

**Town of Hooksett  
Town Council Meeting Minutes - Official  
Wednesday, April 24, 2019**

The Hooksett Town Council met on Wednesday, April 24, 2019 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 24 Apr 2019 to order at 6:05 pm.

**PROOF OF POSTING**

Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

Chair Sullivan called for the Pledge of Allegiance

**SPECIAL RECOGNITION**

**Dennis Desrochers, Retiring Firefighter**

Chair Sullivan: Mr. Dennis Desrochers is retiring after 20 years as a firefighter. In 1988, Mr. Derochers began working in the Public Works Department of Hooksett as a heavy equipment operator, a job which he did for ten years. He then worked as a firefighter for 20 years and performed admirably. We thank him for his service and have a small gift to show our appreciation of his service.

Assistant Chief Colburn: Mr. Desrochers is staying on as a member of the call department, so his great knowledge will not be lost. On behalf of Chief Burkush, myself, and the department, we offer our congratulations.

D. Desrochers: I want to thank the Council for the gift and Assistant Chief Colburn for his kind words. I grew up in Hooksett; it is a wonderful place to live. My father was a call firefighter as well.

**NOMINATIONS AND APPOINTMENTS**

**District #5 Town Council Seat - Nomination/Appointment/Swearing-in**

Chair Sullivan: Clark Karolian was nominated at our last meeting.

J. Levesque nominated Mike Somers as the District 5 Town Councilor.

Clark Karolian: I would like to thank the Town Council for considering my application and allowing me to address you. I was a former Police Commissioner during a divisive time and we got a lot of bad press. There were a lot of tough decisions to be made and we accomplished a lot. We had a lot of non-public sessions, in accordance with state laws, and some residents and Town Councilors may not have understood that. There were a lot of promotions I was happy to be part of. We were tasked with changing a lot of things related to budget and personnel. We took it on the chin when we had to. I spent 21 years with the Manchester Police Department and then some time with the US Marshall Service. I

am a firm believer in getting involved and donating time. I have been a Hooksett resident for almost 29 years and I feel I can contribute my knowledge and experience. I believe in having debate when it is required, but we have to work together. My duties would be to my constituents in District 5.

R. Duhaime: How long were you on the Police Commission?

C. Karolian: I served one three-year term.

T. Tsantoulis: Mr. Karolian is correct when he says we need people to get involved. I commend him for coming forward and ask that the Council give both candidates the consideration which they deserve.

R. Duhaime: Are there other boards or committees you would be interested in serving on?

C. Karolian: Right now, I'm focusing on the District 5 Council seat.

R. Duhaime: As a Town Councilor you would be appointed to represent the Council on subcommittees.

C. Karolian: I would rely on the wisdom of the Council to direct that. I have no specific favorites.

Mike Somers: I live at 64 Auburn Road with my family. We have lived in Hooksett for 14 years. I appreciate the comment about people stepping up and getting involved. I am also on the School Board. If I had my choice, I would want to serve on the Planning Board.

R. Duhaime: Are you in your second year of serving on the School Board?

M. Somers: That is correct. I have a lot of experience with policy issues at the State level.

A. Walczyk: Thank you for coming in. I notice on your application that you work on policy issues at the State level and serve on a number of boards. Could you walk us through what you may have dealt with and what boards you are currently on?

M. Somers: I am currently Vice President on NH Made, a non-profit group supporting products and services from New Hampshire. I have been involved in policy issues regarding wage and hour, liquor enforcement rules, taxation policy and many more.

Chair Sullivan: I understand that you are President and CEO of the Lodging and Restaurant Association.

M. Somers: Yes, I work for and with the Board of Directors of the Lodging and Restaurant Association.

***D. Ross motioned to waive the rules and appoint a District 5 Councilor tonight. R. Duhaime seconded the motion. A roll call vote was taken and it was voted unanimously (8-0) to waive the rules.***

***D. Ross motioned to appoint Clark Karolian to the District 5 Council seat. T. Tsantoulis seconded the motion.***

***L. Levesque motioned to appoint Mike Somers to the District 5 Council seat. J. Giotas seconded the motion.***

D. Ross: I think Mr. Karolian has more free time to devote to this. It involves great sacrifice. And, we already have a member on the School Board, so another might render the School Board over-represented. Mr. Karolian and I have not always agreed on issues but have been able to argue like gentlemen. I believe he has the best of intentions, and I appreciate both candidates for stepping up.

J. Giotas: I don't know either candidate. Mr. Somers has some state policy experience, which could be helpful. And, as the saying goes, 'If you have something to do, give it to a busy person.'

T. Tsantoulis: I received comments from both sides of the fence regarding Mr. Karolian. I agree with Mr. Ross that Mr. Karolian might have more spare time. There have been some tough times in the past with the Police Commission, but it is time to put that behind us. We have two well-qualified candidates.

R. Duhaime: I have participated in union negotiations with the former District 5 Councilor Don Winterton. Both candidates seem qualified to do that.

A. Walczyk: For the future, whoever doesn't win tonight, don't let that sway you. Come back and talk to us again.

D. Ross: The District 6 Council seat will be vacant July 1, 2019, so we will need to make another appointment for that.

A roll call vote was taken on the appointment of a District 5 Councilor.

**Roll Call Vote #2**

**R. Duhaime**    **Clark Karolian**  
**J Durand**     **Clark Karolian**  
**D. Ross**      **Clark Karolian**  
**J. Levesque**   **Mike Somers**  
**A. Walczyk**   **Mike Somers**  
**J. Giotas**     **Mike Somers**  
**T. Tsantoulis** **Clark Karolian**  
**J. Sullivan**   **Clark Karolian**

**Tally: Clark Karolian, 5 votes; Mike Somers, 3 votes.**

Clark Karolian was appointed to fill the District 5 Council seat for one year.

Chair Sullivan: My vote could have resulted in a tie, which could have required a special election. To avoid that, I voted for Mr. Karolian. Both are excellent candidates.

Town Clerk Todd Rainier administered the Oath of Office to Mr. Karolian and he took a seat at the Council table.

**SCHEDULED APPOINTMENTS**

**Scheduled Activity Update - Trustees of the Trust Funds**

Claire Lyons: I am the Chairman of the Trust Fund Trustees. Henry Roy does the accounting, and Linda Krewson is a new member.

H. Roy: We are controlled by the State and they dictate what we can and cannot invest in, according to RSA 31:25. We are required to generate income beyond the rate of inflation and the return on CDs, money market funds, and regular savings accounts. The 2018 inflation rate was 1.9 %, and we surpassed that. We are managed by Bearing Point Wealth Partners of Hampton, New Hampshire. They manage funds for 34 municipalities and are well versed in the requirements. They create the MS9 report for us every month and prepare our annual reports which we send to the State. For calendar year 2018, gross earnings on the capital reserve funds were \$284,283. With fees of \$31,167, the net was \$253,116. The bank balance as of December 31, 2018 was \$12,364,219. Their fees are as follows: 0.005 on the first two million dollars; 0.0035 on the next three million; 0.002 on the next five million; and 0.0005 on any amount over ten million dollars. For the Trust Funds, which are essentially cemetery accounts, 2018 earnings totaled \$10,174, with fees of \$671, and a net gain of \$9,503. The bank balance as of December 31, 2018 was \$289,656. These are mostly very small accounts, many with balances less than \$300.

A. Walczyk: You mentioned that there are multiple accounts under \$300. Can you explain?

C. Lyons: These are perpetual care accounts set up long ago.

Chair Sullivan: Is there no way to combine them for a better rate of return?

C. Lyons: They all earn the same return. The capital reserve funds are shorter term investments and we must be more cautious.

D. Ross: Do you have an overall percentage return?

H. Roy: Between 2.5% and 2.7%.

C. Lyons: That is after fees.

## **APPROVAL OF MINUTES**

**Public: 04/03/19**

***T. Tsantoulis motioned to approve the minutes of April 3, 2019. R. Duhaime seconded the motion.***

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

**Public: 04/10/19**

***R. Duhaime motioned to approve the minutes of April 10, 2019 as amended. J. Levesque seconded the motion.***

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

**Non-Public: 04/03/19**

***R. Duhaime motioned to approve the minutes of the non-public session of April 3, 2019. D. Ross seconded the motion.***

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

**Non-Public: 04/10/19**

***J. Giotas motioned to approve the minutes of the non-public session of April 10, 2019. T. Tsantoulis seconded the motion.  
Voted unanimously in favor (9-0).***

## **CONSENT AGENDA**

### **Donation of a Historical Map of the Hooksett Village by Mark Birmingham of Manchester**

Kathie Northrup, Chair of the Heritage Commission: Last night, the Commission discussed and accepted this professionally hand-drawn map of Hooksett Village. The Northeast Document Conservation Center of Andover, MA has given me an estimate of between \$10,000 and \$12,000 for the restoration of the map. Tomorrow I am taking it to Bellows Falls, VT for a second estimate. This is one of a kind. Given that there are no railroad tracks or bridges, it must have been done before 1842. Moose Plate Grants are capped at \$10,000 each, and since we already have one, we are not likely to get another one. We plan to pursue other grants. The document curator at the NH Historical Society agreed that the map is historically significant and gave me some leads on grants. This may be a long-term project because of the need to raise funds for restoration. Mr. Birmingham would like the map to be displayed and understands that it might be a while before that happens. A digital copy will be made because we don't want to display the original.

D. Fitzpatrick: Prescott Tavern shows on the map.

***D. Ross motioned to accept the donation of the Hooksett Village Map from Mark Birmingham of Manchester, NH in accordance with RSA 31:95e, II. J. Giotas seconded the motion.***

R. Duhaime: This is a great thing to have. It is huge, 42" X 58".

J. Giotas: Old Town Hall would be a great place to hang the map.

K. Northrup: That's what I am thinking.

D. Ross: We have such a treasure in Kathie Northrup. She is Hooksett history!

J. Bouchard: I want to thank Kathie as well. We discussed the map and I know she has put a lot of time into this.

Chair Sullivan called for a vote on the motion to accept the donation of the Hooksett Village Map.

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

## **TOWN ADMINISTRATOR'S REPORT**

J. Bouchard: We have been dealing with the Hooksett Youth Athletic Association (HYAA). Phil Arnone of Parks & Rec has learned that a license from the State is needed for the baseball league concession stand. A license is required if serving prepared food more than four times in a 30-day period. Phil, myself, and the HYAA president are meeting tomorrow on this issue. In the meantime, they have been instructed to avoid serving food more than four times in 30 days. We have contacted the State to learn how to get the concession program ready for a license.

J. Bouchard: I have had a few calls about the recycling decision made at the last meeting. We need to educate people about the recycling costs. Some are unhappy. Mr. Germain posted an explanation on the website.

J. Bouchard: The meeting regarding address changes for Meadowsett Village went well and was well-attended. The representative from 911 did a good job of explaining the situation. Chief Burkush was pleased with the outcome.

J. Bouchard: Several employees have approached me about making the change of hours for Town Hall permanent. The hours work well for the public, especially for access to the Town Clerk and Tax Collector in the early evening on Wednesdays.

***D. Ross motioned to make permanent the change of hours for Town Hall and instruct the Town Administrator to have a sign made for the entrance A. Walczyk seconded the motion.***

T. Tsantoulis: This is a common practice in small towns. I have received no negative comments. People don't have to take time off from work to do business with various town offices.

***C. Karolian motioned to amend the motion to include the current hours of Monday, Tuesday and Thursday from 8:00 am to 4:30 pm; Wednesday from 8:00 am to 6:30 pm and Friday from 8:00 am to noon. Chair Sullivan seconded the amendment motion.***

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

Chair Sullivan called for a vote on the original motion, as amended, to make permanent the change of hours for Town Hall.

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

J. Bouchard: The Police Department reports that Timber and Officer McClusky have graduation from the Boston Police Department's four-week Narcotic Detection course. Therefore, Timber is now a fully certified K-9.

J. Giotas: Where do you stand with donations?

J. Bouchard: We are cutting back on our funding requests but will still be looking for donations, as this funds the contractual overtime for Officer McClusky. I will have an exact fund balance for you at the next meeting.

J. Bouchard: I have a petition which was given to me by Councilor Duhaime. It contains over 100 signatures and is addressed to the Planning Board. Attorney Serge advises that this is a Planning Board issue and the Town Council should stay out of it. Neither the Planning Board nor the Town Council is obligated to act on it.

J. Bouchard: Assistant Chief Colburn issued a press release about a fire in Hooksett today. He is here tonight to provide an update on the ladder truck purchase.

Assistant Chief Colburn: I am going to update you on the ladder truck purchase. We searched on line; then we talked with sales reps and other fire departments about their experiences. Brindle Mountain Fire Apparatus had the highest recommendation. They are in Alabama and are the only used fire apparatus dealer to offer a warranty which they stand behind for repairs and service. I went with Captain Nadeau on March 19<sup>th</sup> and 20<sup>th</sup> to Alabama to inspect the truck. It has none, or limited, salt exposure. It is a 2007 Pierce Ladder Truck with a 100-foot ladder. It came from Woodland, Texas,

where they upgrade fire vehicles on a regular schedule. The operation of this truck is similar to the one we are trading in, which is helpful. We tested it while there and gave it a thorough inspection. We made a comprehensive list of things to be fixed. It will have Preventative Maintenance (PM), paint, lettering, and fabrication as needed. Shelving and storage boxes will be added for EMT supplies. Some of the light colors will be changed, as it has some blue lights which are not allowed in New Hampshire. We negotiated a price of \$395,000, of which 315,000 is cash and \$80,000 is the trade-in credit for Engine 3. \$200,000 will come from SNHU. The truck will be delivered in about 120 days, in early July.

C. Karolian: What is the total price of the truck and what does the warranty cover?

Assistant Chief Colburn: It is a two-year, major component warranty. They will cover any repair which is over \$3,000.

R. Duhaime: What is the condition of the torque box?

Assistant Chief Colburn: There is no corrosion on the underside of the truck. It is not galvanized. We will fluid-film the truck to keep it from rusting. In the summer we ship all vehicles to Lakes Region Fire Apparatus for fluid filming, PM and State inspection.

T. Tsantoulis: Thank you for traveling to Alabama. This is the town's first experience with buying a used vehicle. Do you recommend this for the future?

Assistant Chief Colburn: This company has a fair number of larger communities who buy from them. It all depends on the truck that they have available.

J. Giotas: Is it worth it to look at their inventory.

Assistant Chief Colburn: We might not want to go down that road on everything, definitely not for pumpers because used ones typically have a lot of use.

T. Tsantoulis: I suggest we send a letter of thanks to the company which let us use their facility two evenings last week.

J. Bouchard: We are working on that.

## **PUBLIC INPUT - 15 MINUTES**

Joanna McHugh: Thank you for the Fun in the Sun program for the children of Hooksett. They deserve a good, safe environment. I have three other issues to present. I ask you to encourage the Planning Board to continue with the CIP process. I was disappointed that all-day kindergarten did not pass. If we set aside money every year as part of a CIP, we could easily fund that if it is approved. It would level the playing field for the children. Second, what was in the Community Profile of 2014? I don't see that any of those items have been done. Finally, the sound quality of your live stream is not good. It helps when people are informed, so investing in a better system might be a good idea.

John Lyscars, 142 Hackett Hill Road: I am going to read you a letter I wrote to the Council and present an online petition with the goal of protecting Hooksett children from armed intruders.

"I have deep concerns about the safety of Hooksett children and staff members in the Hooksett school system. Currently, we have one school resource officer who is shared between three schools: Underhill, Memorial and Cawley. My idea is to place a school resource officer at each of the schools, which would require the Town Council and Police Chief to add two more part-time officers to the police force. I previously spoke with Chief Bouchard and my understanding is that all of this could be accomplished for less than \$75,000 to cover both officers part time with benefits.

"During the deliberative session this year, I brought this idea forward to the Hooksett School Board. It was in that meeting that the school board remarked that they did not control the police budget and that the request would need to be made to the Town Council for the addition to the police force. Please don't wait to fill this security hole. Please make a motion to add the two part time police officers for an amount not to exceed \$75,000. The school children of Hooksett and the staff that cares for them on a daily basis is in need of the Town Council's action on this matter."

Online Petition:

Protect Hooksett Children and School Employees from Armed Intruders

Every day there are more and more accounts across the United States about armed intruders killing or wounding students or staff members at American schools, not to mention the psychological harm these intruders inflict upon their victims. There are many theories as to why there are so many school shootings ranging from increased gun violence, mental health issues, broken homes, isolation and bullying at school and the list goes on and on. What we do know is that there are means available today to protect the children. There is no nationwide solution to this problem; however, we can prevent armed intruders from causing harm to the children of Hooksett and this petition is to request that the Hooksett School District and the Town of Hooksett take the following action at the Hooksett schools, specifically David R. Cawley Middle School, Hooksett Memorial School and Fred C. Underhill School. Install permanent, part-time, armed school resource officers at each of the schools to immediately confront any armed intruder. Together, we can make Hooksett children, staff and visitors safe within our school buildings and prevent another tragedy like Sandy Hook Elementary, Stoneman Douglas High School and Columbine High School for examples.

J. Lyscars: The petition has 256 signatures. Being an online petition, it could include signatures of non-residents.

**RECESS 7:47 to 7:56 pm.**

**NOMINATIONS AND APPOINTMENTS** (continued)

**April Nominations and Appointments**

Chair Sullivan: Mr. David Hess was nominated at our last meeting.

***D. Ross motioned to appoint Mr. David Hess as an alternate to the Conservation Commission, term ending June 30, 2020. A. Walczyk seconded the motion.  
Voted unanimously in favor (9-0).***



***R. Duhaime motioned to appoint Mr. Alden Beauchemin to the TIF Advisory Committee, term ending June 30, 2022. T. Tsantoulis seconded the motion.***

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

## **OLD BUSINESS**

**Hills Road Surety Release** (tabled from 4/10/19 TC meeting)

***T. Tsantoulis motioned to remove the Hills Road Surety Release from the table. R. Duhaime seconded the motion.***

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

B. Thomas: The funds should be released to All State Builders.

***R. Duhaime motioned to release the cash surety #0185 for Hills Road for the principal amount of \$36,417 to All State Builders. 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. Levesque Yes***

***C. Karolian Yes***

***J. Sullivan Yes***

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

### **Town Administrator Search Update**

D. Fitzpatrick: The Town Councilors gave a lot of time to the process of hiring a new Town Administrator and made a huge commitment to researching the final five candidates. I would like to give a shout-out to ProCon, Inc. of Hooksett who so graciously allowed us to use their facility for two evenings.

## **NEW BUSINESS**

### **Street Name Change Approval Form**

***J. Giotas motioned to approve the street name changes as follows: Kyle Avenue to replace Katie Lane and Cole Avenue to replace Amanda Lane. C. Karolian seconded the motion.***

Assistant Chief Colburn: A special meeting was held last week regarding street name changes for Meadowsett Village. The general consensus was that the residents are okay with this. It is about public safety and also about mail and package delivery.

Chair Sullivan called for a vote on the motion to approve street name changes.

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

**License to use the Town of Hooksett's land off of Merrimack Street and surrounded Fields located at 161 Merrimack Street**

***T. Tsantoulis motioned to have the Acting Town Administrator sign the License to allow Jason Pritchard d/b/a Pritchard Farms to use the Town of Hooksett's land off of Merrimack Street and surrounding fields located at 161 Merrimack Street. J. Durand seconded the motion.***

A. Walczyk: Why do we have a license application now?

D. Ross: This is conservation land on Riverfront Walk. One of the grant conditions is that the agricultural use of the land continue. It has been licensed all along; this is just a change in contractor.

A. Walczyk: Is a profit expected?

D. Ross: No. This is just continued agricultural use of the land as required by the grant.

R. Duhaime: The quality of the land is high, and if we do not license someone to farm it, we must do it ourselves as a condition of the grant.

C. Karolian: Does the Town have any liability if someone is injured or killed?

J. Bouchard: No, there is a lease.

Chair Sullivan called for a vote on the motion to approve the license.

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

**RFP 19-05 Multi-Function Copier Bid Selection**

N. Germain: Town Hall currently has a Ricoh copier. It is up for bid this year, so we decided to solicit bids. We had great success with the returns. All were lower than what we currently pay. Of the bids from Toshiba, UBM and A-Copi, A-Copi was the lowest, and we are inclined to go with them. Our only reservation is that they are in Maine and do not have a lot of New Hampshire clients. However, Dover PD has one of their machines and have nothing but good things to say about them.

***Chair Sullivan motioned to accept the A-Copi proposal under terms negotiated by the Town Administrator for a 60-month lease. R. Duhaime seconded the motion.***

D. Ross: What is the FMV lease?

N. Germain: That is fair market value lease.

D. Ross: A-Copi's price is so much lower than the others that it concerns me.

N. Germain: The numbers are misleading because A-Copi lists supplies separately, so if you add those numbers together, the difference isn't so significant.

D. Ross: I am not a fan of long-term leases.

R. Duhaime: They have a reasonable early exit option.

C. Karolian: What is the average number of copies per month?

N. Germain: Roughly 13,000.

C. Karolian: If this agreement assumes 10,000 per month, will you pay extra if you go over that?

N. Germain: It is actually 160,000 per year, which is an average of just over 13,000 per month. And, the extra cost if we do go over is very small, \$0.039.

Chair Sullivan called for a roll call vote on the motion to accept the A-Copi proposal.

**Roll Call Vote #4**

**A. Walczyk Yes**

**J. Levesque Yes**

**D. Ross Yes**

**R. Duhaime Yes**

**J. Durand Yes**

**C. Karolian Yes**

**T. Tsantoulis Yes**

**J. Giotas Yes**

**J. Sullivan Yes**

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

**Quarterly Financial Report for March 31, 2019**

C. Soucie: This is the financial report for the third quarter, ending March 31, 2019. The General Fund Total Operating budget is about 71% spent, which is in line with the last two years. The increase from FY 2016-17 to FY 2017-18 was due to the bridge project. Looking at Total Revenues, increases in budgeted and actual amounts over the past two years mostly reflect bond proceeds related to the Safety Center and the Fire Pumper. Turning to Major Department Expenditures, the Budget Committee is overspent because of long meetings and the purchase of signs. The legal line, which can be volatile, is 82% spent because of a couple of cases in which the town has been involved.

A. Walczyk: Is this also due to the town's transition from one attorney to another?

C. Soucie: Perhaps that accounts for a little bit, but not very much.

R. Duhaime: What about IT?

C. Soucie: That is significant. Block 5 did an analysis of IT needs for Police, Fire, and Town Hall. The total estimated cost would be \$100,000. The town has not budgeted that much, so the Town Administrator decided to take care of urgent IT needs first.

D. Ross: Could the unspent funds budgeted for the Safety Center be used?

C. Soucie: That is not necessary because we have found the funds already. Looking at the Fire Department, that budget has increased by \$400,000 (12%) over the past three years. The majority of

this has gone to wages, overtime and retirement. Only one percent is in general operations. The hydrant rental line will have a \$20,000 shortfall, and the department continues to struggle with vehicle maintenance, but Chief Burkush is hopeful that savings from unfilled vacancies will offset these. The Police Department budget has increased \$185,000 (3.5%) over the past three years. A four percent increase in wages has been offset by a two percent decrease in general operations. Employee turnover has caused vacancies which have historically caused this budget to be underspent, particularly since it generally takes longer to fill vacancies here than in other departments. The expenses of the Highway Division of Public Works are on track at 75% spent. The Division's budget increase over three years of \$350,000 (15.5%) is due mainly to a 2016 road reconstruction warrant of \$300,000. Encumbrances for paving and the pedestrian bridge construction account for the bulk of the increase in actual expenses. Staffing has been level for the past three years. Looking at the Recycling and Transfer Division, recycling costs have been increasing, but these have been offset by a decision to discontinue curbside collection of recycling last fall and a recent discontinuance of recycling at the Transfer station. Only cardboard, aluminum and metal are now being recycled, as these are the items which can be recycled at a profit. Turning to revenues, motor vehicle registration revenue is at 83%, attributed to the fact that the Town is now collecting \$2.50 per vehicle for the State portion of fleet registrations. Previously, this was done at the State DMV. Interest and Penalties on Taxes is at 89%, mainly because the State's lowering of the interest rate percentage did not take effect until the beginning of 2019, but was anticipated for the entire fiscal year. Building Permits revenue is at 98% due to two factors: permits were issue to SNHU for the new buildings, and gas permits are now collected in this department rather than at the Fire Department. Finally, State Revenues are at 95%, mostly due to an increase in Highway Block Funds.

### **Annual Financial Audit**

C. Soucie: Our current auditor, Angell & Company, LLC, is going out of business. The Town received three bids for a three-year contract. I am recommending that we select Vachon Clukay & Company, as their bid was the lowest at \$60,750 for three years. They have provided outstanding service to the Town in the past.

***T. Tsantoulis motioned to authorize the Town Administrator to engage with Vachon Clukay & Company PC for the Town's independent audit for years ending June 30, 2019, 2020 and 2021.***

***R. Duhaime seconded the motion.***

A. Walczyk: I know the amount is an estimate and the actual audit costs could be more or less. What could happen to increase the cost and what might the variance be?

C. Soucie: A large number of federal grants could require a detailed single audit. I cannot predict how much more this would cost. Also, if we change Treasurers, that would require an audit.

C. Karolian: What is the amount paid to Angell & Company for the most recent audit?

C. Soucie: That was \$10,700.

C. Karolian: What is the proposed cost for Vachon Clukay?

C. Soucie: That is \$16,510. There will be a budget shortfall of \$5,810.

Chair Sullivan called for a roll call vote on the motion to engage Vachon Clukay for 2019, 2020 and 2021 independent audits.

**Roll Call Vote #5**

**T. Tsantoulis Yes**

**D. Ross Yes**

**R. Duhaime Yes**

**A. Walczyk Yes**

**J. Levesque Yes**

**C. Karolian Yes**

**J. Durand Yes**

**J. Giotas Yes**

**J. Sullivan Yes**

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

**SUB-COMMITTEE REPORTS**

J. Giotas: The Heritage Commission received \$500 from Fidelity Charities on April 10, 2019. The Commission would like to bring in an arborist to see if, in the future, some trees might be trimmed but not removed. More afghans have been ordered, as only ten are left. The oral histories are all done and have been recorded on DVD. The cost was \$670. The Commission doesn't know if a motion is needed for this, but they would like to meet on an 'as needed' basis instead of the fourth Tuesday of each month. May 18<sup>th</sup> is Heritage Day; flyers have been prepared We motioned to accept the Historical Map of Hooksett Village from Mark Birmingham.

R. Duhaime: The Planning Board's denial of the sports complex on Benton Road is now tabled. We received the petition which Chief Bouchard discussed earlier.

D. Ross: The Board of Assessors met this evening to discuss a couple of hardship abatements.

**NON-PUBLIC SESSION**

NH RSA 91-A:3 II (b) The hiring of any person as a public employee.

NH RSA 91-A:3 II (l) 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 04/24/19 at 8:53ppm per NH RSA 91-A:3 II (b) & (l). Seconded by R. Duhaime.**

**Roll Call #6**

J. Durand – yes

J. Levesque – yes

C. Karolian – yes

J. Giotas – yes

D. Ross – yes

T. Tsantoulis – yes

A. Walczyk – yes

R. Duhaime – yes

J. Sullivan - yes

**Vote in favor (9-0).**

***D. Ross motioned to exit non-public session of 04/24/19 at 10:19pm. Seconded by J. Giotas.  
Vote unanimously in favor (9-0).***

***D. Ross motioned to seal the non-public session minutes of 04/24/19. Seconded by J. Levesque.  
Vote unanimously in favor (9-0).***

**ADJOURNMENT**

***D. Ross motioned to adjourn the public session of 04/24/19 at 10:19pm. Seconded by T. Tsantoulis.  
Vote unanimously in favor (9-0).***

Respectfully submitted,

*Kathleen Donnelly*

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