

**SPECIAL MEETING AGENDA  
Town of Hooksett Town Council – Official  
Wednesday, April 3, 2019**

**CALL TO ORDER**

Chair Sullivan called to order the Special Meeting of the Town of Hooksett Town Council at 6:26 pm.

**PROOF OF POSTING**

D. Fitzpatrick, Administrative Services Coordinator, provided proof of posting.

**ROLL CALL**

In Attendance: Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Durand, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, and Councilor Alex Walczyk

Missed: Councilor John Giotas

**PLEDGE OF ALLEGIANCE**

Chair Sullivan called for the Pledge of Allegiance.

**BUSINESS**

• **Acting Town Administrator**

Chair Sullivan: As a result of the resignation of the Acting Town Administrator, it was necessary to call this Special Meeting of the Town Council. Since the Acting Town Administrator was also the District 5 representative on the Town Council and has resigned that position as well, we must take action on that too. Per the Town Charter, we have three options for filling the vacant position of Acting Town Administrator. The first option is to appoint a Town Councilor. The second is to contract with a private company which would provide someone to serve in this position. The third option is to appoint a Town employee to fill the vacancy.

D. Fitzpatrick: I would suggest that you decide which option(s) you wish to pursue.

***D. Ross motioned to explore only the first option, that of appointing a town employee. J. Durand seconded the motion.***

D. Ross: The second option is not viable because it would take too much time for Municipal Resources, Inc. (MRI) to provide a candidate, and there is no one available full-time at this point. The first option of appointing a Town Councilor might create quorum issues.

J. Durand: We have qualified people who can handle this for the temporary time needed.

Chair Sullivan called for a vote on the motion.

***Voted unanimously in favor (7-1)***

Chair Sullivan: The Town Charter (4.4) states that the Town Council may appointed a town employee as Acting Town Administrator if the position is vacated. The appoint may be for not more than 90 days and less time if the Council determines. It also says that the Town Council may appoint a town employee for a second round of 90 days, if necessary.

D. Fitzpatrick: An email was sent to all department heads to share with all of their employees, requesting that any employee with an interest in serving as Acting Town Administrator respond by 4:30 pm on April 2, 2019.

Chair Sullivan: Two employees expressed an interest in being candidates for Acting Town Administrator: Police Chief Janet Bouchard and Finance Director Christine Soucie. Based on advice from legal counsel, employees will have a time to make comments but there will be no public comments allowed.

***Chair Sullivan motioned to enter non-public session in accordance with RSA 91-A:3 II (a), (b) and (c) at 6:43 pm. R. Duhaime seconded the motion. A roll call vote was taken:***

**Roll Call Vote #1**

***T. Tsantoulis Yes***

***J. Levesque Yes***

***A. Walczyk Yes***

***R. Duhaime Yes***

***J. Durand Yes***

***D. Ross Yes***

***J. Sullivan Yes***

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

The Council returned to public session at 7:22 pm.

***D. Ross motioned to seal the minutes of the non-public session. T. Tsantoulis seconded the motion.***

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

***D. Ross motioned to waive the rules. J Levesque seconded the motion.***

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

Chair Sullivan: I want to thank both candidates for volunteering and stepping up to help.

***D. Ross motion to appoint Police Chief Janet Bouchard as Acting Town Administrator, effective immediately. T. Tsantoulis seconded the motion.***

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

D. Ross: Both candidates are well-qualified. Police Chief Bouchard would probably be least impeded in carrying out her regular duties. Thanks for being willing to do this.

Chair Sullivan: We will be entering non-public session later to work out the details of our contract with Chief Bouchard.

- **Town Administrator Search Update**

Chair Sullivan: Ms. Fitzpatrick will provide us with an update on the Town Administrator search. She has assisted us greatly in this process.

D. Fitzpatrick: Recapping what has happened since the beginning of this process, the Town of Hooksett hired MRI to assist with the task of hiring a new Town Administrator. They received 27 applications and invited eleven of these to participate in the next step, writing an essay. Nine of these applicants participated. Next, they conducted phone interviews. Two applicants withdrew at this stage. Of the seven remaining candidates, six are viable for Hooksett. For the next step, dates and times must be arranged for the Town Council to interview each of them for one hour. MRI has offered to do this as an all-day (8:00 am until 4:30 pm) event on Saturday, April 13<sup>th</sup> or at two separate meetings on two of these dates: April 15, 17, 18 or 19. We hope to conduct these interviews at an offsite location, somewhere in Hooksett but away from Town buildings, for the sake of confidentiality. Per RSA 91-A, the date(s) and time(s) will be posted, but the actual candidate interviews will be held in non-public sessions.

Chair Sullivan: The consensus is to conduct interviews over the course of two meetings during the week of April 15<sup>th</sup>.

- **District #5 Town Council Seat**

D. Fitzpatrick: District 5 Town Councilor Don Winterton resigned his position on the council as of April 3, 2019 at 12:01 am. The public was informed of his resignation via a press release, notification on the town website, and an email to all department heads to be shared with all of their employees. Marcy Rothenberg, who was elected in March as the District 5 Councilor for a term beginning July 1, 2019, has emailed Town Clerk Todd Rainier saying that she will not be able to serve because she is relocating and will not be able to meet the requirements. This vacancy must be declared by the Town Council. We will go through a similar process at the next meeting for District 6.

Chair Sullivan: It is my understanding that we have up to 30 days to make an appointment.

***D. Ross motioned to declare a vacancy in District 5, due to the resignation of Councilor Winterton and Marcy Rothenberg's inability to serve due to relocation out of the district. R. Duhaime seconded the motion.  
Voted unanimously in favor (7-0).***

D. Fitzpatrick: We will post this position for a one-year term beginning May 10, 2019 and ending June 30, 2020. The Council has 30 days to nominate and appoint.

D. Ross: I suggest we use the District 5 alpha street list which was posted at the election. That could be posted on the town website for people who might be interested and who want to verify which district they reside in.

T. Rainier: Those lists are already on the town website. Anyone with interest could find them or they can call me if they need assistance.

J. Levesque: How many ran for that position?

T. Rainier: Just one.

Chair Sullivan: We will plan to nominate by April 24<sup>th</sup> and appoint at our May 8<sup>th</sup> meeting.

D. Fitzpatrick: Anyone nominated must have resided in Hooksett for at least one year and must live in District 5.

D. Fitzpatrick: At the non-meeting with legal counsel, the Council was advised to ratify the appointment of Chair Sullivan as Acting Town Administrator from 12:01 am on April 3<sup>rd</sup> until the appointment at this meeting of an Acting Town Administrator.

***R. Duhaime motioned to ratify the appointment of Chair Sullivan as Acting Town Administrator from 12:01 am on April 3<sup>rd</sup> until the appointment of Chief Bouchard as Acting Town Administrator at this meeting. A. Walczyk seconded the motion. Voted in favor (6-0). Chair Sullivan abstained from voting for himself.***

**Chair Sullivan motioned to enter non-public session in accordance with RSA 91-A:3, II (a), (b) and (c) at 7:49 pm. T. Tsantoulis seconded the motion. A roll call vote was taken:**

**Roll Call Vote #2**

***R. Duhaime Yes***

***J Durand Yes***

***D. Ross Yes***

***J. Levesque Yes***

***A. Walczyk Yes***

***T. Tsantoulis Yes***

***J. Sullivan Yes***

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

T. Tsantoulis left the meeting at 7:50 pm due to illness.

Respectfully submitted,

*Kathleen Donnelly*

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