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**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
4 Municipal Building.

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,
14 Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk
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
20 Garron, father of Town Administrator Andre Garron, who died on Thursday, September 12,
21 2019.
22

23 **BUDGET REVIEWS**

24
25 **LIBRARY**

26 Mary Farwell, Chairman of the Library Board of Trustees: I would like to introduce Mac
27 Broderick, Vice Chairman of the Library Board of Trustees and Library Director Heather Rainier.
28 In the audience we have our other Trustee Board members: Barbara Davis, Tammy Hooker,
29 and Linda Kleinshmidt. I would also like to announce that Tammy Hooker received the Lillian
30 Edelman Library Trustee of the Year Award from the New Hampshire Library Trustees
31 Association.
32

33 M. Broderick: I want to point out that our proposed bottom line budget for 2020-21 is exactly
34 equal to the amended 2020 budget. We have supplied a detailed narrative for you. This year,
35 we reviewed what we do and how we do it. Some responsibilities have been adjusted. With the
36 departure of one employee, we have restructured our personnel and are providing the same or
37 an enhanced level of service. Our number one issue is staffing. We have had a difficult time
38 maintaining staff, especially part-time personnel. We have added one additional full-time
39 position, which will allow Heather to manage her schedule. The economy is good, which makes
40 it hard to get part-time workers. Our biggest challenge is filling our schedule, as we are open 58
41 hours, six days of the week. Heather is doing a great job. We have made some line adjustments
42 and would be happy to explain any items about which you have questions.
43

44 C. Karolian: I commend you for putting forth this information. It is detailed and accurate. I have
45 zero questions.
46

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

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

49
50 Chair Sullivan: Bruce Thomas recently gave us an update on the repairs of the library columns.

51
52 H. Rainier: We are very happy about the project and we thank Bruce, who was immensely
53 helpful throughout the project.

54
55 M. Farwell: We still have some exterior work we would like to have done. We will call that Phase
56 Two. We are excited about the town's LED lighting program.

57
58 H. Rainier: Ann Meyers is our new Adult Services Librarian, and she has hit the ground
59 running, collaborating with the Historical Society, the Heritage Commission, and many other
60 entities. Our ties with various organizations make our community stronger.

61
62 Chair Sullivan: You have fantastic programs for ages two to 92.

63
64 M. Broderick: We are still working with our personnel issues. With a full staff, we could be even
65 better. We will possibly be looking for more staff next year.

66
67 C. Karolian: If it is possible in the future to up the wages for part-time employees to make the
68 positions more financially viable, I would offer 100% support.

69
70 **C. Karolian motioned to accept the recommendation of the Hooksett Public Library Board**
71 **of Trustees and Library Director for the dollar amount of \$865,289. A. Walczyk seconded**
72 **the motion.**

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

74
75 **▪ POLICE**

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

78
79 Police Chief Janet Bouchard: I will begin with decreases in two lines. Full-time wages is reduced
80 from \$2,700,000 to \$2,650,000. Part-time wages are \$71,091, down from \$82,096. We have
81 three part-time positions, including an Administrative Clerk, a Support Specialist, and a part-time
82 police officer. The SRO position, which was part-time, is now full-time. I met with William
83 Rearick, the new Superintendent of Schools, and he is receptive to the idea of covering part of
84 the salary and benefits for the SRO. Based on the amount of time she will spend at the schools,
85 I estimate that the School should be responsible for 70% of her salary and benefits, leaving the
86 Police Department responsible for 30%, or \$23,679. For the next budget cycle, we may be
87 looking to increase our full-time complement from 30 to 31 and to pay the SRO from the part-
88 time line. To calculate overtime, I looked at the past few years' actuals, vacation time and court
89 time. Education includes contractual obligations from collective bargaining. Uniforms are new
90 uniforms and gear for the new officers just hired. I lowered the amount for badges and pins.
91 Bullet proof vests are on a five-year replacement cycle. Our five dispatch officers are now visible
92 to the public, so I want them to start wearing uniforms. Training and Dues shows an increase
93 because it now includes frangible ammunition which we must supply for Police Academy
94 trainees. It explodes on contact like dust, not shells. We are lucky to have a lot of training; this is
95 a good retention tool. Regarding dues for special operations, we are part of a SWAT team. We
96 also have dues for other associations.

97
98 C. Karolian: How many towns are involved in the SWAT team?

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.

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

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.

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.

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
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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.

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.

456 We will bring our suggestions to the Council as we formulate them. Next, Old Town Hall is an
457 asset of the community, and it should stay on this list. We need to have some hard discussions
458 regarding its use. Should it be owned by the town or owned privately?
459

460 Chair Sullivan: The building is 193 years old.
461

462 C. Soucie: For the Hooksett Riverfront Walk, \$615,000 is the total cost to finish it. There is a
463 little tweak from the prior year. This is a conservation project now in the second phase. The third
464 phase will be in 2021 and 2022. It does not use taxpayer dollars.
465

466 A. Garron: I want to get the CIP committee up and running. I am happy to see the Wastewater
467 Department and the Water Precinct projects in here. This allows for coordination of projects for
468 efficiency. Coordinating the years in which projects are done could mean digging a road up only
469 once.
470

471 C. Karolian: Do taxpayers with wells and septic systems contribute to these projects?
472

473 C. Soucie: No, these projects are funded by the users, both water and sewer.
474

475 A. Garron: The exception would be in the TIF district where these projects are quasi-funded by
476 the public.
477

478 Chair Sullivan: Regarding the Parks & Rec project for bathrooms at Donati, at what point are we
479 going to commit?
480

481 C. Soucie: The back-up material does not talk about bathrooms.
482

483 E. Labonte: The plan is for a maintenance facility and bathrooms at Donati Field. The fund is not
484 solely for that; it can be used to upgrade any recreation facilities. The amount is \$320,000, and
485 any suggestions should come from the Parks & Rec Committee.
486

487 A. Garron: Looking long-term, the Town Hall pool car is scheduled for replacement in 2021-22.
488 This is replacement of the Assessing car. The Town Engineer vehicle is scheduled for
489 replacement in 2022-23. Both of these vehicles were hand-me-downs. The Code Enforcement
490 vehicle is scheduled for replacement in 2025-26 at a cost of \$30,000. This plans for new
491 vehicles, not hand-me-downs.
492

493 A. Garron: The Fire Apparatus capital reserve fund has been increased from \$150,000 to
494 \$250,000 because the cost of fire equipment has increased.
495

496 A. Walczyk: Should we update the plan regarding the ladder truck?
497

498 C. Soucie: That will be updated next year.
499

500 A. Garron: The Public Works Vehicle capital reserve fund has been updated from \$100,000 to
501 \$200,000, again because the increase in vehicle costs.
502

503 C. Soucie: Other than those, the plan is the same as last year.
504

505 Chair Sullivan: What is parcel digital recompilation?
506

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

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

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