantoulis voted no.**
 443
 444 **CAPITAL IMPROVEMENTS PLAN**
 445 C. Soucie: The Capital Improvement Plan was adopted by the Planning Board on September 9,
 446 2019.
 447
 448 Chair Sullivan: The only change is the date.
 449
 450 C. Soucie: The Town Administrator will review the non-reoccurring items.
 451
 452 A. Garron: The warrant article for the 3A corridor was not approved at the last Town Meeting,
 453 due to escalating costs for the Hackett Hill project. However, we need to keep it here. It needs
 454 to be studied in a different way. It's a system issue There is the hour-glass issue going into
 455 Manchester. We need to study the whole area. The 3A issue and Exit 11 is 90% of the project.
 TC BUDGET REVIEW MINUTES 09-018-19 - U9

We will bring our suggestions to the Council as we formulate them. Next, Old Town Hall is an asset of the community, and it should stay on this list. We need to have some hard discussions regarding its use. Should it be owned by the town or owned privately?

Chair Sullivan: The building is 193 years old.

C. Soucie: For the Hooksett Riverfront Walk, \$615,000 is the total cost to finish it. There is a little tweak from the prior year. This is a conservation project now in the second phase. The third phase will be in 2021 and 2022. It does not use taxpayer dollars.

A. Garron: I want to get the CIP committee up and running. I am happy to see the Wastewater Department and the Water Precinct projects in here. This allows for coordination of projects for efficiency. Coordinating the years in which projects are done could mean digging a road up only once.

C. Karolian: Do taxpayers with wells and septic systems contribute to these projects?

C. Soucie: No, these projects are funded by the users, both water and sewer.

A. Garron: The exception would be in the TIF district where these projects are quasi-funded by the public.

Chair Sullivan: Regarding the Parks & Rec project for bathrooms at Donati, at what point are we going to commit?

C. Soucie: The back-up material does not talk about bathrooms.

E. Labonte: The plan is for a maintenance facility and bathrooms at Donati Field. The fund is not solely for that; it can be used to upgrade any recreation facilities. The amount is \$320,000, and any suggestions should come from the Parks & Rec Committee.

A. Garron: Looking long-term, the Town Hall pool car is scheduled for replacement in 2021-22. This is replacement of the Assessing car. The Town Engineer vehicle is scheduled for replacement in 2022-23. Both of these vehicles were hand-me-downs. The Code Enforcement vehicle is scheduled for replacement in 2025-26 at a cost of \$30,000. This plans for new vehicles, not hand-me-downs.

A. Garron: The Fire Apparatus capital reserve fund has been increased from \$150,000 to \$250,000 because the cost of fire equipment has increased.

A. Walczyk: Should we update the plan regarding the ladder truck?

C. Soucie: That will be updated next year.

A. Garron: The Public Works Vehicle capital reserve fund has been updated from \$100,000 to \$200,000, again because the increase in vehicle costs.

C. Soucie: Other than those, the plan is the same as last year.

Chair Sullivan: What is parcel digital recompilation?

TC BUDGET REVIEW MINUTES 09-018-19 - U10

507 A. Garron: That is for an upgrade to the base mapping for Hooksett. This is a project I would like
508 to move up. It was last done in the 1990s and there have been lots of changes. We need
509 information we can rely on.

510
511 C. Soucie: At the last meeting, there were questions about the Amoskeag Rowing contract. I
512 have copies of the contract for all of you. The town has agreed to implement a scholarship
513 program if needed to provide courses for interested residents in need of financial assistance in
514 order to participate. There have been no requests.

515
516 A. Garron: The contract also allows the town to use the funds for maintenance of the grounds
517 and to let the funds accumulate from year to year.

518
519 C. Soucie: Unfortunately, we have no provision for that. The voters would have to approve that.

520
521 C. Karolian: The Amoskeag Rowing Club pays \$5,000 per year to Hooksett?

522
523 C. Soucie: The town collects \$5,000 per year and it is placed in a revenue account.

524
525 A. Garron: The rowing club doesn't have exclusive use.

526
527 C. Karolian: The contract says that with prior approval, they can have occasional exclusive use.
528 And the scholarships are based on need?

529
530 A. Garron: Yes. We have people here who could verify that need.

531
532 C. Karolian: What does it cost to join?

533
534 A. Walczyk: Their classes are listed on their website.

535
536 Chair Sullivan: In 1994, the town first approved a budget of \$1,000 per year for the preservation
537 of historical items. This work is done by the Historical Society. At one point, the annual amount
538 was decreased to \$750. I would like to increase the amount by \$250, bringing it back to the
539 \$1,000 which was budgeted initially. This would be used for the scanning and archiving of
540 historical pictures and photographs, allowing the scanning of 1,000 photos. The town owns the
541 Historical Society building.

542
543 **A. Walczyk motioned to increase the administration account # 001-100.4589-800.004 to**
544 **\$1,000. T. Tsantoulis seconded the motion.**
545 **Voted unanimously in favor (9-0).**

546
547 **Chair Sullivan motioned to approve the amended Administration budget in the amount of**
548 **\$1,174,207. T. Tsantoulis seconded the motion.**
549 **Voted unanimously in favor (9-0).**

550
551 **PUBLIC WORKS – Additional Information**

552
553 E. Labonte: At the last budget review meeting, additional information was requested, and I have
554 that information now. Under Administration Safety Supplies, the backup was missing an
555 additional statement. This needs to be included: "Also in this line item is safety personal
556 protective equipment not included as uniform items – safety glasses, hard hats, vests and work
557 gloves. There were questions concerning the cost associated with the first aid supplies. The
TC BUDGET REVIEW MINUTES 09-018-19 - U11

558 safety supplies for last year were \$614.05, which included inspecting and servicing the eye
 559 wash station. Regarding Professional Services, the backup had a line listed as "catch basin and
 560 drain cleaning and TV inspection" for \$2,000. At the meeting, Mr. Garron indicated that the line
 561 item as stated was to be deleted and the Engineering Services for wetland scientists was to be
 562 increased by \$2,000. Under NHDES Stormwater, the backup listed MS4 Permit – Annual
 563 Monitoring and Compliance – in the amount of \$100,000. There was concern that this was
 564 loaded, and the Council requested additional backup. Since this is a new requirement, the cost
 565 can only be estimated. Under Stormwater monitoring, the town will be required to monitor and
 566 sample/test stormwater outfalls, which would require sampling equipment and lab testing, if
 567 needed. Also required is the finalization of Illicit Discharge detection and elimination authority
 568 and a plan, public awareness, public participation, handouts, briefings training and advertising.

569
 570 C. Karolian: What is elimination authority?

571
 572 E. Labonte: It states who can enforce this, and what administrative actions or fines will be
 573 enforced. We have 49 outfalls which must be tested under wet and dry conditions, maybe four
 574 times each year. We will need a plan, sampling equipment, and advertising for public
 575 awareness.

576
 577 C. Karolian: Have you consulted with other towns about the costs?

578
 579 E. Labonte: No, we have not. It is new for everyone.

580
 581 C. Karolian: Have you priced the equipment?

582
 583 E. Labonte: No, because we don't know for sure what we will need.

584
 585 C. Karolian: Why not \$5,000? Please forgive me as I play the devil's advocate. I am looking for
 586 something concrete so I can decide whether to vote yes or no.

587
 588 E. Labonte: This is the second year this has been budgeted. From the current budget, we have
 589 spent \$60,000 on the basin cleaning vehicle.

590
 591 T. Tsantoulis: I have learned knowledge on this, and \$100,000 is not that much. It will be eaten
 592 up fast. We need to formulate a base line. I support this amount.

593
 594 **OTHER**

595 C. Soucie: These are potential warrant articles for you to look at and think about. Except for the
 596 Pavilion, you have seen the rest of them before.

597
 598 A. Garron: First is non-union wages, which will have to be established. Second is the Public
 599 Works Truck Tractor, which does not use taxpayer dollars because it is funded from the Solid
 600 Waste account. Third is the DPW salt storage building. The current building doesn't hold
 601 enough salt for one big storm, and the salt is exposed to the elements. The existing building will
 602 be repurposed for sand storage. Last is the proposal to change the part-time Administrative
 603 Assistant position at the Recycling & Transfer Station to full-time.

604
 605 E. Labonte: This employee must have a scale license and a DES license, and also tracks fuel in
 606 the diesel tank. She fills in for the Public Works Administrative Assistant when she is out sick or
 607 on vacation.

608
 TC BUDGET REVIEW MINUTES 09-018-19 - U12

609 J. Levesque: The road blocks are a good idea. We had a good discussion about this at an R & T
610 committee meeting. The truck operators are getting busy. People try to bypass the scales and
611 leave materials in the wrong place in order to avoid paying.

612
613 C. Soucie: We will have the final numbers at next week's Council meeting. Then we will need a
614 plan for warrant article discussions.

615
616 ***J. Levesque motioned to adjourn at 9:32 pm. C. Karolian seconded the motion.***
617 ***Voted unanimously in favor (9-0).***

618
619 Respectfully submitted,
620 *Kathleen Donnelly*
621 Kathleen Donnelly
622 Recording Clerk
623

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, September 25, 2019**

The Hooksett Town Council met on Wednesday, September 25, 2019 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 25 Sep 2019 to order at 6:05 pm.

PROOF OF POSTING

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Durand, Councilor Avery Comai, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk

Missing: Councilor James Levesque

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

SPECIAL RECOGNITION

Hooksett Police - Swearing-in ceremony

Chief Bouchard: I am pleased to swear in Daniel Byers as a Patrol Sergeant. As a Sergeant, he will be responsible for everybody of the shift. Daniel attended Manchester Memorial High School and graduated from New Hampshire Tech. He began his career in Newmarket in 2007. He joined the Hooksett Police Department in 2014. He is a member of the Southern New Hampshire Special Operations Unit and is a field training officer. He has spent the last year and a half as detective in the juvenile unit. He lives in Weare with his wife and children.

Chief Bouchard: I am happy to be swearing in Travis Manning as a detective. He attended Manchester Memorial High School and graduated from New Hampshire Tech. He began his career with the Manchester Police Department, attending the Police Academy in 2013. He came to the Hooksett Police Department in 2015. He lives in Manchester with his wife. He is an Accident Reconstructionist, a Field Training Officer and a Neighborhood Watch Coordinator.

Chief Bouchard: We do not take lightly our responsibility for the health and safety of Hooksett students. I would like to introduce Angela Bergeron, our new School Resource Officer (SRO). Angela graduated from Trinity High School in Manchester and Plymouth State University. She began her career in Ashland and graduated from the Police Academy in 2006. She has worked as the SRO for the Pembroke Police. She joined the Hooksett Police in 2016. She has a lot of energy and has already introduced several new programs. She is a Field Training Officer, an Accident Reconstructionist and a certified DARE instructor.

Chair Sullivan: Congratulations and good luck. Stay safe, and thanks to your brothers and sisters in blue.

Town of Hooksett Longevity Employees

A. Garron: I am pleased to announce the names of employees who have worked for Hooksett for five, ten, fifteen, and twenty-plus years. We have certificates and gifts for them.

5 YEAR ANNIVERSARY

Matthew T. Lavoie, Community Development 8/13/2018
 Daniel J. Byers, Police 2/24/2019
 Joseph L. Ducharme, Police 2/24/2019
 Sheryl A. Kiley, Policy 7/1/2018
 David A. Scarpino, Police 8/19/2018
 Dale A. Cutter, PW-Highway 12/9/2018
 James F. King, PW-Highway 10/28/2018
 Jason A. Picott, PW-Highway 10/28/2018

10 YEAR ANNIVERSARY

Robert J. Wolinski, Fire-Rescue 12/1/2018
 Christine Barry, Police 5/4/2019
 Paul G. Devarenne, PW-Parks, Rec, cemetery 7/1/2018
 Sandra J. Soule, PW-Facilities/Custodians 6/2/2019

15 YEAR ANNIVERSARY

Joshua M. Grover, Fire-Rescue 4/12/2019
 Kristofer E. Dupuis, Police 3/1/2019
 Evelyn F. Horn, PW 3/29/2019
 Philip A. Arnone, PW-Parks, Rec, Cemetery 9/2/2018
 Robert S. Hebert, PW-Parks, Rec, Cemetery 8/4/2018
 Gregory B. Moyer, Recycle-Transfer Drivers 3/15/2019

20+ YEARS ANNIVERSARY

Scott Tremaine, Wastewater 5/24/2019 = 20 years
 Richard Blake, Public Works 10/21/2018 = 22 years
 Francine Swafford, Police 12/11/2018 = 29 years
 Linda O'Keefe, Wastewater 10/26/2018 = 31 years
 Brian Towle, Wastewater 4/6/2019 = 32 years
 Jay Wilson, Police 4/27/2019 = 33 years
 Gary Blanchette, Police 9/17/2018 = 34 years
Bruce Kudrick, Wastewater 1/8/2019 = 46 years

Hooksett Youth Achiever of the Month

T. Tsantoulis: I am pleased to announce that Madeline Downer has been selected the Hooksett Youth Achiever for August. She is a junior at Pinkerton Academy, and her special talent is volunteering. Her

many awards include the following: Cawley Middle School Principal's Award; Spirit of Cawley Award in 2017; Cawley Class Valedictorian in 2017; Make Your Mark/Make a Difference at Cawley Middle School (15 times); numerous baton twirling awards, including 2017-2019 NH State Baton Champion; appointment to Pinkerton Spanish and Foreign Language Honor Society; Pinkerton Academy High Honor and Honor Roll 2017-2019; Pinkerton Academy Student Council "Most Community Service" Award and Recipient in 2018 and 2019. Quoting Madeline, "I truly love serving the community, and Student Council provides me with SO many opportunities to do so, both inside and outside my school."

T. Tsantoulis: I want to share remarks from Matthew Benson, Cawley Middle School principal: "She was a dedicated student who valued education and supporting her community. Madeline was a unique individual who represented Cawley School with outstanding behavior, ethics and integrity. She was a natural leader who led by example with her actions and her words." Madeline is a high-achiever whose character is a model and inspiration to others." Here with her tonight are her father and her brother Andrew. Also here is Mr. Fred Bishop, who nominated Madeline. He is very proud of you, Madeline, and I am proud of you as a citizen and as a member of the Town Council.

Hooksett Municipal Employee – New Hire

A. Garron: We have one new employee, Logan Letendre. He is a new laborer with the DPW as of September 17, 2019. We welcome him.

Chair Sullivan: The eight employees with 20+ years of service represent 247 years of service.

SCHEDULED APPOINTMENTS

Old Home Day Committee Chairperson, Carrie Hyde - request for additional Town donation to support Old Home Day event

C. Hyde: Thank you for putting me on your agenda. Old Home Day was this past Saturday. We had a good turnout, with 118 vendors, many of them non-profit. However, we brought in fewer donations than in past years. We are short \$3,000. We spent more on the stage, with extra shows and live music. The sound was better than in the past. We had bounce houses and a photo booth, which was busy but not as busy as we had hoped. We were short on donations. Next year we would like to have a Friday kick-off with a movie night or maybe fireworks. Saturday events would end early at 4:00 pm. Sunday events would run from 10:00 am until noon or 2:00 pm. By shortening Saturday, we should need less staff.

Chair Sullivan: If the Council agrees, we can take up the first item of New Business now, because it addresses this request for a donation.

NEW BUSINESS

Old Home Day Committee Request for Additional Donation

C. Jones: Would this cover the whole weekend?

C. Hyde: No, it is for this year. Next year we would need \$16,000. We might have fireworks on Friday night instead of Saturday. We always have Old Home Day on the third Saturday of September.

Chair Sullivan: \$15,000 is for portable toilets, fireworks, and other expenses.

138 C. Hyde: Yes, Parks & Rec donates \$10,000 for toilets and fireworks.
139
140 Chair Sullivan: So, your combined cost for next year would be \$26,000, right?
141
142 C. Hyde: Yes.
143
144 T. Tsantoulis: What changed this year to cause the deficit?
145
146 C. Hyde: We added one band and had fewer sponsors, and we added more bounce houses. We spent
147 \$1,500 more and brought in less in donations.
148
149 T. Tsantoulis: Why did you have less sponsorship?
150
151 C. Hyde: As an example, CMC had donated for three years and this year said they are donating in
152 other areas.
153
154 T. Tsantoulis: You could have the same dilemma next year: increased activities and costs. How
155 prepared are you?
156
157 C. Hyde: We will start immediately for sponsors for next year. I reached out to Osborne Agway before I
158 knew they were going to add a new building. They were going to have events with pets. We would plan
159 for a larger budget and reach out now.
160
161 R. Duhaime: How much did you receive in donations?
162
163 C. Hyde: We had \$5,000 from the town and \$1,500 from others. The rest of our funds were vendor
164 fees.
165
166 Chair Sullivan: Tonight's request is for an additional \$3,000 for this year's events.
167
168 A. Garron: As I see it, first, we have a request for \$3,000, and if the Town Council agrees, we would
169 have to find it somewhere. Next, we want to consider a \$3,000, increase for next year now. Finally,
170 regarding going from one day to three-days, more discussion is needed regarding people power from
171 Police, Fire and DPW.
172
173 C. Karolian: I thought I heard you say \$15,000, not \$5,000?
174
175 Chair Sullivan: Parks & Rec gives \$10,000 for outside bathrooms and fireworks. We give \$5,000.
176
177 C. Karolian: If you do not receive the money, who will pay this?
178
179 C. Hyde: It will come out of my pocket, personally.
180
181 C. Karolian: Do you have to pay anybody?
182
183 C. Hyde: No, they were all volunteers.

184
185 C. Karolian: Did you know how much you had already received when you added more activities?
186
187 C. Hyde: We planned on the same sponsors. Our cost this year was \$23,875.
188
189 C. Karolian: Next year, with a three-day event, it will grow. You will need DPW for multiple days, not
190 one.
191
192 C. Hyde: We are spreading a huge Saturday event over three days. We would be using the same
193 amount of time.
194
195 C. Karolian: You should get with department heads or the Town Administrator to find out if moving three
196 hours to Sunday involves the same amount of time. There might be a minimum involved. Are you
197 saying contributions you expected didn't come in after committing to activities? Have you done this that
198 way before?
199
200 C. Hyde: We book entertainment in January. We never roll over a substantial amount.
201
202 R. Duhaime: Thank you for bring it back. It involves hard work. It is a great event. Did the extra
203 activities alone add the extra cost, or did the same activities also cost more?
204
205 ***R. Duhaime motioned to give the Old Home Day Committee \$3,000 for the 2019 Old Home Day,***
206 ***subject to receipt of income and expense accounting of the event. T. Tsantoulis seconded the***
207 ***motion.***
208 ***Voted unanimously in favor.***
209
210 C. Karolian: I suggest that we table this until we receive the report.
211
212 A. Walczyk: The Town Administrator could review the accounting report and release the money after
213 checking the report.
214
215 A. Garron: Timing regarding the budget process is involved here.
216
217 ***T. Tsantoulis motioned to table discussion of the 2020 three-day Old Home Day event. R.***
218 ***Duhaime seconded the motion.***
219
220 T. Tsantoulis: I admire what Ms. Hyde has done. This has been a successful event. However, I have
221 serious concerns, and we do not have enough information.
222
223 D. Fitzpatrick: I suggest waiting for more facts. Also, it would be good to check with department heads,
224 especially since we have new department heads who might have new ideas.
225
226 Chair Sullivan called for a vote on the motion to table.
227
228 ***Voted unanimously in favor.***
229
230

231 **CONSENT AGENDA**

232 **Course Reimbursement - EMS in the Warm Zone**

233 *R. Duhaime motioned to accept the reimbursement check from NH-HSEM totaling \$1,578.83, the*
 234 *funds to be returned to the department's overtime line. T. Tsantoulis seconded the motion.*
 235 *Voted unanimously in favor.*

236
 237 **Surety Release-DAR Builders, LLC Well Radius Surety**

238
 239 *R. Duhaime motioned to release the \$6,000 cash surety to DAR Builders, LLC. J. Sullivan*
 240 *seconded the motion.*

241
 242 A. Garron: There were questions raised at the last meeting. Mr. Williams is here to reaffirm what he
 243 stated last time.

244
 245 Nick Williams, Town Planner: We collected a \$6,000 bond because the well radius was over the lot line.
 246 The new homeowner would have been displaced. They had already closed on the house. All required
 247 entitlements were recorded with the deed. I have spoken with DAR Builders and Martel; they
 248 understand, and will not do this going forward. Developers will have to precisely center the wells or get
 249 a waiver prior to getting a CO.

250
 251 Chair Sullivan: When was the original bond requested?

252
 253 N. Williams: It was recently, within the last six weeks. The subdivision was approved in 2013-2014. In
 254 2016, a zoning change made the minimum lot size for conservation subdivisions one and a half acres; it
 255 had been a half acre.

256
 257 T. Tsantoulis: What has changed so that we won't have issues going forward?

258
 259 N. Williams. With future conservation subdivisions, there will be no bonds. They will center the wells or
 260 get a waiver. This subdivision is vested.

261
 262 T. Tsantoulis: So, there is nothing saying it can't happen with this subdivision.

263
 264 N. Williams: The Planning Board might be dealing with waiver requests, but they won't issue more
 265 bonds. These are two unusual situations. The developer put us between a rock and a hard place.

266
 267 Chair Sullivan: They will be coming to us for a release of the bond only.

268
 269 C. Jones: Are those considered legal, non-conforming lots?

270
 271 N. Williams: Absolutely, yes. They are vested. We cannot make them change those lots.

272
 273 C. Jones: My understanding is that you can't make a legal, non-conforming lot more non-conforming.
 274 The radii issue makes it more non-conforming.

275
 276 N. Williams: The well placement does not have anything to do with the lot itself. I would say no.

277

278 C. Jones: You say no, but you are not sure. We need to raise that question.
 279
 280 N. Williams: I will check with the Planning Board. The Planning Board does not have to grant waiver;
 281 they can require precise location of wells.
 282
 283 C. Jones: Why are we not making them center the wells?
 284
 285 R. Duhaime: These are not non-conforming. It would only be non-conforming if you wanted to add an
 286 addition or make a change that is not allowed by current zoning requirements.
 287
 288 C. Karolian: I have a point of order. Councilor Duhaime was not recognized to jump in.
 289
 290 Chair Sullivan: I apologize. I missed that.
 291
 292 A. Garron: Timing was the issue here. They took a bond at a crisis moment. We aren't going to accept
 293 bonds anymore. It will all be done ahead of time. Furthermore, these are conforming or they wouldn't
 294 have been able to get a mortgage.
 295
 296 C. Karolian: I understand we are not going to have this problem anymore. To follow up with what
 297 Councilor Tsantoulis said about future developments, what is the purpose of the bond?
 298
 299 N. Williams: If a waiver is not received, the bond money could be used to relocate the well.
 300
 301 C. Karolian: Why don't we consider collecting the bond to ensure that the homeowner is protected. The
 302 town is saying 'get a waiver from the State and the Planning Board' but that doesn't solve the issue of
 303 possible cross contamination.
 304
 305 R. Duhaime: I have a point of order regarding the number of questions allowed on follow-up.
 306
 307 Chair Sullivan: I have checked the rules and there is no limit on questions.
 308
 309 C. Karolian: There will be no more bonds going forward. If the Planning Board won't allow the waiver,
 310 they will have to center the wells.
 311
 312 T. Tsantoulis: We are looking to address giving back \$6,000. I see this as, perhaps, pandering to the
 313 developer. The abutter is the developer, in this case. I would suggest that we don't give it back, but
 314 instead hold it until there is another owner. This is a Planning Board issue, but it came to us. We need
 315 to look out for the abutters by holding onto the bond. These are the ramifications of imprecision.
 316
 317 N. Williams: The purchaser does a search of the deed to be aware.
 318
 319 T. Tsantoulis: There could be a problem.
 320
 321 Chair Sullivan: We are concerned that our decisions are based on other boards' responsibilities. Mr.
 322 Williams, at your next Planning Board meeting, please let them know we are concerned about this.
 323

324 N. Williams: The waiver for this one is on file. We do have public hearings, by law, on any waiver, and
325 you are welcome to attend and speak to the Board.
326

327 **Roll Call Vote #2**

328 **R. Duhaime Yes**

329 **J Durand No**

330 **C. Jones No**

331 **J. Levesque Not present**

332 **A. Walczyk Yes**

333 **A. Comai Abstained***

334 **C. Karolian No**

335 **T. Tsantoulis No**

336 **J. Sullivan Yes**

337 **Motion failed (3-4). * A. Comai abstained because he does not really understand the issue.**
338

339 A. Garron: If the waiver has been granted, are we just keeping the bond in place?
340

341 N. Williams: I don't know what is next. The developer has done everything needed to release the bond.
342

343 Chair Sullivan: The TCO was issued on August 19th, the same day as the waiver request.
344

345 **TOWN ADMINISTRATOR'S REPORT**
346

347 A: Garron: The Chairman asked me to bring up a Facebook item regarding additional recycling
348 information. Mr. Labonte will explain this.
349

350 E. Labonte: When the town discontinued curbside, single-stream pick-up, we began accepting glass,
351 for which we get \$30 per ton. We have a company which takes paper for a fee. Plastics have criteria:
352 no black plastic and no plastic from meat and food products. We get two to four cents per pound. It
353 must be brought to the station. We can't single stream or pick it up. We had a pamphlet at Old Home
354 Day and have this information on the website. This helps to show that the town is trying to exhibit
355 environmental stewardship. We had to pay a fee to get into consortium.
356

357 A. Garron: The search to find new ways to recycle will continue. We will add items in a cost-effective
358 way.
359

360 R. Duhaime: You still take cardboard and all colored glass, right?
361

362 E. Labonte: Yes, and plate glass, window glass and mirrors.
363

364 C. Karolian: Is it sorted from regular trash?
365

366 E. Labonte: No, it is not. We will have someone to monitor this the first couple of weeks.
367

368 A. Garron: The TIF Committee met today. There was a presentation by David Mercier, our consultant
369 from Underwood Engineering, regarding Exits 10 & 11. Zones 1 and 2 are close to Exit 10. We

discussed strategies for providing sewer and funding options, including outside funding such as grants. In October we will focus on Zone 3, which is closer to exit 11.

NOMINATIONS AND APPOINTMENTS

September Nominations and Appointments

Nick Germain: We have two individuals seeking appointments as alternates to the Planning Board and the Conservation Commission.

R. Duhaime nominated Mr. William Herlicka to a term as an Alternate to the Conservation Commission and Mr. James Fortin to a term as an Alternate to the Planning Board, both terms expiring June 30, 2020.

N. Germain: I spoke with Nick Williams, and he is working to get the boards to give recommendations for appointments. This was done in the past.

Chair Sullivan: That would be helpful, but this Council still makes the decision.

OLD BUSINESS

FY 2020-21 Budget and Warrant Articles

C. Soucie: The updated budget summary for 2020-21 is \$17,683,254. This is one percent above default and two percent above the current budget. Changes totaling about \$73,000 included the following items: Amoskeag Rowing, full-time and part-time Police personnel; software for Fire-Rescue; and an addition to the Historical Society budget.

R. Duhaime motioned to move the updated budget summary for 20-21 in the amount of \$17,683,254 to the Budget Committee. T. Tsantoulis seconded the motion. Voted in favor (7-0). Councilor Karolian was not present for the vote.

C. Soucie: With Old Home Day, for example, if you want to add funds, I would suggest that you have your Budget Committee representative add it through that committee. Health insurance will probably be revisited. The Budget Committee starts meeting in November. Adjustments can be made until early January.

C. Soucie: Next we should look at warrant articles. We are looking at capital reserve accounts, some of which we have already discussed. All of them are established accounts into which we put money to save for future capital expenses. You can change the suggested amounts or decide not to fund them. First is the Fire Apparatus account, which shows a balance of \$137,000. This will be updated to include about \$80,000 because of the ladder truck trade in. The suggested amount is \$250,000.

Chief Burkush: In our discussion with the Town Administrator, we agreed that we want to pay cash for vehicles. This year is the first time we have had a detailed plan. We have reduced our fleet by one pumper and one car.

C. Soucie: This account has earned \$18,000 in interest over six years.

Assistant Chief Colburn: We used to put money away for vehicles. Then we were leasing for a while. Now we are back to putting money away into the capital reserve fund.

417
 418 A. Garron: Capital reserve funds are the way to go. We know we will have to replace vehicles in the
 419 future. The Fire Department has done a good job adjusting to the costs of big, custom-made vehicles.
 420
 421 J. Durand: Does this fund maintenance?
 422
 423 C. Soucie: No, it does not.
 424
 425 Chair Sullivan: The Fire Department is going to be shy about \$200,000 for Engine 4 in 2021.
 426
 427 Assistant Chief Colburn: With the trade value, there should be enough money.
 428
 429 Chief Burkush: The fund balance is over \$200,000, and we have a settlement for Ladder 1, which is in
 430 the fund balance of the town. We will ask to apply this money to the vehicle purchase.
 431
 432 R. Duhaime: As the costs of these vehicles escalate, we need to try to get more life out of them.
 433
 434 Assistant Chief Colburn: With the issue of supply and demand, along with tariffs, we are in a tough
 435 market.
 436
 437 C. Soucie: The next fund is for Air Packs & Bottles, Fire Rescue Tools & Equipment, and Fire Cisterns
 438 in the amount of \$80,000.
 439
 440 Assistant Chief Colburn: The SCBA is an annual expense, so the fund will be zeroed out this year to
 441 equip the new pumper. Two cisterns are leaking, so we will fix the worst of the two next year.
 442
 443 C. Jones: On behalf of the elderly, is there grant money for these expenses? The elderly will see this on
 444 the warrant.
 445
 446 Assistant Chief Colburn: There are grants and we pursue them every year. There is one for air packs
 447 which we are pursuing now.
 448
 449 C. Karolian: I am trying to understand...Ladder #2 was purchased in 2019 but has 2007 in parentheses.
 450
 451 Assistant Chief Colburn: We did purchase it this year, but it is a 2007 model.
 452
 453 C. Karolian: The industry average life is 20 years for this vehicle. At the last meeting, we established
 454 that you pay for the upkeep of hydrants. Are these cisterns where town water is not available?
 455
 456 Assistant Chief Colburn: Yes, the developer is required to put in the cistern. It is turned over, or deeded,
 457 to the town, ultimately. There are 26 cisterns in Hooksett. We flow test and plow them.
 458
 459 R. Duhaime: I would like to think we could get more than eight years out of Ladder 2, since we spent
 460 \$200,000 on repairs and updates.
 461
 462 Assistant Chief Colburn: I can't say exactly how many years we will get out of it. We spent some money
 463 on updates and repairs, but it was not \$200,000.

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464
 465 T. Tsantoulis: These averages are nationwide. This vehicle was not previously exposed to salt, so we
 466 should be able to hope it will last longer than eight years.
 467
 468 Assistant Chief Colburn: It is possible, depending upon the number of runs it takes.
 469
 470 R. Duhaime: With the capital reserve funds, it seems to make the CIP obsolete.
 471
 472 A. Garron: The CIP looks at the big picture, and the information about capital reserve funds helps with
 473 that process.
 474
 475 C. Karolian: Why is there no tax rate impact listed on these? Why are they blank?
 476
 477 C. Soucie: The tax rate has not been set, so the tax rate is an estimate, though it is pretty close. Since
 478 it is not final, I didn't put it in the wording.
 479
 480 Chair Sullivan: Next is Town Building Maintenance.
 481
 482 C. Soucie: This includes Safety Center masonry work; window repairs; the library steps; lighting,
 483 venting and a truck lift at DPW after a Department of Labor inspection; the Town Hall roof; and the
 484 Library elevator. This account has earned \$40,000 in interest over the past 12 years.
 485
 486 Chair Sullivan: We are waiting for a presentation by Parks & Rec on the Pavilion.
 487
 488 A. Walczyk: They want to make a presentation about the intent of the project – what it is and what the
 489 schedule is.
 490
 491 C. Soucie: It would be best if this presentation were made by early December, if possible.
 492
 493 Chair Sullivan: Regarding the Emergency Radio Communications Capital Reserve fund, were any of
 494 these funds used for communication upgrades?
 495
 496 C. Soucie: There were upgrades, but the funds did not come from this account.
 497
 498 Chair Sullivan: The next fund is for Drainage Upgrades.
 499
 500 R. Duhaime: These issues are not confined to one section of town.
 501
 502 C. Karolian: The estimated cost is \$50,000, versus the amount of \$226,591. Can you explain that?
 503
 504 C. Soucie: The fund balance is \$226,591. This is for all drainage issues in town. The proposal is to add
 505 \$50,000 to the fund for this budget.
 506
 507 A. Garron: Just in the last three months, there has been a drainage problem because of a system that
 508 was improperly installed. Water is pooling. Mr. Thomas and Mr. Labonte are looking into it.
 509

510 A. Walczyk: Is it possible to finagle some of the wording? I am hoping to explain the MS-4. I did not
511 know what it was, so the voters may not know either.

512
513 C. Soucie: I will ask DPW to expand on this.

514
515 C. Karolian: I thought it was the \$100,000 we put in the budget last week.

516
517 R. Duhaime: The whole idea is to protect water resources and to study the watershed. Some is
518 Federally mandated; some is State. The State requires each town to have a plan for phasing in water
519 quality protection by controlling the quality of water flowing into the Merrimack River.

520
521 Chair Sullivan: For the Automated Collection Equipment Reserve, I would suggest saying,
522 '...replacement of trash or possible recycling collection vehicles.' Because single-stream, curbside
523 recycling has been discontinued, we don't want voters to think the fund is for that.

524
525 A. Walczyk: We can't leave #3 blank on page 11.

526
527 C. Soucie: We can leave it blank.

528
529 A. Walczyk: If we do, I won't vote for it.

530
531 C. Soucie: Only the Budget Committee sees this section. The voters would not see it.

532
533 A. Walczyk: On the last page, #3 is also blank. I would like that filled in also. I have wording
534 suggestions for page 11 which I would be happy to go over with the Town Administrator, so as not to
535 take up time at this meeting.

536
537 C. Soucie: No vote is needed for this to go to the Budget Committee.

538
539 **NEW BUSINESS**

540 **School Impact Fee Transfer to School District**

541
542 *T. Tsantoulis motioned to transfer \$240,302.56 from the School Impact Fee to the Hooksett*
543 *School District. R. Duhaime seconded the motion.*

544 *Voted in favor (7-0). Chair Sullivan abstained from voting due to his membership on the School*
545 *Board.*

546
547 **Resource Management Ins. – biosolids on farmland – DES Permit**

548
549 *Chair Sullivan motioned to table this item as additional information is needed. T. Tsantoulis*
550 *seconded the motion.*

551 *Voted unanimously in favor (8-0).*
552

553 **APPROVAL OF MINUTES**

554 **Public: 09/04/19 Budget Review**

555

556 *T. Tsantoulis motioned to approve the minutes of the September 4, 2019 Town Council Budget*
557 *Review meeting. Mr. Durand seconded the motion.*

558 *Voted in favor (6-0). Councilor Jones was not present for the vote and Councilor Duhaime*
559 *abstained because he was absent from the September 4, 2019 meeting.*

560

561 **Public: 09/11/19**

562

563 *R. Duhaime motioned to approve the minutes of the September 11, 2019 meeting. A. Comai*
564 *seconded the motion.*

565

566 A. Walczyk: On line 635, I was referring to the CIP Advisory Committee, not CIP itself.

567

568 Chair Sullivan called for a vote on the motion to approve the minutes as amended.

569

570 *Voted unanimously in favor (8-0).*

571

572 **Non-Public: 09/11/19**

573

574 *R. Duhaime motioned to approve the minutes of the non-public session of September 11, 2019.*

575 *T. Tsantoulis seconded the motion.*

576 *Voted unanimously in favor (8-0).*

577

578 **SUB-COMMITTEE REPORTS**

579

580 T. Tsantoulis: The Board of Assessors is up to date with abatement requests. We have three names for
581 HYA candidates, and I would like to schedule the next meeting.

582

583 D. Fitzpatrick: We expect to have a 5:00 pm start on Oct 9th, so I would suggest October 23rd.

584

585 A. Walczyk: We need Town Councilor volunteers for the Employee Appreciation Picnic on October 11,
586 2019. I am going to call out five members: Mr. Duhaime, Mr. Jones, Mr. Karolian, Mr. Tsantoulis, and
587 Mr. Durand.

588

589 Chair Sullivan: The Economic Development Advisory Committee met last Wednesday and we had a
590 good discussion. The Small Business Development Center gave a presentation and will use the town
591 website for outreach. The EDAC will possibly making a presentation to the Town Council sometime
592 soon on RSA 79-E. This legislation allows communities to waive a portion of taxes on improvements
593 and redevelopment for up to five years. There are five criteria to be met, relating to efficiency, safety, a
594 sense of community, preservation of historical structures and providing housing in urban or town areas.
595 There must be a public benefit. We are thinking of the Alice Avenue intersection – the southern part of
596 town.

597

598 Chair Sullivan: October is History month in New Hampshire. The Heritage Commission has a
599 demolition review for a house which is over 50 years old. It is the first house on the left on Martin's

600 Ferry Road. We are looking to change the five-day turnaround requirement for this, as we sometimes
601 need longer to establish historical significance.

602
603 A. Walczyk: When is that meeting?

604
605 Chair Sullivan: It is tomorrow, September 26th at 5:30 at the Library.

606
607 A. Garron: I would like to ask the Chairman to sign my eight goals.

608
609 C. Karolian: I would like to enter non-public session under RSA 91-A:3, II (c).

610
611 **NON-PUBLIC SESSION NH RSA 91-A:3 II**

612
613 ***C. Karolian motioned to enter non-public session on 09/25/19 at 8:51 pm per NH RSA 91-A:3 II***
614 ***(c). Seconded by J. Durand.***

615
616 RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of
617 any person, **other than a member of this board**, unless such person requests an open meeting. This
618 exemption shall extend to include any application for assistance or tax abatement or waiver of a fee,
619 fine, or other levy, if based on inability to pay or poverty of the applicant.

620
621 **Roll Call Vote #3**

622 ***A. Comai Yes***
623 ***C. Jones Yes***
624 ***A. Walczyk Yes***
625 ***J. Durand Yes***
626 ***R. Duhaime Yes***
627 ***T. Tsantoulis Yes***
628 ***J. Levesque Not present***
629 ***C. Karolian Yes***
630 ***J. Sullivan Yes***

631 ***Vote unanimously in favor (8-0).***

632
633 ***J. Sullivan motioned to exit the non-public session of 09/25/19. Seconded by R. Duhaime.***
634 ***Vote unanimously in favor (8-0).***

635 **Back in public session at 9:25 pm**

636
637 ***A. Walczyk motioned to seal the minutes of the non-public session because it is determined that***
638 ***divulgence of this information likely would affect adversely the reputation of any person other***
639 ***than a member of the board. J. Sullivan seconded the motion.***

640
641 **Roll Call Vote #4**

642 ***A. Walczyk Yes***
643 ***J. Levesque Not present***
644 ***C. Jones Yes***
645 ***R. Duhaime Yes***

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646 **J. Durand Yes**

647 **C. Karolian Yes**

648 **T. Tsantoulis Yes**

649 **A. Comai Yes**

650 **J. Sullivan Yes**

651 **Voted unanimously in favor (8-0).**

652

653 **ADJOURNMENT**

654 **J. Sullivan motioned to adjourn the public session of 09/11/19 at 9:25 pm. Seconded by T.**
655 **Tsantoulis.**

656 **Vote unanimously in favor (8-0).**

657

658 Respectfully submitted,

659

660 *Kathleen Donnelly*

661 Kathleen Donnelly

662 Recording Clerk

663