



AGENDA

Town of Hooksett Town Council

Wednesday, December 11, 2019 at 6:00 PM

A meeting of the Town Council will be held Wednesday, December 11, 2019 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL - ATTENDANCE**
4. **NON-PUBLIC SESSION #1 NH RSA 91-A:3 II**
5. **PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION NOTED ABOVE**
6. **PLEDGE OF ALLEGIANCE**
7. **AGENDA OVERVIEW**
8. **PUBLIC HEARINGS**
9. **SPECIAL RECOGNITION**
 - 9.1. Hooksett Police Dept. (HPD) - Swearing-in new Patrol Officer, Announce Officer of the Year, and Recognize other HPD employees.
 - 9.2. Hooksett Youth Achiever of the Month
 - 9.3. Hooksett Municipal Employee - New Hire
10. **SCHEDULED APPOINTMENTS**
 - 10.1. Travis Mannon, NEPBA Local 46 President (Hooksett Police Union)
 - 10.2. Scheduled Appointment with NHDOT Bureau of Bridge Design 5 - 6
[Staff Report - SR-19-202 - Pdf](#)
11. **CONSENT AGENDA**
 - 11.1. Carriage Manor Site Bond and Landscape Bond Reduction 7 - 12
[Staff Report - SR-19-206 - Pdf](#)
 - 11.2. SNHU – CETA Engineering Building Site Bond Release 13 - 16
[Staff Report - SR-19-207 - Pdf](#)
12. **TOWN ADMINISTRATOR'S REPORT**
13. **PUBLIC INPUT - 15 MINUTES**
14. **NOMINATIONS AND APPOINTMENTS**
15. **BRIEF RECESS**
16. **OLD BUSINESS**

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

- 16.1. FY 2020-21 Budget and Warrant Articles 17 - 24
[Staff Report - SR-19-203 - Pdf](#)
[Sewer asset management](#)
[Non-union wages](#)

17. NEW BUSINESS

- 17.1. Town of Hooksett, NH and New England Police Benevolent Association, INC.
(NEPBA) LOCAL 46 OF NEW HAMPSHIRE = Collective Bargaining
Agreement for period 07/01/2020-06/30/2023
- 17.2. Automobile Extrication Rescue Tool Replacement 25 - 26
[Staff Report - SR-19-204 - Pdf](#)
- 17.3. Donati Field Concession Stand Pump Station (tabled at 11/20/19 Town Council
Meeting) 27 - 35
[Staff Report - SR-19-205 - Pdf](#)
- 17.4. Brookview Development Request for Street Approval and Release of Letter of
Credit 37 - 45
[Staff Report - SR-19-208 - Pdf](#)

18. APPROVAL OF MINUTES

- 18.1. Public: 11/20/2019 47 - 63
[TC Minutes 112019](#)
- 18.2. Non-Public: 11/20/2019

19. SUB-COMMITTEE REPORTS

20. PUBLIC INPUT

21. NON-PUBLIC SESSION #2 NH RSA 91-A:3 II

22. 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.

**Anyone requesting auxiliary aids or services is asked to contact
the Administration Department five business days prior to the 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: Scheduled Appointment with NHDOT Bureau of Bridge Design
Meeting: Town Council - 11 Dec 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

On Monday, November 18th, the Administration Department was contacted by one William Saffian of the New Hampshire Department of Transportation's Bureau of Bridge Design. Mr. Saffian is an Engineer and Project Manager.

He informed staff that his Office is engaging communities on several major upcoming bridge projects in the Greater Manchester area, with some projects explicitly occurring within and directly affecting Hooksett; particularly I-93 Southbound. During the course of the anticipated work, traffic will likely be significantly affected.

Mr. Saffian requested that Town Officials either attend the public meetings that will occur in Manchester to describe the work, or that DOT representatives be placed on a Town Council agenda to describe the project.

It is currently not anticipated that Town Council will be required to make any motions associated with such a meeting.

FINANCIAL IMPACT:

N/A - As it stands.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Listen to the DOT describe the full project and its impacts on Hooksett and the region. Estimated to take about 30 minutes. As questions as necessary.

SUGGESTED MOTION:

Possibly direct the Town Administrator to utilize town information channels to advertise traffic impacts to the public

TOWN ADMINISTRATOR'S RECOMMENDATION:

For Councilor's information only

Town Council

STAFF REPORT



To: Town Council
Title: Carriage Manor Site Bond and Landscape Bond Reduction
Meeting: Town Council - 11 Dec 2019
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Carriage Manor project is nearing completion and the developer and Manchester Sand and Gravel (aka Boston Sand and Gravel) has requested that the Site Plan Bond #8193-21-38 with a value of \$163,798.80 be reduced to \$22,006.00 and the landscape bond #8193-21-39 with a value of \$59,345.25 be reduced to \$5,225.00.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Reduce site plan bond and landscape bond as described.

SUGGESTED MOTION:

Motion to approve reduction of bonds of the Carriage Manor Project with the Site Plan Bond with a value of \$163,798.80 reduced to \$22,006.00 and the landscape bond with a value of \$59,345.25 be reduced to \$5,225.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[01 Staff Report Reduce Retainage Plan](#)

[02 Staff Report Reduce Retainage Plan](#)

STAFF REPORT

Background Information

The Carriage Manor project is nearing completion and the developer and Manchester Sand and Gravel (aka Boston Sand and Gravel) has requested that the Site Plan Bond #8193-21-38 with a value of \$163,798.80 be reduced to \$22,006.00 and the landscape bond #8193-21-39 with a value of \$59,345.25 be reduced to \$5,225.00.

The bulk of the work remaining consist of the pavement overlay of approximately 300' of road and sidewalk, and the landscaping in front of four buildings not yet constructed.

Financial Impact:

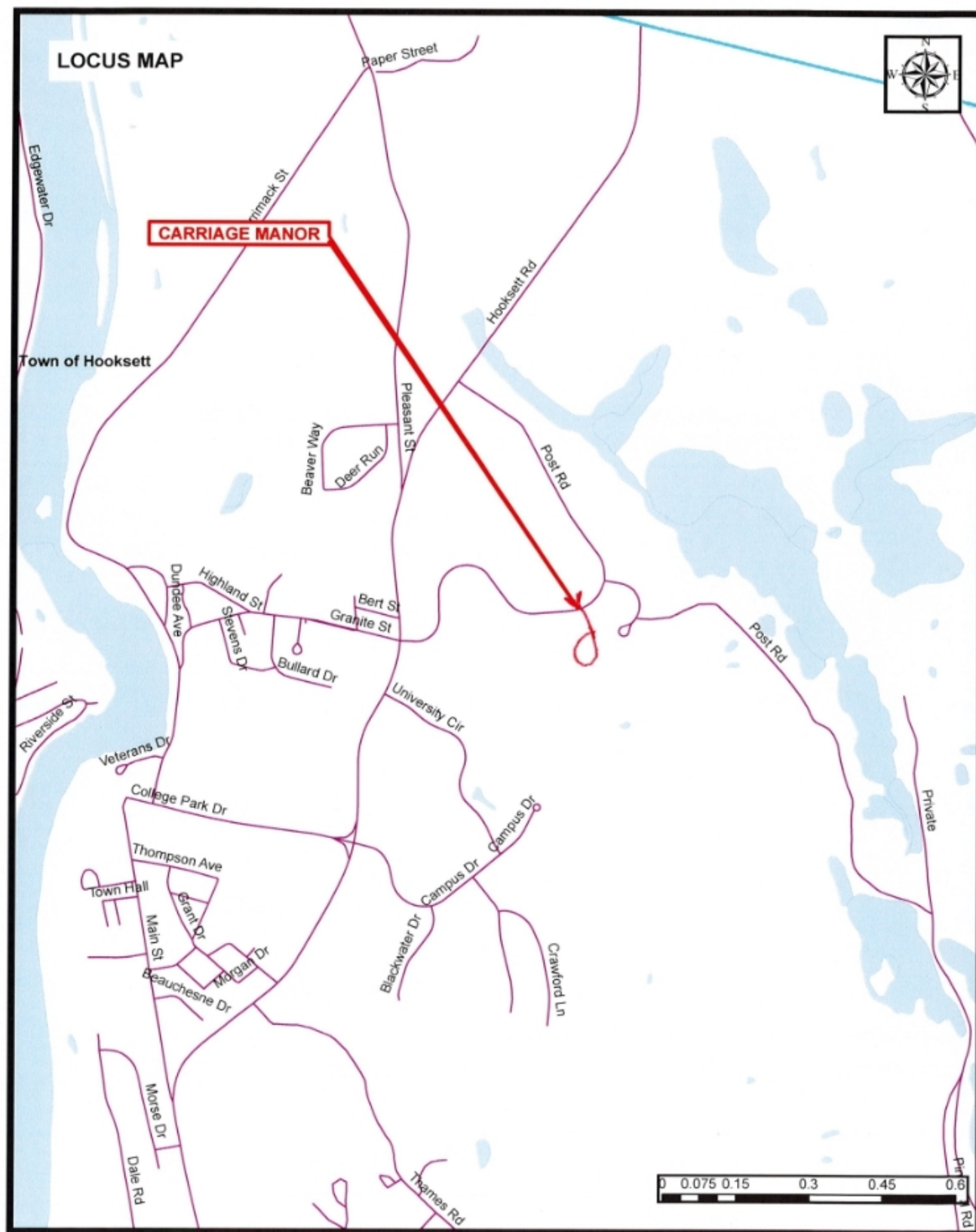
None

Recommendation:

Reduce site plan bond and landscape bond as described.

Suggested Motion:

Motion to approve reduction of bonds of the Carriage Manor Project with the Site Plan Bond with a value of \$163,798.80 reduced to \$22,006.00 and the landscape bond with a value of \$59,345.25 be reduced to \$5,225.00.



Town of Hooksett		11/20/2019	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
Carriage Manor			
Federal Insurance Company # 8193-21-39	Landscaping Surety	59,345.25	12/3/2009
JMD Realty Inc.			
Federal Insurance Company # 8193-21-38	Site Plan	163,798.80	12/3/2009
JMD Realty Inc.			

Carriage Manor of Hooksett NH					11/14/2019
Manor Drive					
Site Plan Improvement Surety Bond Reduction Estimate					
Site Plan Bond Issued 12-3-2007 Bond # 8193-21-38					
Bond Amount \$163,798.80 (view letter / estimate dated 12-3-07 from Stantec to Michelle Bonsteel)					
Road Network STA 0+00 to 15+38.31 x 26' wide		1,538.31	lf		
Installed as of this date STA 0+00 to 9+20 920lf		-920	lf		
STA 13+25 to 15+38.31		-213.31	lf		
Balance to install STA 9+20 to 13+25		405.00	lf		
Note :pricing shown is based on October 2019 Overlay Fees Carriage Manor					
Item		Units	Unit type	Unit Price	Unit Total
1	Repoint / Reset random vertical granite curb	1	L/s	\$ 1,500.00	\$ 1,500.00
2	Mill Control Match Joints and Driveway Joints	5	hrs	\$ 150.00	\$ 750.00
3	Sweeping for Mill and Overlay	8	hrs	\$ 135.00	\$ 1,080.00
4	Adjust frame & grates or covers as needed	5	ea	\$ 450.00	\$ 2,250.00
5	Install Tack Coat Min Charge	1	L/s	\$ 500.00	\$ 500.00
6	Supply and Install 1.5" overlay	124	tons	\$ 100.00	\$ 12,400.00
6	Stripe 8 parking spaces Min Charge	1	ls	\$ 500.00	\$ 500.00
7	Side Walk x 5' wide 1" finish course	171	lf	\$ 6.00	\$ 1,026.00
				Subtotal	\$ 20,006.00
				10% Contingency	\$ 2,000.00
SITE IMPROVEMENT BOND →				Revised Bond Estimate Total	\$ 22,006.00
Landscape Surety Bond Reduction Estimate					
Landscaping Bond Issued 12-3-2007 Bond # 8193-21-39					
Bond Amount \$59,345.25 (view letter dated 12-3-07 from Stantec to Michelle Bonsteel including Normand Roux Landscaping proposals dated 10-10-2007 & 11-26-2007)					
Item		Units	Unit type	Unit Price	Unit Total
Based on site walk with landscaping plan the balance of work associated with this bond is limited to					
1	AR Plants	2	ea	950	\$ 1,900.00
2	PC Plants	3	ea	950	\$ 2,850.00
				Subtotal	\$ 4,750.00
				10% Contingency	\$ 475.00
LANDSCAPE BOND →				Revised Bond Estimate Total	\$ 5,225.00

Town Council
STAFF REPORT



To: Town Council
Title: SNHU – CETA Engineering Building Site Bond Release
Meeting: Town Council - 11 Dec 2019
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The building sitework is complete and the site bond of \$122,154.15 can be released. The site bond is formally for the "SNHU – College of Engineering, Technology & Aeronautics (CETA).

A landscape bond in the amount of \$115,962.00 will be kept on file for at least two years.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release site bond to SNHU

SUGGESTED MOTION:

Motion for the Town to release the site bond for the. SNHU – College of Engineering, Technology & Aeronautics (CETA) bond of \$122,154.15 to the Southern New Hampshire University.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[SNHU CETA Staff Report](#)

STAFF REPORT – SNHU – CETA Engineering Building

Background Information

The building sitework is complete and the site bond can be released. The site bond is formally for the “SNHU – College of Engineering, Technology & Aeronautics (CETA).

A landscape bond in the amount of \$115,962.00 will be kept on file for at least two years.

Financial Impact:

None.

Recommendation:

Release site bond.

Suggested Motion:

Motion for the Town to release the site bond for the SNHU – College of Engineering, Technology & Aeronautics (CETA) bond of \$122,154.15 to the Southern New Hampshire University.

**Town of Hooksett
Community Development**

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer
Cc:
Date: November 26, 2019
Re: SNIU – CETA Engineering Building

Today an inspection walk-through was conducted at the reference site. The following were in attendance: Lawrence Yassanye of SNIU, Marissa Mezoff of the Skanska Company, and Bruce Thomas.

There were a few minor items to address including repairing tire marks behind some curb, removing silt fences and other erosion control items in a few areas and picking up a small amount of litter in drainage outlet areas.

These items will be addressed prior to the December 11, 2019 Town Council meeting, therefore I will be recommending approval of the site.

Town of Hooksett		11/26/2019	
Performance Sureties Located at the Finance Dept			
Project Name	Reason	Amount	Released Date
SNHU - College of Engineering, Technology & Aeronautics (CETA)			
Cash - MBIA # 0210	Site Work	122,154.15	05/21/18

Town Council

STAFF REPORT



To: Town Council
Title: FY 2020-21 Budget and Warrant Articles
Meeting: Town Council - 11 Dec 2019
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Update and review budget and warrant articles if needed.

- Sewer Asset Management article - wording for Town Meeting Guide
- Non-union wages
- Fire-union contract
- Police-union contract

TOWN ADMINISTRATOR'S RECOMMENDATION:

Review updates to the Budget and Warrants from Hooksett Finance Director

ATTACHMENTS:

[Sewer asset management](#)

[Non-union wages](#)



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised 11/26/19

Date of Request: November 13, 2019

Date of Town Meeting:

Name of Department Submitting Request:

1. Please provide the wording of the proposed article.

To see if the Town will vote to raise and appropriate the sum of **\$30,000.00** for the purpose of developing an Asset Management Program for the Wastewater Public Facilities that will qualify the Town for federal and state funds (the "Project"); to authorize the issuance of not more than \$30,000.00 of bonds and notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Town Council to determine the date, maturities, interest rate, and other details of such bonds or notes; and to authorize the Town Council to apply for, obtain, and accept federal, state, or other aid for the Project, including the Clean Water State Revolving Fund program, which may provide principal forgiveness in the amount of up to \$30,000.00. (3/5 ballot vote required) Recommended by the Town Council (7 Yes - 0 No), Recommended by the Budget Committee

2. What is the intent and purpose of article?

The Hooksett Sewer Commission has been approved for \$30,000 in principal forgiveness from NHDES as part of the Clean Water State Revolving Fund (CWSRF) towards the development of **Phase 2** of an asset management program for the sewer system. The Hooksett Sewer Commission has been approved for this CWSRF loan conditional upon approval of the Town obligating \$30,000 in funds towards the project. Once the funds are approved, the CWSRF loan agreement with NHDES can be finalized/secured and upon expenditure of funds towards the wastewater public facilities asset management project by the Hooksett Sewer Commission, the \$30,000 in loan forgiveness will be made by NHDES as part of the program.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost?

\$30,000 - 100% principal forgiveness by NHDES.

5. Is any further information necessary for the deliberation?

Yes. Attached A is a copy of the 2019 NHDES CWSRF priority list showing Hooksett listed for Phase 2

Attachment B is the CWSRF Asset Management Loan Forgiveness Guidance Document explaining the phased approach for Wastewater Asset Management programs and the \$30,000 available for each phase.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised 11/26/19

Date of Request: 9/18/19

Date of Town Meeting: 2020

Name of Department Submitting Request: Administration

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of \$_____ for an increase in salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2020-21			

Estimated tax impact is \$

2. What is the intent and purpose of article?

To provide an increase in wages as for 47 full-time and 34 part-time non-union employees including Police, Fire, Library and Town. Seasonal employees are not included.

Non-union Wage Increase	Tax Impact	Salaries	Benefits	Total
0.50%	1 cent	17,609	3,604	21,214
1.00%	2 cents	35,219	7,208	42,427
1.50%	3 cents	52,828	10,812	63,641
2.00%	4 cents	70,438	14,417	84,854
2.50%	5 cents	88,047	18,021	106,068
3.00%	6 cents	105,657	21,625	127,281
3.50%	7 cents	123,266	25,229	148,495
4.00%	8 cents	140,875	28,833	169,708

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

If this article was not to pass, each of the departments may face a drop in employee morale, which could affect employee performance or even employees choosing to leave employment with Hooksett.

4. Estimated cost?

5. Is any further information necessary for the deliberation?

Current co-pays for health insurance:

- Non-Union pays 15% (Access Blue HMO)
- Fire Union pays 16% (Blue Choice POS Plan)
- DPW Union pays 17% (Access Blue HMO)
- Police Union pay 19% (Access Blue HMO)

For every 1% increase in non-union co-pays the Town would save \$6,383.

		DPW Union	Police Union	Fire Union
History	Non-Union	Average or Range		
7/1/2019	2.25%	5%	5.2% - 3.75%	2% - 2.5%
7/1/2018	2.0%+20 cents	-	5.2% - 3.75%	3%
7/1/2017	2.0%	-	4.50%	3%
7/1/2016	3.0%	3%	2.99%	0%
7/1/2015	3.0%	3%	2.98%	2.50%
7/1/2014	2.0%	3%	2%	2.50%
7/1/2013	2.0%	4%	5.5%-4%	1.45% Spread
7/1/2012	2.0%			
7/1/2011	0.5%			
7/1/2010	0.0%			
7/1/2009	2.5%			
7/1/2008	4.0%			
7/1/2007	3.5%			

March 2019 Ballot passed 714 to 298 or 70% approval

March 2018 Ballot passed 533 to 268 or 67% approval

March 2017 Ballot passed 344 to 169 or 67% approval

May 2016 raises were in the operating budget

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised 11/26/19

Date of Request: November 13, 2019

Date of Town Meeting:

Name of Department Submitting Request:

1. Please provide the wording of the proposed article.

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3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost?

\$30,000 - 100% principal forgiveness by NHDES.

5. Is any further information necessary for the deliberation?

Yes. Attached A is a copy of the 2019 NHDES CWSRF priority list showing Hooksett listed for Phase 2

Attachment B is the CWSRF Asset Management Loan Forgiveness Guidance Document explaining the phased approach for Wastewater Asset Management programs and the \$30,000 available for each phase.

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Town of Hooksett

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Revised 11/26/19

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Date of Town Meeting: 2020

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<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2020-21			

Estimated tax impact is \$

2. What is the intent and purpose of article?

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4. Estimated cost?

5. Is any further information necessary for the deliberation?

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- Police Union pay 19% (Access Blue HMO)

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		DPW Union	Police Union	Fire Union
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7/1/2016	3.0%	3%	2.99%	0%
7/1/2015	3.0%	3%	2.98%	2.50%
7/1/2014	2.0%	3%	2%	2.50%
7/1/2013	2.0%	4%	5.5%-4%	1.45% Spread
7/1/2012	2.0%			
7/1/2011	0.5%			
7/1/2010	0.0%			
7/1/2009	2.5%			
7/1/2008	4.0%			
7/1/2007	3.5%			

March 2019 Ballot passed 714 to 298 or 70% approval

March 2018 Ballot passed 533 to 268 or 67% approval

March 2017 Ballot passed 344 to 169 or 67% approval

May 2016 raises were in the operating budget

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.

Town Council
STAFF REPORT



To: Town Council
Title: Automobile Extrication Rescue Tool Replacement
Meeting: Town Council - 11 Dec 2019
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

Replace 1985 hydraulic cutter, spreader and power unit with ION Battery powered cutter and spreader. Spare battery and chargers included.
Per Mass/buys State Bid. The is a planned replacement using the Warrant Articles approved in 2018 and 2019 by the voters.

FINANCIAL IMPACT:

\$36,536.00 from Rescue Tool Capital Reserve account.
Current Balance \$71,383.39

POLICY IMPLICATIONS:

Mass/buys cooperative bid is an approved source.

SUGGESTED MOTION:

Motion to approve purchasing Auto Extrication Equipment from Fire Tech and Safety for \$36,536.00 for Fire -Rescue using the Rescue Equipment Capital Reserve Account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[amkus tool](#)

FIRE TECH & SAFETY OF NEW ENGLAND, INC.
 100 Business Park Dr., Unit 6
 Tyngsborough, MA 01879
 1-800-256-8700 Fax (978) 649-6833

Quote

Date	Quote #
11/13/2019	186412

Name / Address
HOOKSETT FIRE DEPT-NH PUBLIC SAFETY COMPLEX 15 LEGENDS DRIVE HOOKSETT, NH 03106



		Project	Terms	Rep
			Net 30	D&B
Qty	Description	Unit Price		Total
1	A3-IC550LB, ELECTRIC AMKUS CUTTER	9,290.00		9,290.00
2	A3-IS280LB -L ELECTRIC AMKUS SPREADER WITH LIGHTED HANDLE	11,436.00		22,872.00
2	AMKUS EXTENDED REACH TIPS (1 PAIR)	955.00		1,910.00
3	A3-BATT12-KIT, (2) 12 AMP/60 WATT DEWALT BATTERIES AND CHARGER	735.00		2,205.00
1	AMKUS ION FLEXVOLT BATTERY CHARGER - 120V (4 BAY FAST CHARGER)	259.00		259.00
	SHIPPING & HANDLING	0.00		0.00
	AS MASS STATE BID FIR-04			
		Total		\$36,536.00

Town Council
STAFF REPORT



To: Town Council
Title: Donati Field Concession Stand Pump Station
Meeting: Town Council - 11 Dec 2019
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Donati Field Concession Stand Pump Station Project

A pump Station is needed at the Concession Stand at the Donati Field. The concession stand has a kitchen and two bathrooms. The sewerage currently flows to a holding tank that leaks and is undersized to handle the flows and the grease generated from the kitchen.

The project to install a new pump station/grease trap was advertised and bids were received on November 20, 2019. Four bids were received.

The results of the bid opening and a recommendation to award the bid to the S. Bussiere Excavation company in the amount of \$26,000 is attached.

A copy of the proposed plan and photos of the area is attached.

FINANCIAL IMPACT:

Funds should be taken from the Parks and Recreation Facilities Capital Reserve fund which as a balance of \$146,190.59.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

To approve construction of a new sewer pump station at the Concession Stand at Donati Park and award the bid to S. Bussiere Excavation in the amount of \$26,000.

SUGGESTED MOTION:

To approve construction of a new sewer pump station at the Concession Stand at Donati Park and award the bid to S. Bussiere Excavation in the amount of \$26,000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Concession Stand Staff Report w-Backup](#)

STAFF REPORT

Donati Field Concession Stand Pump Station Project

A pump Station is needed at the Concession Stand at the Donati Field. The concession stand has a kitchen and two bathrooms. The sewerage currently flows to a holding tank that leaks and is undersized to handle the flows and the grease generated from the kitchen.

The project to install a new pump station/grease trap was advertised and bids were received on November 20, 2019.

The results of the bid opening and a recommendation to award the bid to the S. Bussiere Excavation company in the amount of \$26,000 is attached.

A copy of the proposed plan and photos of the area is attached.

Financial Impact:

Funds should be taken from the Parks and Recreation Facilities Capital Reserve fund which as a balance of \$146,190.59.

Recommendation:

To approve construction of a new sewer pump station at the Concession Stand at Donati Park and award the bid to S. Bussiere Excavation in the amount of \$26,000.

Suggested Motion:

To approve construction of a new sewer pump station at the Concession Stand at Donati Park and award the bid to S. Bussiere Excavation in the amount of \$26,000.

**Town of Hooksett
Community Development**

Memo

To: Andre Garron, Town Administrator
From: Bruce A. Thomas, P.E., Town Engineer
Cc: Earl Labonte, Christine Soucy
Date: November 25, 2019
Re: Donati Park Pump Station Bid Results

Bids for the referenced project were opened on November 19, 2019 at 2pm. A bid canvass and bid tabulation is attached. Eleven bids were received. The three low bidders were:

S. Bussiere Excavation:	\$26,000.00
K.J. Fisher and Sons:g	\$36,788.00
Steve Sarette and Son Excavation, LLC	\$31,871.00
Scherbon Consolidated, Inc.	\$92,200.00

As the S. Bussiere Excavation company appears qualified to do the work, I recommend that we award the contract to them.

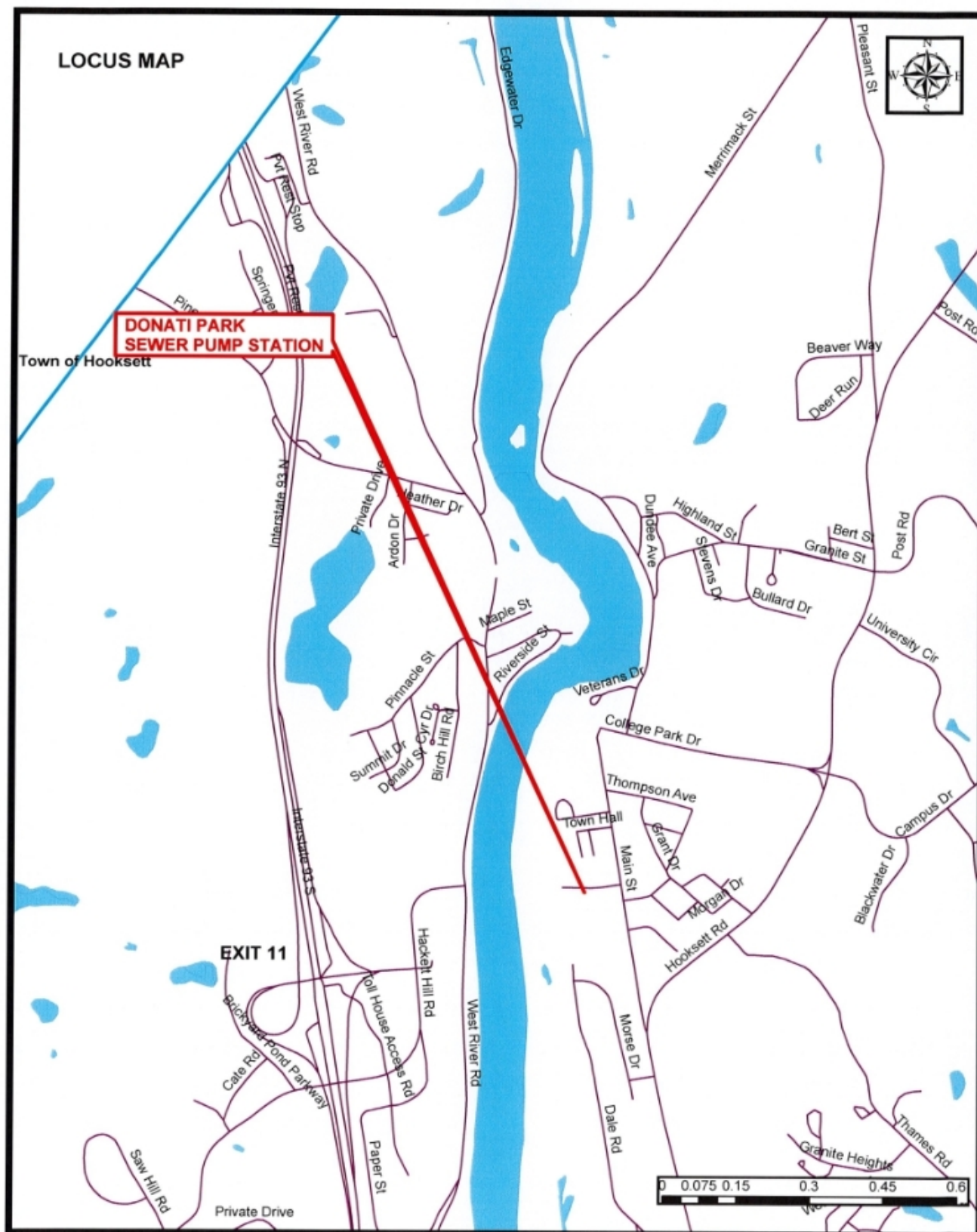
Please contact me with any questions that you may have.

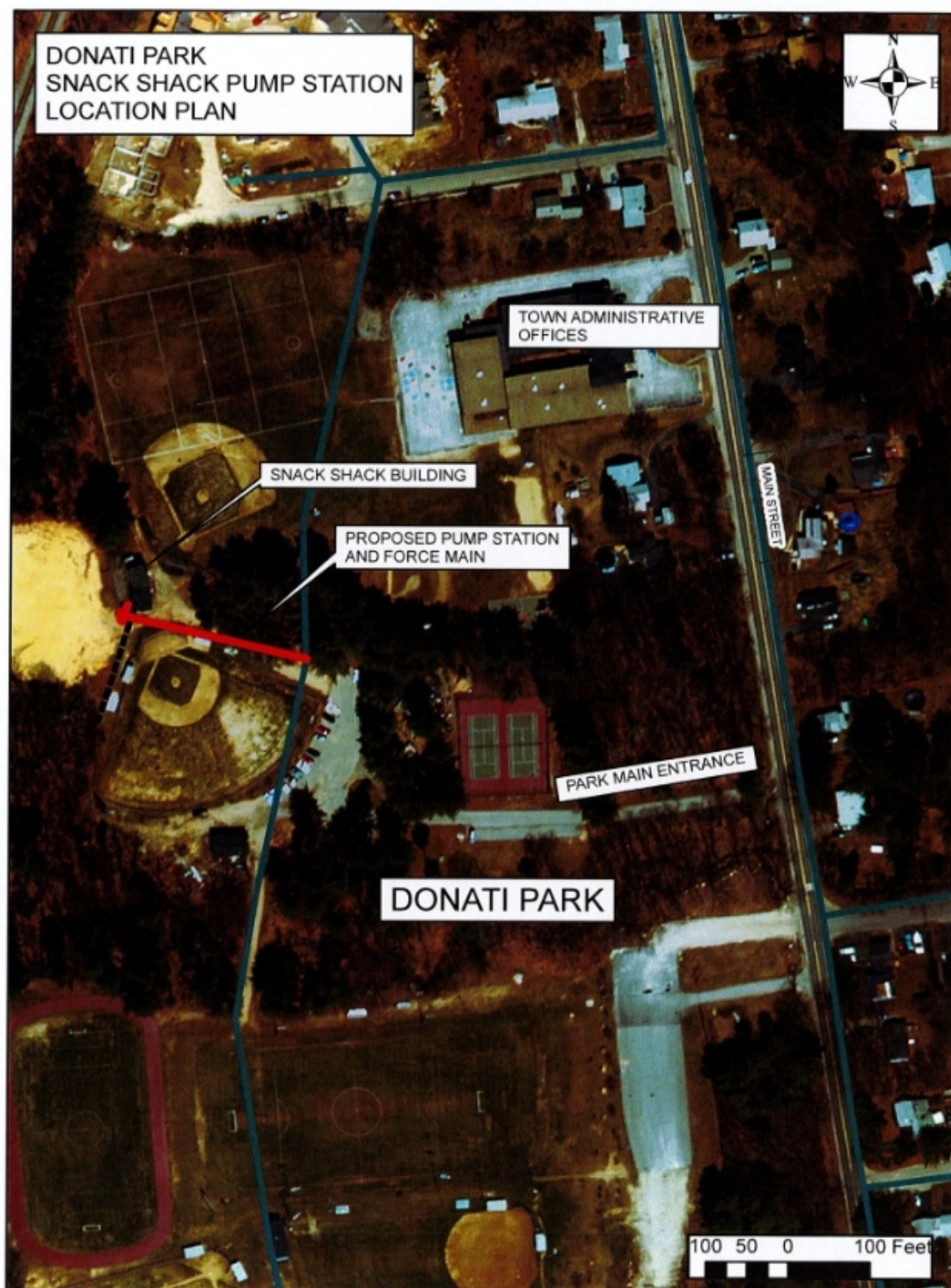
Bid #19-17
Donati Park Concession Stand Pump Station Project
November 19, 2019 2:00pm

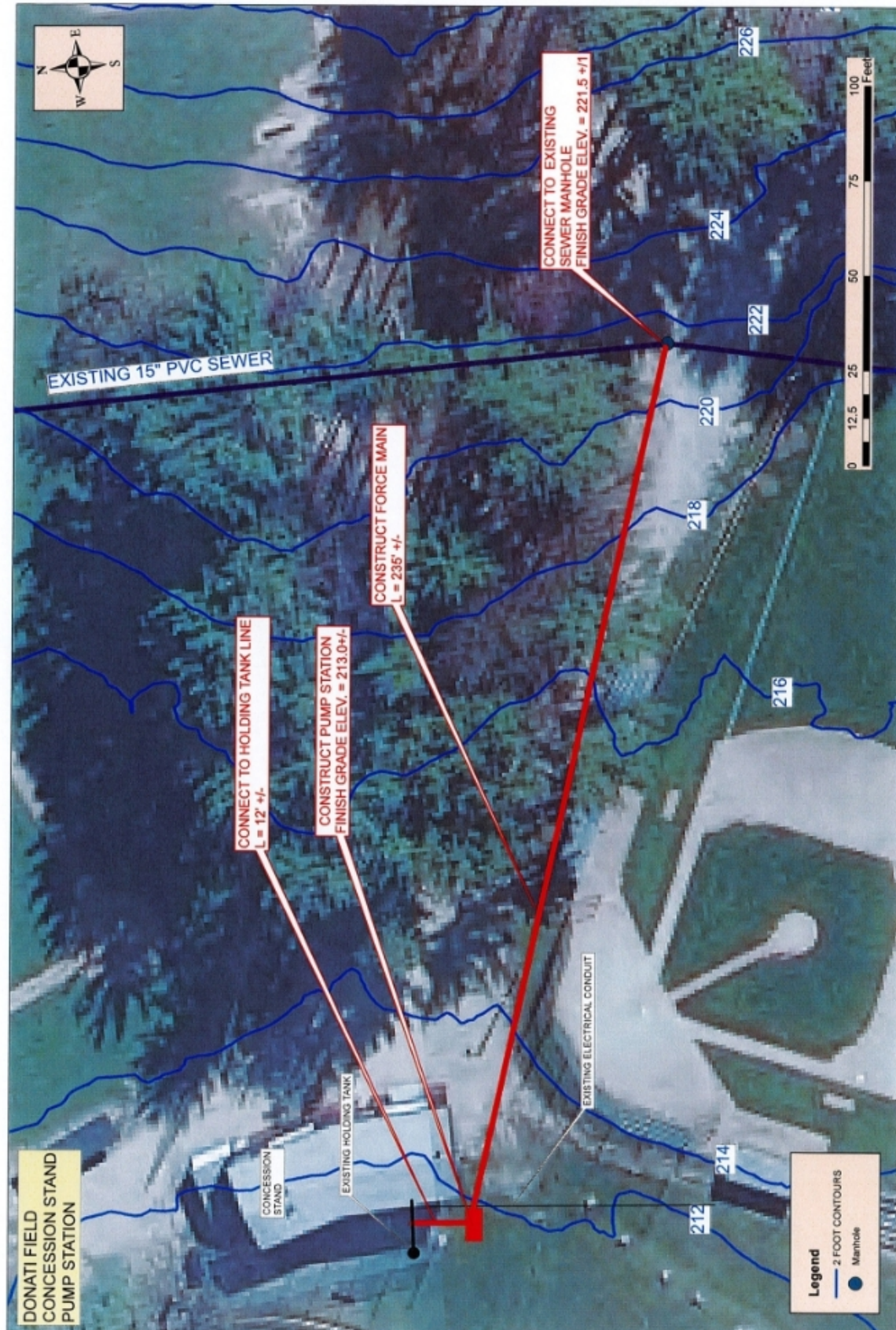
Attendees: Nick Germain Project Coordinator Administrator; Christine Soucie, Finance Director, Bruce Thomas, Town Engineer

Bidders	Costs
S Bussier Excavation	\$ 26,000.00
K J Fisher & Sons, LLC	\$ 36,788.00
Steve Sarette & Son Excavation, LLC	\$ 31,871.00
Scherbon Consolidated, Inc.	\$ 92,200.00

Bid opening closed: 2:07pm









Concession Stand Photo 1



Concession Stand Photo 2

Town Council
STAFF REPORT



To: Town Council
Title: Brookview Development Request for Street Approval and Release of Letter of Credit
Meeting: Town Council - 11 Dec 2019
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developers of the Brookview Development are requesting that the Town of Hooksett accept a portion of Brookview Drive from Londonderry Turnpike to Station 5000+00 (a distance of approximately 5,000 feet). This portion of the road represents Phase I and II and is complete.

FINANCIAL IMPACT:

None, although Public Works will have to maintain the road once accepted.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept Phase I and II of the Brookview Subdivision which is Brookview Drive from Londonderry Turnpike to a point approximately 5,000 feet from the Turnpike and release the Letter of Credit of \$396,410.00 being held on this portion of the road.

SUGGESTED MOTION:

Motion for the Town to accept Brookview Drive from Londonderry Turnpike to a point approximately 5,000 from the Turnpike as a Town Road and release the Letter of Credit of \$396,410.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Staff Report Brookview w-Attachments](#)
[Brookview Phasing Plan w-Portion to be Accepted](#)

STAFF REPORT – Brookview Development

Background Information

The developers of the Brookview Development are requesting that the Town of Hooksett accept a portion of Brookview Drive from Londonderry Turnpike to Station 5000+00 (a distance of approximately 5,000 feet). This portion of the road represents Phase I and II and is complete.

Note that a turn-around has been constructed at the end of this segment of roadway. In addition, the remaining portion of Brookview Drive has been paved with the first course of pavement but has not been formally accepted. The developer will be plowing this section of roadway until completed.

Financial Impact:

None, although Public Works will have to maintain the road once accepted.

Recommendation:

Accept Phase I and II of the Brookview Subdivision which is Brookview Drive from Londonderry Turnpike to a point approximately 5,000 feet from the Turnpike and release the Letter of Credit of \$396,410.00 being held on this portion of the road.

Suggested Motion:

Motion for the Town to accept Brookview Drive from Londonderry Turnpike to a point approximately 5,000 from the Turnpike as a Town Road and release the Letter of Credit of \$396,410.00.

**Town of Hooksett
Community Development**

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer
Cc:
Date: November 26, 2019
Re: Brookview Subdivision Site Inspection/Walk-thru

A walk-through was conducted at the reference site on October 8th, 2019. The following were in attendance: Earl Labonte, Tom Bartula, Bob Lamontagne, Bob Grondin, and Bruce Thomas.

The area that was inspected was Brookview Drive from Station 0+00 (at the Londonderry Turnpike), to Station 50+00 along the north property line of Lot 49-58-29.

Many punchlist items were noted, and the work was completed. I will be recommending approval of the roadway at the December 11, 2019 meeting of the Town Council.

Bruce Thomas

From: Carleton Roberts <croberts@lbimail.com>
Sent: Friday, November 15, 2019 1:45 PM
To: Bruce Thomas
Cc: Robert Grondin
Subject: Brookview Ph1&2 Road Acceptance request

Hi Bruce,
Bob Grondin just informed me that all work relating to Phases 1 and 2 of the Brookview Subdivision (f.k.a. Beaver Brook Heights) has been completed. Stinson Hills LLC, owner of Brookview Subdivision, now requests the Town of Hooksett accept the Phase 1 and 2 Roadway as public ways. Please contact me or Bob at your convenience if you have any questions or need further information.

Thank you for your assistance in this matter,
Carleton Roberts
CFO Stinson Hills, LLC

Town of Hooksett
Performance Sureties Located at the Finance Dept

11/27/2019

Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Beaver Brook					
Cash - MBIA #184	Road bond Scott Bussiere	113,280.00	09/26/14		7/9/2015
Reclamation Bond					
Corepointe Insurance Company # 81025	Replaced with bond #2-5047-29	145,620.00	06/11/15		12/22/2017
Franklin Savings Bank					
Irrevocable Standby Letter of Credit # 2-5047-29 Stinson Hills, Inc.	Phase 1 & 2	396,410.00	06/21/17	12/20/2020	
Franklin Savings Bank					
Irrevocable Letter of Credit # 532201 Stinson Hills, Inc.	Phase 3 - Station 4900 to 7800	234,610.00	03/07/19	12/20/2020	
Franklin Savings Bank					
Irrevocable Letter of Credit # 525102 Stinson Hills, Inc.	Phase 4 - Sophie Circle	71,192.00	08/15/19	12/15/2020	



Brookview ADA Ramp



Brookview Bridge



Brookview Drive Incomplete Portion



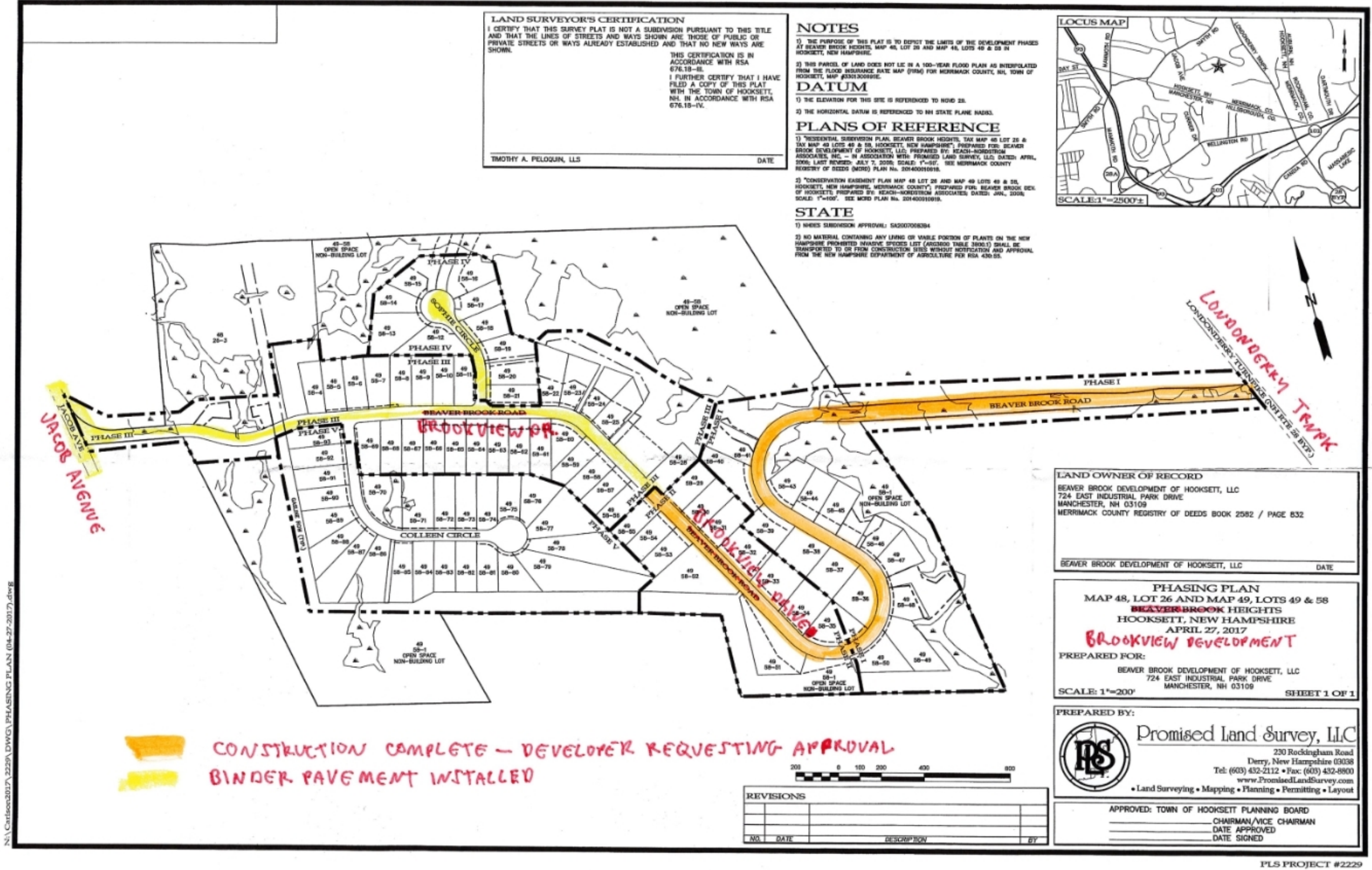
Brookview Treatment Pond



Brookview Treatment Swale



Brookview Turnaround



**Town of Hooksett
Town Council Meeting Minutes
Wednesday, November 20, 2019**

The Hooksett Town Council met on Wednesday, November 20, 2019 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 20 Nov 2019 to order at 6:02 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.

PUBLIC HEARING

Petition to Change Boundaries for Central Hooksett Water Precinct

Chair Sullivan: It is 6:03 pm, and I am opening the public hearing on the petition to change boundaries for Central Hooksett Water Precinct. This road connects Londonderry Turnpike with Mammoth Road. I will read the Public Hearing Notice:

In accordance with RSA 52.5, the Hooksett Town Council will be holding a public hearing during their regular meeting on Wednesday, November 20, 2019. The purpose of the hearing is to receive input on the approval of a petition to change the boundaries of the Central Hooksett Water Precinct to include the plot of land known as 48 Zapora Road, in its entirety, thus establishing a new fixed point for said precinct's boundaries.

C. Karolian: This refers to Zapora Road. Is this actually Zapora Drive? If so, does that have to be changed before we can act on this?

A. Garron: As long as there is no Zapora Road in Hooksett, this only needs to be corrected.

Chair Sullivan: Let the record reflect that this will be corrected to say Zapora Drive.

Jay Smith, Superintendent of the Central Hooksett Water Precinct: The well belonging to the residents of 48 Zapora Drive has been going dry during the summer season. They are within the Manchester Water Works franchise area, which would need easements over two properties – Map 40, Lot 59 and Map 40, Lot 58 – in order to serve them. Our water line is right in front of their property. Manchester Water Works and the owners of 48 Zapora Drive have signed documents agreeing to this, and the required petition with ten signatures has been submitted.

C. Karolian: Who will pay for hookup?

J. Smith: The homeowner will pay, based on number of bedrooms.

TC MINUTES 11-20-19

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T. Tsantoulis: Can we wrap this up tonight? Is there any reason we have to wait until the next meeting to vote on this?

Chair Sullivan: For this issue, there is no need to wait between the public hearing and the vote. I am closing the public hearing at 6:08 pm.

T. Tsantoulis motioned that the Town Council approve the petition to expand the Central Hooksett Water Precinct boundaries to include 48 Zapora Drive. C. Karolian seconded the motion.

Voted unanimously in favor (8-0).

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A. Garron: We welcome Mary Kitsis as a new patrol officer for the Hooksett Police Department, beginning December 2, 2019.

A. Garron: Two employees are leaving Hooksett. Tory O'Brien is leaving Hooksett Fire-Rescue, and Joseph Landry, a mechanic, is leaving the Public Works Department. We want to thank both of them for their service to the town.

SCHEDULED APPOINTMENTS

JoCarol Woodburn, Vice-Chair of Conservation Commission, regarding retroactive approval of a sole source agreement with Bear-Paw

J. Woodburn: In the February and March timeframe, Bear-Paw brought to our attention that the Student Conservation Association could do some work on the trails. We prepared a plan for the work and established a cost of \$10,500. This was discussed at our meetings, but we didn't have a recorded vote, so it didn't come before the Town Council. The work was done in August at Clay Pond. Ten students did the work with hand tools. They did a great job with very little disturbance of the delicate environment.

D. Ross, Conservation Commission member: I remember bringing it to the Town Council when I was still a member, as the Town Council's representative to the Conservation Commission. The cost was \$15 per hour and the students would camp on site. We were lucky to get them, and the Council seemed to be totally in favor. This is part of our stewardship responsibility and Conservation funds would be paying. It was written up in a couple of conservation magazines. We hope to use the Student Conservation Association again in the future. Everything is covered by them. They left the place cleaner than when they started.

C. Karolian: When was the work performed?

D. Ross: August.

C. Karolian: The contract between Bear-Paw and the Student Conservation Association was July 31st and August 8th, and the work was done after August 8th?

J. Woodburn: Yes, it was done during the last two weeks of August.

C. Karolian: And the money was to come out of the Conservation Commission fund?

104
 105 J. Woodburn: Yes.
 106
 107 C. Karolian: And you thought it was discussed in January or February?
 108
 109 J. Woodburn: It was a March/April timeframe.
 110
 111 C. Karolian: Why was this not brought before the Council?
 112
 113 D. Ross: I thought it was. Either it didn't get recorded or we didn't think it needed to be voted on. Maybe
 114 it is because it is more than \$10,000.
 115
 116 C. Karolian: That begs the question of why it was not brought before the Council.
 117
 118 D. Ross: I think I did bring it, and the Councilors said it was great and to go for it.
 119
 120 C. Karolian: The agendas for March and April should be checked.
 121
 122 D. Ross: It might not have been on an agenda because it would have been part of my subcommittee
 123 report as the Town Council representative to the Conservation Commission.
 124
 125 Chair Sullivan: It was not in the right fiscal year. You weren't a Councilor after July 1st. This should have
 126 been approved in August.
 127
 128 C. Karolian: When did the Conservation Commission sign a contract with Bear-Paw? It seems to me
 129 the contract with Bear-Paw is dated November 4th. It has pricing and payment. Ms. Robinson signed
 130 but did not date the document.
 131
 132 J. Woodburn: I think we received the invoice and asked for more information.
 133
 134 R. Duhaime: This is part of our stewardship plan. A loop trail was to be created. Clay Pond was
 135 purchased in 2014 with L-chip funds and money from Bear-Paw and the Town of Hooksett. The
 136 property will revert to Bear Paw if Hooksett does not do the maintenance. In the future, documentation
 137 should be provided beforehand.
 138
 139 D. Ross: We have an ongoing relationship. Steve Couture is with Bear-Paw now. It was an oversight. It
 140 is Conservation funds and that's exactly what it was used for. The only time we come here is for
 141 property acquisitions.
 142
 143 Chair Sullivan: Who has the authority to disburse the funds? What is the reason it is before the Town
 144 Council?
 145
 146 J. Woodburn: It is probably because of the \$10,000 threshold.
 147
 148 **A. Comai motioned to approve retroactively the sole source agreement with Bear-Paw Regional**
 149 **Greenways for the work completed by the Student Conservation Association, Inc., in the**
 150 **amount of \$10,500. R. Duhaime seconded the motion.**
 151
 152 C. Karolian: We have a contract with Bear-Paw? It is their property?
 153
 154 J. Woodburn: It is not their property. They have easements.

155 C. Karolian: And Bear-Paw maintains the property?

156

157 D. Ross: We do. It's a stewardship plan.

158

159 C. Karolian: Didn't Bear-Paw ask about the contract with the Conservation Commission?

160

161 J. Woodburn: The contract was between Bear-Paw and the Student Conservation Association. It was
162 with Americore.

163

164 C. Karolian: Don't they do this work for free?

165

166 J. Woodburn: No.

167

168 C. Karolian: These students are volunteers, aren't they?

169

170 J. Woodburn: No, they are paid.

171

172 R. Duhaime: In the future, I would like to be informed as a Council member about what types of
173 materials were used.

174

175 Chair Sullivan: The contract was for August 20-30, 2019. The invoice is dated October 15, 2019.

176

177 D. Ross: I would like to provide a map of the work done.

178

179 A roll call vote was taken on the motion to approve the motion to pay the invoice.

180

181 **Roll Call Vote #2**

182 ***R. Duhaime Aye***

183 ***J Durand Aye***

184 ***C. Jones Aye***

185 ***J. Levesque Not present***

186 ***A. Walczyk Nay***

187 ***A. Comai Aye***

188 ***C. Karolian Nay***

189 ***T. Tsantoulis Nay***

190 ***J. Sullivan Aye***

191 ***Voted in favor (6-2).***

192

193 **CONSENT AGENDA**

194

195 **Acceptance of Moose Plate Grant Funds for Restoration of Historic Pre-1842 Map of Hooksett**

196

197 Chair Sullivan: The Heritage Commission asked me to emphasize that this is a grant for conserving the
198 map versus restoring it.

199

200 ***R. Duhaime motioned to accept the \$3,200 Moose Plate Grant under the authority granted***
201 ***through RSA 31:95-b. T. Tsantoulis seconded the motion.***

202 ***Voted unanimously in favor.***

203

204 **TOWN ADMINISTRATOR'S REPORT**

205

206 A. Garron: The new tax rate is \$21.55. We have provided information on historical trends. The property
207 tax bills should be out by Friday. The tax rate was \$22.12 last year.

TC MINUTES 11-20-19

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209

A. Garron: Tomorrow, we will have two active shooter training sessions for staff. This first is from 9:00 am to 10:30 am; the second is from 10:45 am until 12:15 pm.

211

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215

A. Garron: Nick Germain and I met with Eversource about changing our streetlights from sodium vapor to LED. At this point we are just gathering information. Also, I will be meeting at 2:00 pm tomorrow with a solar vendor – probably the first of many. I have invited Councilor Walczyk to attend because of his interest in this. Other Councilors are welcome to attend.

216

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220

A. Garron: Regarding the historic barn near Exit 11 which, unfortunately, was taken down, the Code Enforcement Officer, Kathie Northrop and I are exploring options for enforcement, given that we have a demolition delay ordinance.

221

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228

A. Garron: Several months ago, I spoke with you about Resource Management Inc. and its permit to apply bio-solids to farmland owned by the Town, Map 1, Lot 37, per a NHDES permit. I checked with the DES, and Resource Management has met all requirements. They have been doing this for ten years and their contract expires at the end of December this year. The only change is that the permits are now for ten years, not four. Whoever is farming the land can agree or disagree with the application of bio-solids. I have the 57-page document which outlines the conditions of the permit, if anyone wishes to look at it.

229

230

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232

R. Duhaime motioned to have the Town Administrator and Council Chair sign a contract with Resources Management Inc. for the application of bio-solids on town-owned farmland, Map 1, Lot 37. T. Tsantoulis seconded the motion.

233

234

235

R. Duhaime: This is conservation land. We have to farm it. The State gave us the money to purchase it, and it is very good farmland.

236

237

238

239

240

A. Garron: Part of the land is in conservation under the protection of the NH Society for the Protection of NH Forests; this is the farmland.

241

242

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247

C. Karolian: Are the bio-solids human or animal generated?

248

249

250

251

Bruce Kudrick, Superintendent of the Hooksett Waste Water Department: All bio-solids are from waste water treatment plants. This is for cow corn, alfalfa, and hay. It is not for human consumption.

252

253

254

C. Karolian: Do the bio-solids come from a private company?

255

256

257

258

259

A. Garron: I don't know.

260

261

C. Karolian: Are we getting revenue from the private company?

262

263

264

265

266

A. Garron: No.

R. Duhaime: We are supposed to farm the land, but it is close to the river, and we don't want nitrates getting into the water.

B. Kudrick: This saves the farmers a lot of money. Acid rain helps out. They only apply so much per acre. This is trying to help the farmer.

Chair Sullivan: Does this mimic what you did in Pembroke in the 1990s?

B. Kudrick: Yes, it is like cow manure. It saves the farmers on commercial fertilizer.

C. Jones: Do we have a right of way to get the biosolids to the property?

A. Garron: There are multiple lots the town owns.

R. Duhaime: They come down from the Allenstown side via Pleasant Street.

TC MINUTES 11-20-19

5

267
 268 C. Jones: Do we have an agreement with the property owners?
 269
 270 B. Kudrick: It is a handshake. That's the way farmers do this.
 271
 272 C. Jones: Handshakes don't work nowadays. Do we have an alternative route if there are future
 273 problems?
 274
 275 A. Garron: Yes.
 276
 277 C. Karolian: Do they pay Hooksett to farm this land?
 278
 279 Chair Sullivan: No.
 280
 281 C. Karolian: Why do we own the property then?
 282
 283 R. Duhaime: It is conservation land.
 284

285 **Roll Call Vote #3**

286 **A. Comai Aye**
 287 **C. Jones Aye**
 288 **A. Walczyk Nay**
 289 **J. Durand Aye**
 290 **R. Duhaime Aye**
 291 **T. Tsantoulis Nay**
 292 **J. Levesque Not present**
 293 **C. Karolian Nay**
 294 **J. Sullivan Aye**
 295 **Voted in favor (5-3).**
 296
 297

298 **PUBLIC INPUT - 15 MINUTES**

299 Mary Farwell, 24 Grant Drive: I am here on behalf of the Library Trustees. I want to comment on your
 300 agenda item regarding health insurance for elected officials. If you are going to offer health insurance to
 301 elected officials, who may only work a few hours a month for the town, you owe it to part-time
 302 employees to offer health insurance for them. We have nine part-time employees who love the library
 303 and are dedicated to our patrons. It is because of them that we can offer the level of service on which
 304 we pride ourselves. Because these part-time employees often find they have to work full-time because
 305 they need health insurance, turnover is high and creates a revolving door issue, resulting in dollars and
 306 manhours spent on training which could be better spent on improving library services. Other libraries
 307 are offering health insurance for part-timers. Even if the elected officials pay 100% of the cost, they
 308 could influence the claims experience and thus the premiums for everyone.
 309

310 Richard Smith, 266 Hackett Hill Road: I am here to comment on the barn at 53 Hackett Hill Road which
 311 was to be protected but has been demolished. With the development of Chucksters, the barn was to be
 312 used as a smoke house. People could park at Chucksters and walk to the smoke house. I have
 313 discussed this with others and we hope something can be done to prevent this from happening again in
 314 the future.

315
 316 Chair Sullivan called for a brief recess at 7:24 pm.
 317

318 Councilor Jones left the meeting at 7:30 pm due to illness.
 319

320 Chair Sullivan called the meeting back to order at 7:34 pm.
 321

322 **OLD BUSINESS**

TC MINUTES 11-20-19

323 **FY 2020-21 Budget and Warrant Articles**

324 Bruce Kudrick, Hooksett Wastewater Department Superintendent: Two years ago, the NHDES offered
 325 a \$30,000 grant for Asset Management, which we used to map out our sewer lines, sewer services and
 326 easements. The DES is now offering a second grant in the same amount. This is a wash item. It must
 327 be approved by the town in a warrant article, we spend the money to complete the work, and then the
 328 State will reimburse us. We would be using the funds to map the pump station and treatment plan.
 329

330 T. Tsantoulis: It is to our advantage to be careful that this is properly presented and easy to read. We
 331 don't want to miss out.
 332

333 Chair Sullivan: We would like to see draft language for this at our December 11th meeting. We need it to
 334 be simply stated.
 335

336 A. Garron: Is it just this item for which you would like to see draft language?
 337

338 Chair Sullivan: Yes.
 339

340 ***R. Duhaime motioned to place on the ballot a warrant article to accept a grant of \$30,000.00 from***
 341 ***NHDES for developing an Asset Management Program for its wastewater facilities J. Durand***
 342 ***seconded the motion.***
 343

344 **Roll Call Vote #4**

345 ***A. Walczyk Aye***

346 ***J. Levesque Not present***

347 ***C. Jones Not present***

348 ***R. Duhaime Aye***

349 ***J. Durand Aye***

350 ***C. Karolian Aye***

351 ***T. Tsantoulis Aye***

352 ***A. Comai Aye***

353 ***J. Sullivan Aye***

354 ***Voted unanimously in favor (7-0).***
 355

356 **Energy Efficiency Exemption (i.e. Solar Energy) (tabled at 10/09/19 Town Council Meeting)**

357 ***R. Duhaime motioned to remove this item from the table. Chair Sullivan seconded the motion.***
 358 ***Voted unanimously in favor.***
 359

360 A. Walczyk: I have been working with the Town Administrator on a few things related to solar and have
 361 put together a draft warrant article. Before getting to that, in your packets is a consolidation of my
 362 research on various laws which have been enacted as a result of the State statute I would like the
 363 Town of Hooksett to adopt. It is straightforward and I have made some wording adjustments. I am 99%
 364 sure these houses would be subject to revaluation. Based on research done in Milford a few years ago,
 365 I am suggesting a maximum abatement of \$30,000 for a solar installation. For example, if a house is
 366 valued at \$300,000 and solar equipment valued at \$30,000 is installed, the homeowner can apply for
 367 an abatement of \$30,000.
 368

369 T. Tsantoulis: A lot of solar systems are not owned by the homeowner. Many have a lease agreement
 370 for the solar installations. Essentially, the solar company is using the homeowner's roof and making
 371 money. How is this different from an outright purchase?
 372

373 A. Garron: We posed that question for legal advice from the NHMA: How does this work for leased
374 solar equipment? The response was that the homeowner is not required to own the solar equipment in
375 order to get the abatement.

376
377 J. Durand: Why should the homeowner get a credit if the equipment is leased? The homeowner didn't
378 spend \$30,000. Does the homeowner get any money for energy savings?

379
380 Chair Sullivan: That is between the vendor and the homeowner, whether or not the homeowner benefits
381 from the energy savings.

382
383 T. Tsantoulis: What is the purpose, from the town's perspective, other than to feel good about having
384 solar?

385
386 A. Garron: It is to encourage the use of alternate sources. We are now looking at using town land for a
387 solar array.

388
389 C. Karolian: I didn't look into this, but as I understand it, the solar companies are making money off the
390 lease, and the homeowner gets a reduced energy rate, I believe. The solar companies place an
391 attachment on the deed for the property, which is removed when the installation is paid off in 15 or 20
392 years.

393
394 R. Duhaime: The Sewer Commission yesterday gave \$25,000 to a vendor as part of an agreed for a
395 solar plan. The installation will be on their property. Their Eversource bill is over \$10,000 per month.
396 They are looking at a 30-year life for the solar equipment.

397
398 A. Garron: Of the 234 New Hampshire cities and towns, 135 have adopted a solar incentive plan. The
399 typical maximum abatement is about \$30,000.

400
401 ***A. Walczak motioned to place on the ballot a warrant article to provide property tax incentives***
402 ***for persons owning real property equipped with solar energy systems intended for use at the***
403 ***immediate site, said exemption equal to 100% of the assessed value of the solar equipment, not***
404 ***to exceed \$30,000. C. Karolian seconded the motion.***

405
406 **Roll Call Vote #5**

407 ***T. Tsantoulis Aye***

408 ***C. Jones Not present***

409 ***R. Duhaime Aye***

410 ***A. Walczyk Aye***

411 ***J. Levesque Not present***

412 ***C. Karolian Aye***

413 ***J. Durand Aye***

414 ***A. Comai Aye***

415 ***J. Sullivan Aye***

416 ***Voted unanimously in favor (7-0).***

417

418 **Town of Hooksett Health Insurance for Elected Officials (tabled at 10/23/19 Town Council**
419 **Meeting)**

420

421 ***C. Karolian motioned to remove this item from the table. A. Comai seconded the motion.***

422 ***Voted unanimously in favor.***

423

D. Fitzpatrick: Our initial discussion regarding health insurance for elected officials took place at the October 23, 2019 Town Council meeting. A Councilor requested that research be done on the viability of offering health insurance to elected officials. The Town Administrator was asked to do research on cost, policy, and procedure. I offer the caveat that I have information only on health insurance for elected officials. The inquiry opened a Pandora's Box of questions about health insurance for appointed officials, volunteer or part-time firefighters, and other groups. I had asked Health Trust for their by-laws pertaining only to health insurance for elected officials. When I then asked for all of their by-laws, I read about other groups which could be offered coverage. I have concentrated on elected officials only. Based on our Administrative Code, we have 37 elected officials in Hooksett. This group of Councilors represents nine of the 37. We have a January 8, 2020 deadline for submitting monetary warrant articles because the Budget Committee will hold its public hearing on these items the following evening, January 9, 2020. I asked Health Trust if insurance for a new group could be added at any time and the response was yes, it could. Next is the question of what other communities are doing. I refer you to section C on page 40, which indicates that Health Trust does not track which groups within a pool provides insurance for elected or appointed officials. I also checked with our legal advisors and they are not aware of what other communities have for policies regarding health insurance. Do we want to call around to other human resources departments to find out? Next, we look at cost in sections E and F. Assuming a two-person policy and using the non-union rate sheets, the results are as follows: For the first tier (ACCESS BLUE HMO AB201PDED), the cost to the town of providing health insurance to the 37 elected officials would be \$679,346.27 annually. To offer coverage to only the nine Town Councilors would be \$165,246.39 per year. For the second tier (ACCESS BLUE HMO ABSOS 20/40), the cost to the town of providing health insurance to the 37 elected officials would be \$649,567.56 per year. To offer coverage only to the nine Town Councilors would be \$158,002.00 annually. The second tier is a site of service plan and the one we find most employees opting for. The third tier has a very high deductible. Section F is the scenario if the town contributes nothing and elected officials pay 100% of the premiums. Here, only the claims experience exposure would affect the town. That effect would be realized in the annual rate renewals. Our rate this year was 3.6%, which is very good. Section H addresses the question of whether or not the Council can vote for this for themselves. The answer is that the Council can propose a warrant article so that all of the voters can vote on it. Section G is about the Charter. If a warrant article is passed allowing elected officials to have town health insurance, the Charter would have to be amended because this is a change in compensation. Both the warrant article and the Charter change could be presented at the same election; however, the Charter change process usually begins in September, as it requires Secretary of State approval of the wording. Another issue is coverage of Domestic Partners. With a younger workforce, especially in the Fire and Police Departments, this is something to consider. A Domestic Partner is one who has resided at the same legal address as the employee for at least one year. Here, only claims experience exposure affects the town. There is also an attendance issue when providing health insurance to elected officials. Would absences include subcommittee absences?

R. Duhaime: This is a great discussion and is food for thought. It is too late for this year, but it deserves more time. I will take the raise and the health insurance in the future. It is something the town could consider.

T. Tsantoulis: The voters would not approve \$96,000 just for a recreation director. This is a lot more money over a longer time. As Ms. Fitzpatrick said, it's a Pandora's Box. I don't see it passing.

C. Karolian: I contacted the Mayor's office in Manchester and was told they offer health insurance in lieu of a stipend for Aldermen and School Board members. Do we have any elected officials who have town health insurance?

D. Fitzpatrick: The Town Clerk could have health insurance but has coverage from another source. This is because he has a full-time job here as Deputy Tax Collector. Even if he were not the elected Town Clerk, he would still be a full-time employee. He is not eligible for health insurance based on his election as Town Clerk. It is because of his other, full-time position.

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R. Duhaime: Could it be just single coverage for Councilors only?

D. Fitzpatrick: It could be whatever you want. On another note, the firefighters are covered under a NHRSA 154.1.

NEW BUSINESS

Winter Drive Drain

A. Garron: A week after I started with Hooksett, I had an email, including pictures, from a resident about a flooding issue on Winter Drive. I turned this over to Bruce Thomas and Earl Labonte.

B. Thomas: I have provided updated information, in addition to what is in your packet. What I want to do is a culvert. We hired Stantec Engineering to do an analysis because of liability and because they have the right software. All of the residents in the neighborhood support this plan. The original drainage system was poorly designed and causes flooding.

E. Labonte: Flooding occurs about once each year. We are using two 24-inch pipes for the project.

B. Thomas: The project will require three easements from three properties – two are permanent and the third is a temporary easement for grading. Eleven bids were received for this project. We eliminated the lowest bid, as it was incomplete. We would like approval to accept the second lowest bid, which is from Advanced Excavation. Their bid of \$55,671.60 is within \$2,000 of my estimate. They have demonstrated experience in this type of work. A granite bound will have to be located, removed during construction, and reset after construction. Quotes were received and Belanger Land Surveying will be awarded that work since they are competent and provided the lowest quote of \$650.

T. Tsantoulis motioned to accept the bid from Advanced Excavation and award the contract to them in the amount of \$55,671.60 as recommended by staff, and to approve of the Town accepting easements from the three property owners. C. Karolian seconded the motion.

T. Tsantoulis: I have seen videos, and this is flooding is not acceptable, even if it only happens once a year.

C. Karolian: Will this be a problem for Autumn Run? Are we kicking the ball down the road to Autumn Run?

E. Labonte: Stantec looked into that and affirmed that it would not be a problem.

C. Karolian: Could there be a problem at 38, 39, or 34 Autumn Run? Have they been notified that the water is still going to come down and be in their back yards?

B. Thomas: That is why we hired Stantec. They do not anticipate that flooding will increase.

C. Karolian: Should they do Autumn Run too? Should we notify them? Is there a requirement to do so?

E. Labonte: Stantec did a study and said it would not go downstream. It never should have been installed that way. No one looked at the drainage when it was approved.

C. Karolian: I would be happy to spend another \$60,000 if necessary.

532 R. Duhaime: Several developments went in that area in the 60s and 70s. Plans were not followed or
533 followed up on.

534

535 ***Chair Sullivan motioned that the funds for this project will come from the Storm Drainage***
536 ***Capital Reserve Fund. T. Tsantoulis seconded the motion.***

537 ***Voted unanimously in favor (7-0).***

538

539 A roll call vote was taken on the original motion.

540

541 **Roll Call Vote #6**

542 ***J. Durand Aye***

543 ***J. Levesque Not present***

544 ***C. Karolian Aye***

545 ***A. Comai Aye***

546 ***C. Jones Not present***

547 ***T. Tsantoulis Aye***

548 ***A. Walczyk Aye***

549 ***R. Duhaime Aye***

550 ***J. Sullivan Aye***

551 ***Voted unanimously in favor (7-0).***

552

553 **Donati Field Concession Stand Pump Station Project**

554

555 ***Chair Sullivan motioned to table this item. R. Duhaime seconded the motion.***

556 ***Voted unanimously in favor (7-0).***

557

558 **Self-Contained Breathing Apparatus (SCBA) Replacement- Fire-Rescue Department**
560 **DOT.**

561

562
563 Chief Burkush: I have with me a sample of our current SCBA equipment, which was purchased in 2005
564 using the capital reserve fund designated for that purpose. These have a 15-year life. Two of our
565 employees are trained and certified to keep these working.

566

567 Assistant Chief Colburn: I have an example of the new ones, which are heavier. They last 45 minutes
568 versus 30 minutes, and they have more redundancy in the electronics. The straps can be removed and
569 laundered. They are warrantied for 15 years.

570

571 C. Karolian: Do they have a personal safety pass device.

572

573 Assistant Chief Colburn: Yes, the mask vibrates. There is a low air alarm. If a firefighter goes down, it
574 activates. There also is a pack tracker, a handheld device to guide you to the pack. The buddy
575 breathing mechanism is easier to use. Overall safety is enhanced.

576

577 C. Karolian: Are they open circuit?

578

579 Assistant Chief Colburn: Yes, they are. We have \$284,000 in the capital reserve account. The cost for
580 38 devices is \$279,580.

581

582 T. Tsantoulis: What part is personal protection equipment? Why are you purchasing them all at once?

583

584 Assistant Chief Colburn: First, all parts are personal protection equipment. We get a better deal by
585 purchasing all of them at once. We also have fewer parts to stock. Training is simplified because they
586 are all the same.

587
588 Chief Burkush: The parts cannot be interchanged.
589

590 A. Walczyk: Thank you for bringing in the equipment. How many did you order?
591

592 Chief Burkush: I think we were ordering 37 at the time I was preparing the staff report, but the total is
593 actually 38.
594

595 A. Walczyk: Is there training involved with the new ones?
596

597 Assistant Chief Colburn: Yes, the two employees who are certified to keep these working will go for
598 training on the new ones. Other firefighters will have inhouse training. We have a confidence course at
599 one of the stations.
600

601 A. Walczyk: How often are these used?
602

603 Assistant Chief Colburn: They are used every day. A functional test is done every morning.
604

605 R. Duhaime: I see a trade-in amount of \$34,000.
606

607 Assistant Chief Colburn: Yes, there is a trade-in amount.
608

609 T. Tsantoulis: Do you need to have one for every firefighter?
610

611 Assistant Chief Colburn: Each seat must have an air pack. That is a national standard. We have extras
612 for training.
613

614

615 ***A. Comai motioned to approve the purchase of 38 air-packs, spare bottles and related***
616 ***equipment from Fire-Tech and Safety for #279,580.00, using the Air-pack Capital Reserve***
617 ***Account for the Fire Rescue Department. R. Duhaime seconded the motion.***
618

619 **Roll Call Vote #7**

620 ***C. Jones Not present***

621 ***C. Karolian Aye***

622 ***J. Levesque Not present***

623 ***R. Duhaime Aye***

624 ***A. Walczyk Aye***

625 ***J. Durand Aye***

626 ***T. Tsantoulis Aye***

627 ***A. Comai Aye***

628 ***J. Sullivan Aye***

629 ***Voted unanimously in favor (7-0).***
630

631 Chief Burkush: This Council has always supported us in the purchase of safety equipment. We are
632 grateful for that.
633

634 **Policy on Hours of Work for Salaried Exempt Employees (Non-Union in Town Personnel Plan) -**
 635 **Request(s) to Council for Waiver of Position(s)**
 636
 637

638 A. Garron: This is a request for an adjustment of how hours are utilized at the Police Department. I
 639 support the waiver.
 640

641 Chief Bouchard: The Town's policy says we will work from 8:00 am until 4:30 pm. I am requesting a
 642 waiver because this doesn't work for the two lieutenants, the captain and me. We are often called upon
 643 to make presentations or respond to concerns of residents at hours outside of our scheduled hours.
 644 Also, I have an open-door policy, but am missing those on the evening and night shift. Myself, the
 645 captain and the lieutenants have trouble connecting with employees on these shifts. We have not been
 646 adhering to the policy, but we would rather have a waiver than to violate the policy.
 647

648 Chair Sullivan: I'm for it. I understand that you do not want to be in violation.
 649

650 D. Fitzpatrick: This went into effect in 2015. The reason that the Public Works Director is included is
 651 because the waiver is for the person, not the position. Mr. Labonte needs a waiver as well.
 652

653 C. Karolian: What is the justification for this? How often is this a problem?
 654

655 Chief Bouchard: I don't know exactly how often this is a problem, but I do know that the lieutenant in
 656 charge of the detective division must be at every incident and can be called at any time. Both
 657 lieutenants, Captain Robie and myself often attend community and network functions. Both lieutenants
 658 are training instructors.
 659

660 C. Karolian: Isn't this part of being salaried?
 661

662 Chief Bouchard: I want permission to run the department in the best way.
 663

664 Captain Robie: We are looking for flexibility in the hours we work.
 665

666 A. Garron: This works better for this department.
 667

668 D. Fitzpatrick: We are looking into removing the entire policy, which would give responsibility back to
 669 department heads. I don't know of any employees who are abusing work hours. If these waivers aren't
 670 granted, an employee working very late into the night could be disciplined for coming to work a few
 671 minutes late the next day.
 672

673 C. Karolian: If you work late and then come in late the next day, who would say anything about that? I
 674 would think you would have the authority to handle that.
 675

676 D. Fitzpatrick: It would violate the current policy.
 677

678 ***R. Duhaime motioned to approve the waiver request to make an exception to the Policy on***
 679 ***Hours of Work for Salaried Exempt Employees for these Hooksett Police Department positions:***
 680 ***Chief of Police, Administrative Captain, and both Lieutenants AND Public Works Director,***
 681 ***effective December 1, 2019. A. Walczyk seconded the motion.***
 682 ***Voted in favor (6-1). C. Karolian voted nay.***
 683

684 A. Walczyk: I would like to suggest that this be a future workshop topic, as suggested by Ms.
 685 Fitzpatrick.
 686

687 **APPROVAL OF MINUTES**

688
689 **Public: 11/06/2019**

690
691 ***T. Tsantoulis motioned to approve the minutes of the November 6, 2019 meeting. R. Duhaime***
692 ***seconded the motion.***

693
694 Chair Sullivan asked for corrections to the minutes.

695
696 C. Karolian: The vote on the motion to extend the meeting, line 616, was 3-6, not 4-5.

697
698 Chair Sullivan called for a vote on the motion to approve the public minute of the 11/06/2019 meeting
699 as amended.

700
701 ***Voted unanimously in favor.***

702
703 ***C. Karolian motioned to extend the meeting. A. Comai seconded the motion.***
704 ***Voted unanimously in favor (7-0).***

705
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707
708 **Public: 10/23/19 (tabled at 11/06/19 Town Council Meeting)**

709
710 ***R. Duhaime motioned to remove this item from the table. T. Tsantoulis seconded the motion.***
711 ***Voted unanimously in favor (7-0).***

712
713 ***T. Tsantoulis motioned to approve the minutes of the October 23, 2019 meeting. R. Duhaime***
714 ***seconded the motion.***

715
716 Chair Sullivan asked for corrections to the minutes.

717
718 C. Karolian: Referring to line 520, it should say: Did you ask all of the financial institutions listed in your
719 staff report about a prepayment penalty or a one-year payment and a flexible closing date? The
720 response of C. Soucie should say: No, because they didn't have the lowest rate. They didn't offer to
721 give that information and I didn't ask for it.

722
723 A. Walczyk: Beginning on line 549, it should read as follows: The town's policy is a minimum of five
724 percent, working toward eight percent. DRA guidelines recommend that the general fund balance be
725 between eight and 17 percent. We should not be saving the lowest recommended amount. We should
726 invest while the economy is good so we can grow the tax base.

727
728 Chair Sullivan called for a vote on the motion to approve the public minutes of 10/23/2019 as amended.

729
730 ***Voted unanimously in favor (7-0).***

731
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734 **Non-Public: 10/23/19 (tabled at 11/06/19 Town Council meeting)**

735
736 ***Chair Sullivan motioned to remove the minutes from the table. J. Durand seconded the motion.***
737 ***Voted unanimously in favor (7-0).***

738
739 ***Chair Sullivan motioned to approve the minutes of the October 23, 2019 non-public session. T.***
740 ***Tsantoulis seconded the motion.***
741 ***Voted unanimously in favor (7-0).***

Non-Public: 11/06/2019

R. Duhaime motioned to approve the minutes of the November 6, 2019 non-public session. A. Walczyk seconded the motion.

Voted unanimously in favor (7-0).

SUB-COMMITTEE REPORTS

A. Comai: I would like to ask for a calendar invite to committee meetings.

T. Tsantoulis: We have selected another Hooksett Youth Achiever. At the December 11th meeting, we can make that presentation.

A. Walczyk: At the Parks & Rec meeting last night, we had more discussion of the pavilion. We were questioning whether we need to get quotes now or wait for the funding approval. We are working on signs and decorating around Donati Park. Also, we are reaching out to learn why various people are honored there.

Chair Sullivan: They once had a fundraiser. Anyone who bought a tree got a plaque.

A. Walczyk: We have a question about adding signage about the Riverwalk and the Pavilion to existing signs. We are also working on signs for the Dog Park about cleaning up dog waste.

R. Duhaime. The Sewer Department met on Tuesday. They plan to have the solar installation complete by next fall. They are adding longevity for their employees at six years and ten years. They are working on a system for preparing bio-solids to be sold. They do not yet have a demo. The EPA has problems with the codes because it is a foreign unit. The Planning Board met and granted two waivers for wells for one contractor and four for another. They discussed limiting to two feet the amount a well can extend beyond a property border.

C. Karolian: Councilor Duhaime arranged for me to speak at the Planning Board meeting. I explained what I learned at DES. In a nutshell, I explained that it is not up to the Planning Board to make sure wells are constructed properly. This is the responsibility of the Code Enforcement Officer. He should hold back on granting a CO, and waivers should not be granted without construction being done.

R. Duhaime: The Town Administrator gave a presentation to the Planning Board on growth at Exits 10 and 11. I told them that, when we hired the new Town Administrator, we instructed him to focus on economic development.

A. Garron: The Planning Board chair wants more discussions, and I want to take him up on that.

C. Karolian: I told the Planning Board that the Town Administrator will ensure that the Code Enforcement Officer follows Hooksett's guidelines.

A. Garron: I had a discussion with the Code Enforcement Officer on the well radius issue. There is a disconnect because he follows Hooksett's codes, not the State requirements. It is not clear to me what we should ask for. It seems that the responsibility falls on the well driller.

Chair Sullivan: The Economic Development Committee met and reviewed a good plan for development at Bypass 28. They will need the support of the ZBA for an exception. We also looked at the basic tax

794 incentives available, including 79E incentives and Economic Revitalization Zones (ERZ). Mr. Williams
 795 will be speaking to us about an ordinance change which will allow for redevelopment of historical
 796 properties. We also discussed Brownfield assessments. These are properties which may have
 797 underground contamination, often because they once had gas stations on them. There are grants
 798 available for cleaning these areas.
 799

800 N. Germain: I would like to read into the record the Moose License Plate Conservation Grant
 801 Resolution.
 802

803 RESOLVED: That this municipality shall enter into a contract with the State of New Hampshire, acting
 804 by and through the Department of Cultural Resources/New Hampshire State Library providing for the
 805 performance by this Municipality of certain services as documented within the foregoing FY2017/2018
 806 Moose License Plate Conservation Grant application, and that the official, Town Administrator, André
 807 Garron, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement
 808 with New Hampshire Department of Cultural Resources/NH State Library, and that s/he is to take any
 809 and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal,
 810 acknowledge and deliver any and all documents, agreements and other instruments on behalf of this
 811 Municipality in order to accomplish the same.
 812

813 RESOLVED: That the signature of the above authorized official of this Municipality, when affixed to any
 814 instrument or document described in, or contemplated by this resolution, shall be conclusive evidence
 815 of the authority of said parties to bind this Municipality, thereby. The foregoing resolution has not been
 816 revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the
 817 date hereof.
 818

819 ***Chair Sullivan motioned to approve the resolution and to have the Town Administrator sign the***
 820 ***resolution. R. Duhaime seconded the motion.***

821 ***Voted unanimously in favor (7-0).***
 822

823 N. Germain: The problem with the video has been fixed and video should be working for tonight's
 824 meeting.
 825

826 ***Chair Sullivan motioned to enter non-public session at 10:00 pm in accordance with the***
 827 ***provisions of RSA 91-A:3. II (a) and (c). R. Duhaime seconded the motion.***
 828

829 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining
 830 of such employee, or the investigation of any charges against him or her, **unless** the employee affected
 831 (1) has a right to a public meeting, and (2) requests that he meeting be open, in which case the request
 832 shall be granted.
 833

834 RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of
 835 any person, **other than a member of this board**, unless such person requests an open meeting. This
 836 exemption shall extend to include any application for assistance or tax abatement or waiver of a fee,
 837 fine, or other levy, if based on inability to pay or poverty of the applicant.
 838

839 **Roll Call Vote**

840 ***J. Durand Aye***
 841 ***A. Comai Aye***
 842 ***C. Jones Not present***
 843 ***R. Duhaime Aye***
 844 ***C. Karolian Aye***
 845 ***A. Walczyk Aye***
 846 ***T. Tsantoulis Aye***
 847 ***J. Levesque Not present***
 848 ***J. Sullivan Aye***
 849 ***Voted unanimously in favor (7-0).***

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Chair Sullivan motioned to leave non-public session at 10:33 pm. R. Duhaime seconded the motion.

Voted unanimously in favor (7-0).

Chair Sullivan motioned to seal the minutes of the non-public session because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board or that it would likely render a proposed action ineffective. T. Tsantoulis seconded the motion.

Roll Call Vote

C. Karolian Aye

T. Tsantoulis Aye

J. Levesque Not present

C. Jones Not present

A. Comai Aye

J. Durand Aye

A. Walczyk Aye

R. Duhaime Aye

J. Sullivan Aye

Voted unanimously in favor (7-0).

ADJOURNMENT

Chair Sullivan motioned to adjourn the public session of November 9, 2019 at 10:34 pm. T.

Tsantoulis seconded the motion.

Voted in favor (7-0).

Respectfully submitted,

Kathleen Donnelly

Recording Clerk

Kathleen Donnelly

Please see subsequent meeting minutes for any amendments to these minutes.