

**Town of Hooksett
Town Council Meeting Minutes - Official
Wednesday, February 27, 2019**

The Hooksett Town Council met on Wednesday, February 27, 2019 at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 27 Feb 2019 to order at 6:05 pm.

PROOF OF POSTING

D. Fitzpatrick provided Acting Town Administrator Don Winterton's proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor John Giotas, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Alex Walczyk, and Councilor Robert Duhaime (arrived at 6:07)

Missed: Councilor Don Winterton and Councilor James Levesque

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance.

SPECIAL RECOGNITION

Hooksett Police - Swearing-in ceremony for Sergeant Christopher Buker

Chief Bouchard: Being promoted to sergeant is a big milestone, one for which Chris is more than ready. He will need to deal with those below him and above him in rank. Chris graduated from New England College with a degree in Criminal Justice. He has been a taser instructor and a baton instructor. He has had advanced special training in drug and impaired driving detection. Chris has been a full-time officer for Hooksett since April of 2012. He will be sworn in tonight, and those present for this ceremony include his parents, grandmother, brother, girlfriend and many fellow police officers. His girlfriend Rachel will affix his new pin.

Chair Sullivan: Congratulations to Chris and his family. Good luck to you. We appreciate all that you and the Police Department do, and we also appreciate the work of the Fire Department. Be safe.

PUBLIC HEARINGS

Public hearing to accept \$203,000.00 from Southern New Hampshire University to the Town of Hooksett for the Hooksett Fire-Rescue to purchase a Ladder Truck.

Chair Sullivan opened the public hearing at 6:13 pm.

Assistant Chief Colburn: Southern New Hampshire University (SNHU) has graciously donated \$200,000, which will cover half of the cost of a Ladder Truck for Hooksett. They have also offered an additional \$3,000 so that two of us from the Fire Department can travel to thoroughly inspect a truck for sale there. The \$3,000 will cover our flight, hotel and other expenses for the trip. We are extremely grateful and will be leaving March 18, 2019 to check out the truck. The remaining cost of the truck will be paid from the Apparatus fund and trade-in of the existing ladder truck.

Chair Sullivan: We thank SNHU for this generous donation. They are good members of the Hooksett community and we have a great relationship with them.

D. Ross: I want to clarify that this donation is for any ladder truck, not necessarily the one which is available now. I also wish to clarify that the \$3,000 is for travel and other expenses related to the inspection trip.

APPROVAL OF MINUTES

R. Duhaime motioned to approve the minutes of the February 02, 2019 special public meeting.

A. Walczyk seconded the motion.

Voted unanimously in favor, with D. Ross abstaining due to his absence from the meeting.

R. Duhaime motioned to approve the minutes of the February 13, 2019 public meeting as amended. A. Walczyk seconded the motion.

Voted unanimously in favor (7-0).

J. Giotas motioned to approve the minutes of the February 13, 2019 non-public session. T.

Tsantoulis seconded the motion.

Voted unanimously in favor (7-0).

NEW BUSINESS

Approval to purchase a Xybix Dispatch Work Station at the cost of \$50,610.58, using unexpended funds from the wage line

Chief Bouchard: I am here with Dispatch Supervisor Richard Belanger, who has kept the old system running and has done a great deal of work designing the new one. I have prepared a PowerPoint presentation to give you some history and a comparison of the existing dispatch consoles to the Xybix Dispatch Work Station we want purchase. We are constructing a new dispatch center in front of building and want to coordinate this with the installation of the new consoles. The existing consoles are nearly 20 years old. The panels are made of cloth and metal. They are faded, worn and stained. One is missing and has been replaced with a piece of wood. We cannot get parts anymore to replace anything that breaks. As the pictures show, much of the equipment is underneath the work areas.

R. Belanger: Our radios are now computer-based and do not fit well.

Chief Bouchard: We have worked with two vendors, Xybix and Watson. A third was not able to accommodate our needs. Rick took the architect's blueprints to the vendors so that the work stations could be designed to fit the new dispatch center.

R. Belanger: With the Xybix work stations, there will be no more running cables all around because they are built into each console. There are extra cables in case we need to add more equipment. Everything is off the floor.

Chief Bouchard: The reason we are asking for a waiver from the requirement of an RFP is because our needs are very specific and the system must be built to fit our new dispatch center. Watson did not follow through with a design when we sent them the blueprints, so Xybix is the only vendor which can meet our specific needs.

R. Belanger: Everything has its own connectors; everything runs into the keyboard. We will not have to crawl under the consoles to make adjustments. We can use wireless mouses, and dispatchers will be able to stand or sit because the whole station can go up or down. Ergonomically, this is important.

Chief Bouchard: Now we have cameras hanging from the ceiling. The new ones will be mounted on the back of the consoles instead, making for much easier viewing.

D. Ross: Are these hydraulic?

Suzanne Lottie, Northeast Territory Manager for Xybix: Yes, they are hydraulic. It is a T series, with a main leg and two on the side. They have hand controls so the dispatchers do not have to take their eyes off the monitors This uses a knuckle system; everything moves with the dispatcher.

D. Ross: What do you offer for a warranty?

S. Lottie: The electronics have a six-year warranty. The Xybix consoles have a lifetime warranty. Xybix is a family business which has been in operation for 30 years. We have a factory and a warehouse in Littleton, Colorado.

R. Duhaime: What about serviceability over time? Many things are made to be replaced, not serviced.

S. Lottie: We offer 24/7 customer service. We provide a manual, but will send a technician within 24 hours, at our expense, if needed. We have a warehouse with parts that can be shipped and a factory if parts need to be made. You will deal only with Xybix on any warranty issues. Our studies indicate that there is only a five percent probability of a warranty claim.

Chief Bouchard: Continuing with my PowerPoint presentation, this slide shows an old versus new equipment shelf. Rick covers as a dispatcher quite often, since he is a supervisor, he handles personnel matters, so he has some privacy at his station, which is a third dispatch station.

R. Belanger: All stations have a flip top or a pull-out tray, so there is no more crawling underneath a console to fix it. There are fans to keep the equipment and wires cool.

Chief Bouchard: We have additional *RU OK* and shooter detection monitors. They will be relocated for easier access and visibility.

J. Giotas: What about expandability?

S Lottie: There is room on each side of the console for extra equipment. The wires are labeled and color coded. Our system called "My Climate" has two fans so that dispatchers can cool or heat themselves. Different workers have differing needs in this respect, so each worker can select his or her level of comfort. Space heaters can be dangerous if accidently left on; this system turns itself off if it is left on. We rely heavily on feedback from dispatchers in designing our systems.

Chief Bouchard: Dispatchers do not have the opportunity to get up, stretch their legs and walk around, which makes it important to make their work stations as comfortable as possible.

A. Walczyk: Thank you for coming in. How long will it take to install these work stations?

S. Lottie: It will take about one and a half days.

Chief Bouchard: We are trying to coordinate with the construction of the new dispatch center. We will move one dispatcher at a time, as we cannot shut down to move them at the same time. Just a reminder, the expense for this project is coming from the full-time wage line.

A. Walczyk: Have you considered the port count issue?

R. Belanger: I have already spoken with our radio vendor, our security system vendor and our IT company, Block 5. They are all on board.

A. Walczyk: Is this project part of the remodeling plan?

Chief Bouchard: No, this is separate. A new dispatch workstation was not part of the remodeling plan of the former Fire Chief.

D. Ross motioned to recommend that the Council waive the Administrative Code 5.3.5 "Competitive Bid Process" (RFP). A. Walczyk seconded the motion.

D. Ross: The reason for this is the specialized equipment and design.

Voted unanimously in favor (7-0).

D. Ross motioned to approve the purchase of a Xybix Dispatch Work Station at a cost of \$50,610.58, using unexpended funds from the Police Department full-time wage line. A. Walczyk seconded the motion.

A roll call vote was taken.

Roll Call Vote #1

J. Giotas Yes

T. Tsantoulis Yes

A. Walczyk Yes

R. Duhaime Yes

J. Durand Yes

D. Ross Yes

J. Sullivan Yes

Voted unanimously in favor (7-0).

SCHEDULED APPOINTMENTS

Todd Rainier, Town Clerk and Marc Miville, Town Moderator - March 12, 2019 Town Elections

Marc Miville: I spoke with the representative from Xybex and she said that chairs are not included in their package. I assume the dispatchers will use the new chairs purchased recently. The Town Election will be held March 12, 2019, with the polls open from 6:00 am to 7:00 pm. Per State law, there will be no snow date. The legislature in Concord is trying to clarify the law regarding this issue of whether or not moderators have the authority to postpone an election due to bad weather. There are two new bills under consideration now. We expect 2000 voters, although last year's turnout was about 846 and the year before was 531. I want to ask the Counselors to sign up for one-hour sessions to man the voting machines. We are very busy when we open at 6:00 am. We expect a lot of write-ins. There are two candidates for the At-Large position; these candidates must come from the first, third, fourth or sixth districts. District Five has one candidate, and there are no candidates for District Six. There are 23

warrant articles. Several of these are bonds requiring a three-fifths vote. There are also employee contracts and capital reserve items. The Election Committee will count ballots Friday at 12:30 pm.

TOWN ADMINISTRATOR'S REPORT

No report due to the absence of Acting Town Administrator Don Winterton.

NOMINATIONS AND APPOINTMENTS

Nominations and Appointments - February 2019

N. Germain: The Conservation Commission currently has two slots open, a Commissioner's seat and an Alternate position. Mr. Robert Better of Hooksett submitted his application on February 13, 2019 for consideration as the alternate. He currently stands as a member of Bear-Paw and is a member of the Society for the Protection of New Hampshire Forests.

R. Duhaime nominated Mr. Better to a term as an Alternate of the Conservation Commission, term expiring June 30, 2021.

D. Ross: Bear-Paw Greenway has been a great partner with us. I assume Mr. Better would recuse himself if, for example, if the Conservation Commission were dealing with something like an issue regarding payments to Bear Paw.

Chair Sullivan: I would like to see something in writing from Mr. Better regarding this possible conflict of interest.

N. Germain said that Mr. Peroni has expressed interest in being nominated as well.

Chair Sullivan asked Mr. Germain to clarify the number of open positions and how many are for regular members and how many are for alternates.

Chair Sullivan closed the public hearing at 7:18 pm.

Chair Sullivan motioned to accept a \$203,000 donation from Southern New Hampshire University to the Town of Hooksett for the Hooksett Fire-Rescue at the Town Council meeting for the acceptance of this donation per RSA 31:95-b III (a) and allocate said amount to the Fire-Rescue to purchase a Ladder Truck, and further to allocate \$3,000 of this donation to the expenses of traveling to inspect a Ladder Truck which is currently for sale. T. Tsantoulis seconded the motion.

A roll call vote was taken.

Roll Call Vote #2

R. Duhaime Yes

J Durand Yes

D. Ross Yes

A. Walczyk Yes

J. Giotas Yes

T. Tsantoulis Yes

J. Sullivan Yes

Voted unanimously in favor (7-0).

NEW BUSINESS (continued)

Infield Groomer Purchase (Sandpro)

E. LaBonte: This is for maintaining the ball parks. Safety is a factor. This was first proposed in 2016. The existing groomer is over 20 years old and replacement parts are not available. The total cost is \$22,488, of which the school has already given \$11,000. The Hooksett Youth Athletic Association (HYAA) baseball and softball teams have agreed to donate \$4,344 each. The town agreed to pay the balance of \$2,800. This will come from the Parks & Rec revolving fund account. The town will pay the balance now, so as to have the groomer in time for the spring season. If the additional donations from HYAA come in before the payment is made, the town portion will be less. If donations come in after that, the money will go into a revenue account, as it cannot be put back into the Parks & Rec revolving fund account. The Acting Town Administrator has approved this plan.

J. Giotas asked about accessories.

E. Labonte: This comes with all of the accessories needed. It will be used only on the ballfields of the town and the school.

D. Ross: What is the balance now in the Parks & Recs revolving fund?

E. Labonte: I do not have that information with me.

Chair Sullivan: There is enough money in that account to pay for this.

R. Duhaime motioned that the Council approve the purchase of a Toro 3040 Sandpro for infield grooming in the amount of \$22,488. J. Giotas seconded the motion.

A roll call vote was taken.

Roll Call Vote #3

J. Giotas Yes

D. Ross Yes

A. Walczyk Yes

J. Durand Yes

R. Duhaime Yes

T. Tsantoulis Yes

J. Sullivan Yes

Voted unanimously in favor (7-0)

Per RSA 676:7 (b) ZBA Fees shall be collected in advance for Public Hearing Notice. A change in procedure for collecting this fee is required.

R. Duhaime motioned to approve a change in the ZBA fee schedule to include a \$50 public hearing notification fee payable at the time of application submittal per RSA 676:7 (b). T. Tsantoulis seconded the motion.

D. Fitzpatrick: They have been holding public hearings and the applicants have not always paid the \$50 fee.

A roll call vote was taken.

Roll Call Vote #4

A. Walczyk Yes

D. Ross Yes

R. Duhaime Yes

J. Durand Yes

T. Tsantoulis Yes

J. Giotas Yes

J. Sullivan Yes

Voted unanimously in favor (7-0).

OLD BUSINESS

Town Administrator Search Update

D. Fitzpatrick: Councilor Winterton and I told the Council we would provide updates at each Council meeting on the Town Administrator search. March 6, 2019 at 8:00 am is the deadline for applications. MRI has provided an email address which anyone can use to send input about qualities desired in a town administrator or needs of Hooksett. Blue sheets with this email address and other information have been posted in several locations. This information is on the website as well. Mr. Don Jutton of MRI would like to have a 30-minute phone call with each Councilor, so if you have not had a conversation with him, please do that this week.

J. Giotas: He has very specific questions; the phone call takes less than 30 minutes.

D. Fitzpatrick: As of 5:00 tonight, there were fifteen applicants. Even better, the employee at MRI collecting applications is on vacation this week, so Mr. Gould said we could expect ten or fifteen more before the closing date. MRI will send all applicants an essay, and they will have ten days to reply. MRI will conduct phone interviews and then narrow down the list to about a dozen. A subcommittee consisting of Councilor Winterton, Chair Sullivan, his designee, and myself will then narrow down the list to between four and six candidates to be interviewed by the Council.

Chair Sullivan: Perhaps we should compile a list of questions in advance of the interviews.

Ms. Fitzpatrick: We will meet with Mr. Gould and prepare for the interviews. She said this process might require a special meeting of the Council at some point. She said they hope to wrap this up by the end of April.

SUB-COMMITTEE REPORTS

D. Ross: The Assessors met and are dealing with a large stack of abatement requests which have come in since the revaluation.

A. Walczyk: Citizens should submit applications for Youth Achievers.

Duhaime: The Parks & Rec Advisory Committee is pleased that the YMCA will be running the Fun in Sun program (YMCA Day Camp of Hooksett). Regarding the pavilion project, the highway department for which Mr. Labonte previously worked built three of these inhouse. He might help us with cost estimates and location.

Chair Sullivan: A second grade teacher, Ms. Dobia, dropped off some work of her students for us. They were assigned to write a cinquain (five-line poem) about something important in their community.

They chose Donati Park and illustrated their poems. We thank Ms. Dobia and her students for these and they will be given to the Parks & Rec department.

Chair Sullivan: The Village Water Precinct made a presentation at a recent meeting of the Economic Development committee. They explained their process and talked about new wells and hydrant fees. Todd Smith, Chairman of the Village Water Precinct, wants to schedule an appearance at one of our meetings. He will provide us with an update and this will open communications with the Village Water Precinct.

Chair Sullivan: We are changing our approach regarding the posting of non-public sessions on the agenda, since we sometimes decide to take up a non-public issue after the agenda has been posted.

D. Fitzpatrick: Our attorney has advised that we should simply post that we will be in non-public session. Once in non-public, motions can be made regarding which letter(s), a -I, we want to address.

NON-PUBLIC SESSION

NH RSA 91-A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.

Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

NH RSA 91-A:3 II (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

J. Sullivan motioned to enter non-public session of 02/27/19 at 7:45pm per NH RSA 91-A:3 II (e) & (I). Seconded by J. Giotas.

Roll Call #5

T. Tsantoulis – yes

D. Ross – yes

R. Duhaime – yes

A. Walczyk – yes

J. Levesque – not present

D. Winterton – not present

J. Durand – yes

J. Giotas – yes

J. Sullivan - yes

Vote in favor (7-0).

J. Sullivan motioned to exit non-public session of 02/27/19 at 8:32pm. Seconded by T. Tsantoulis. Vote unanimously in favor (7-0).

J. Sullivan motioned to seal the non-public session minutes of 02/27/19. Seconded by T. Tsantoulis. Vote unanimously in favor (7-0).

ADJOURNMENT

J. Sullivan motioned to adjourn the public session of 02/27/19 at 8:32pm. Seconded by T. Tsantoulis. Vote unanimously in favor (7-0).

Respectfully submitted,
Kathleen Donnelly
Kathleen Donnelly
Minutes Clerk