

**Town of Hooksett  
Town Council Meeting Minutes - Official  
Wednesday, June 12, 2019**

The Hooksett Town Council met on Wednesday, June 12, 2019 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 12 Jun 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 John Durand, Councilor John Giotas, Councilor James Levesque, Councilor David Ross, Councilor Timothy Tsantoulis, Councilor Clark Karolian, and Councilor Alex Walczyk; Councilor Robert Duhaime arrived late at 6:09 pm.

**PLEDGE OF ALLEGIANCE**

Chair Sullivan: Please join me for the Pledge of Allegiance. I would like to offer a moment of silence for Beatrice Singer and Kenneth R. Burgess who passed away recently. Beatrice Singer was a member of the Singer family which owns Merchants Auto and has contributed so much to the Hooksett community. Kenneth R. Burgess served on the Planning Board and the ZBA.

**SPECIAL RECOGNITION**

Chair Sullivan: I want to welcome Andre Garron to his first Town Council meeting as our new Town Administrator.

**Hooksett Police - Swearing-in ceremony new Police Officer**

Police Chief Bouchard: Before introducing our new police officer, I want to recognize Gary Blanchette for 35 years of service to the Hooksett Police Department. Mr. Blanchette served full time from 1984 until 2011. He began working as an SRO in 2009 and will begin a civilian position as our support specialist on July 1, 2019. He is loved by the students and staff of the three Hooksett schools and is deeply respected in the law enforcement community. I would now like to introduce Jill Hamel as the new SRO. She grew up in Londonderry and graduated from Hesser College. She began working for the NH Department of Corrections in 1995. She attended the NH Police Academy in 2009 and graduated as a full-time police officer ranked as a lieutenant. She retired this year after 24 years working at the Police Academy training thousands of police officers. She lives in Concord with her husband and two daughters, who will pin on her badge after she takes the oath.

Chair Sullivan: Congratulations, good luck and stay safe, to you and all of the Hooksett police officers.

D. Fitzpatrick: Chief Bouchard has kept the town afloat for three weeks as the Acting Town Administrator. We have flowers for her and a card for her signed by many of the town employees.

**Hooksett Municipal Employee – New Hire – Gary Blanchette**

D. Fitzpatrick: This item was covered in Chief Bouchard's presentation.

**SCHEDULED APPOINTMENTS**

**Town Clerk, Todd Rainier - Civil Forfeitures for Unlicensed Dogs (see new business item 16.1 for details)**

T. Rainer: I am presenting you tonight with a warrant for 407 unlicensed dogs in Hooksett. It needs to be signed by all members of the Council within 20 days prior to June 20<sup>th</sup>. Chief Bouchard and I have discussed how to handle this process. I am happy to send out the civil forfeiture notices, as the database is in my office. The Police Department will hand-deliver the unclaimed civil forfeiture notices. My office sent out 1,443 postcards to dog owners in January. We also sent 379 emails to owners for whom we have captured email addresses. We continue to build the email database. We partnered with the Police Department to prepare a sign featuring our K-9 officer and his handler, which has been posted outside of this building. We have also posted a reminder about dog licensing on the Library's electronic sign and at the transfer station. The PD Facebook page has been dynamite for assisting in this reminder process, and we have notices at each workstation in the office. A second notice was sent out on June 3<sup>rd</sup>.

***D. Ross motioned to approve the warrant for unlicensed dogs. J. Levesque seconded the motion.***

C. Karolian: Where are the dogs held if the owners fail to license them?

T. Rainer: We are not going to house any dogs.

T. Tsantoulis: It would appear that the Town Clerk's office has done more than enough to remind dog owners of their responsibility to license their dogs, and those who have incurred fees for not complying with the law should be responsible for the payment thereof.

R. Duhaime: How many dogs remained unlicensed at the end of last year?

T. Rainer: It was 98 two years ago and about the same last year.

R. Duhaime: Does the State get any of the money from dog licensing?

T. Rainer: The Department of Agriculture gets two dollars per dog, I believe.

Chair Sullivan called for a vote on the motion to approve the warrant for unlicensed dogs.

***Voted unanimously in favor.***

## **APPROVAL OF MINUTES**

**Public: 05/22/2019**

***R. Duhaime motioned to approve the minutes of the May 22, 2019 meeting. A. Walczyk seconded the motion.***

***Chair Sullivan motioned to approve the amendments to the minutes.***

***Chair Sullivan motioned to approve the minutes as amended. R. Duhaime seconded the motion. Voted unanimously in favor.***

**Non-Public: 05/22/2019**

***R. Duhaime motioned to approve the minutes of the May 22, 2019 non-public session. A. Walczyk seconded the motion.***

Chair Sullivan: Since there are amendments to discuss, we will do that later in non-public.

A. Walczyk withdrew his second and R. Duhaime withdrew his motion.

## **AGENDA OVERVIEW**

Chair Sullivan: We will have to go into non-public session for item 15.3.

## **PUBLIC HEARINGS**

None.

## **CONSENT AGENDA**

No items.

## **TOWN ADMINISTRATOR'S REPORT**

A. Garron: I want to thank Donna Fitzpatrick for organizing my meet and greet activity, and I also want to thank the Town Councilors for participating. I felt welcome; it was a nice event. It was good to meet many members of boards and committees. Thank you to Chief Bouchard for filling in as acting Town Administrator. She did a great job representing the town, and she made my transition easier. I also want to thank her for giving me a tour of the town. I have met with Bruce Kudrick, the Sewer Department superintendent, and I also had the opportunity to meet Village Water Superintendent Mike Herdon. Next week I will meet with some of the SNHU people. I want to get up to speed on various projects, especially the one on Route 3A for bringing sewer lines under the Merrimack River. Bruce Thomas will present the contract which was selected as a result of the bid process. The Assessor position has been posted, and we are going to allow a month to advertise the position in hopes of getting a good pool of candidates. July 6<sup>th</sup> is the cut-off date. The Town of Merrimack has notified Hooksett of a proposal for a 125-foot telecommunications tower. Since it is on the northwest side of Merrimack, it is quite far from Hooksett, but in case anyone is interested, they will hold a public hearing on June 18<sup>th</sup> beginning at 7:00 pm. It will be held in the Matthew Thornton room on the second floor of their town hall in the west wing. We are working on developing a social media policy. Chief Bouchard is going to share hers. Donna Fitzpatrick attended a workshop on this offered by Drummond and Woodsum. Nick Williams will get a template from them. Police and Fire negotiations will begin shortly. We will need three Councilors to volunteer to help with that process. Regarding the repainting of Town Hall, only one bid was received, and it didn't entirely follow the specs. We will put it out to bid again. I am going to ask Nick Germain to speak about the upcoming Volunteer Dinner.

N. Germain: You selected June 21<sup>st</sup> as the date for this event. It will begin at 6:00 pm. We are negotiating with a third-party caterer because the person from the American Legion who has catered the event in the past is experiencing rapidly deteriorating health and won't be able to do it.

T. Tsantoulis: There was a discussion a while ago, when we were paving Martins Ferry Road, regarding a steel footbridge, which was to be built, courtesy of SNHU. The temporary wooden bridge is getting beat up. Where do we stand on this? Perhaps the Town Administrator can clarify this.

## **PUBLIC INPUT**

None.

## **NOMINATIONS AND APPOINTMENTS**

### **District #6 Councilor Nomination 07/01/2019-06/30/2020**

N. Germain: The deadline for filing for the District #6 Town Council seat was yesterday at 4:30 pm. One person, Avery Comai, filed for the position.

Chair Sullivan: Avery, would you like to address the Council and tells us why you would like to fill this position?

A. Comai: I was born and raised in Hooksett. I played football and lacrosse on the fields adjacent to this building. I graduated from Trinity High School in 2011 and received a degree in Business Administration from UNH. I would like to get involved in the town and this is a good opportunity for that.

D. Ross: This is refreshing. You are the youngest candidate I have seen in my 20 years on the Council. It is a great thing.

T. Tsantoulis: Do we want to nominate him tonight and waive the procedural rules?

***D. Ross nominated Avery Comai for the District 6 Town Council seat beginning July 1, 2019 and ending June 30, 2020.***

***T. Tsantoulis motioned to waive the procedural rules. C. Karolian 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***

***J. Giotas Yes***

***C. Karolian Yes***

***T. Tsantoulis Yes***

***J. Sullivan Yes***

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

***A. Walczyk motioned to appoint Avery Comai to the District 6 Town Council seat, term beginning July 1, 2019 and ending June 30, 2020. J. Giotas seconded the motion. Voted unanimously in favor.***

**Nominations and appointments – June**

N. Germain: I wish to present Dan Lagueux and Michael Somers as applicants for membership on the Route 3A TIF District Advisory Board. Mr. Lagueux has served on the Economic Development Advisory Committee and Michael Somers presented himself for nomination to the District 5 Council seat and would bring federal level experience to the Board. If you nominate Mr. Somers, the last position filled must own property within the confines of the 3A TIF district, as Mr. Somers is a Hooksett resident but does not own property in the TIF district.

***D. Ross motioned to nominate Dan Lagueux and Michael Somers to the Route 3A TIF District Advisory Board, terms ending June 30, 2022***

N. Germain: The Southern NH Regional Planning Commission (SNHRPC) contacted all residents of the TIF district, and Russell Letendre responded, expressing an interest in serving.

***R. Duhaime nominated Russell Letendre to the Route 3A TIF District Advisory Board, terms ending June 30, 2022***

N. Germain: The Cemetery Commission is allowed by state law to have two appointed alternates. These alternates serve a one-year term. Denise Cascio Bolduc is a former elected member of the TC Minutes 061219 - O

Cemetery Commission, would like to serve as an alternate, and is recommended by the current Cemetery Commission.

***D. Ross nominated Denise Cascio Bolduc to be an Alternate for the Cemetery Commission, term ending June 30, 2020.***

N. Germain: David Russel, resident and business owner, has expressed interest in filling a long-vacant Alternate position on the Planning Board. He has talked with Nicholas Williams and the Planning Board and they recommend him.

T. Tsantoulis nominated David Russel as an Alternate on the Planning Board, term expiring June 30, 2020.

N. Germain: Several positions on Boards and Committees expire at the end of June. These are listed on page 25 of the agenda packet. Those we know are seeking reappointment have a 'yes' next to their name. We will be contacting those we have not heard from yet.

***A. Walczyk motioned to nominate those members of the Recycling and Transfer Advisory Board, Planning Board, Parks and Recreation Advisory Board, Economic Development Advisory Board, and Conservation Commission listed as responding 'yes' for reappointment on the list of Filled Positions Expiring in June.***

**OLD BUSINESS**

**Police Station Renovations – Roof Top Unit (RTF) Replacement (tabled at 05/22/19 TC Meeting)**

***R. Duhaime motioned to remove this item from the table. T. Tsantoulis seconded the motion. Voted unanimously in favor.***

B. Thomas: Regarding change order #1 (Meridian Construction, \$72,623 for three roof-top AC units), concerns were expressed at your last meeting about the competitive bid process, rooftop AC units not being part of the project. I checked with the Finance Director, who does not think the bid process has been circumvented. These units were part of the project originally, but removed because of cost. They are aging out. They are fixtures like many others; they just happen to be on the roof. An additional quote was within \$1,000.

D. Ross: If they were failing, they never should have been taken out of the project.

Chief Bouchard: The cost issue was a concern of the former Police Chief.

C. Karolian: When was the decision made to take them out? What was the amount of the warrant article and what was Meridian's bid?

Chief Bouchard: The decision was made by my predecessor before the warrant article was placed on the ballot. Meridian's numbers came in after the warrant article passed. The project is far enough along that they don't expect anything else to pop up. The project is more than 80% complete and will be done in about three weeks. The warrant article amount was \$762,500 and Meridian's bid was for \$645,000. We meet every two weeks to discuss the status of the project.

A. Garron: Are we meeting the requirements of the competitive bid process? The Finance Director says we are.

C. Karolian: With this change order, will the cost of the project be over the bid amount?

Chief Bouchard: Yes. This came up in a discussion with the architect. He said it really should be done. He said if there is extra money, we should use it or we will lose it.

***A. Walczyk motioned to grant permission for the Town Administrator to sign the change order for \$72,623 for three rooftop units to be purchased and installed by Meridian Construction as part of the Police Station Renovation project. C. Karolian seconded the motion.***

J. Giotas: Are the units working?

Chief Bouchard: Yes, they are functioning now.

B. Thomas: They are approaching end of life.

T. Tsantoulis: The “use it or lose it” mentality is not popular with residents. Optics is my concern. It is like dumping salt at the end of the season.

B. Thomas: On the other side, if we don’t do this and then the existing units fail, people will ask why we didn’t replace them as part of the project.

R. Duhaime: We have been transparent. We tabled this item and asked them to come back with answers to questions. It is unfortunate that the previous Chief took the AC units out of the project.

A. Walczyk: There is a benefit to doing it now versus doing when there is an emergency and we can’t get a contractor. The project is under budget. They have done a good job with due diligence. The pros outweigh the cons, and there would be savings by doing it now.

C. Karolian: Discussion is good. Are these new units larger? That is, do they have greater BTU capacity? Have they been breaking down?

B. Thomas: They are probably about the same size. I am not sure.

C. Karolian: Are the units existing units adequate or should we be getting larger units?

Chief Bouchard: The Safety Center got a new unit. This is for the rest of the Police Department. I don’t know about the size factor.

J. Levesque: How old are they and what is their life expectancy?

B. Thomas: They are about 22 years old. Their life expectancy is 20 years.

J. Levesque: New ones should be more efficient. This is a good idea. If we don’t replace them, we will start having more service calls.

Chair Sullivan: Let’s have a roll call vote on the motion.

**Roll Call Vote #3**

***J. Giotas      Yes***

***D. Ross        Yes***

***A. Walczyk    Yes***

***J. Durand     Yes***

***R. Duhaime    Yes***

**T. Tsantoulis No**  
**J. Levesque Yes**  
**C. Karolian No**  
**J. Sullivan Yes**  
**Voted in favor (7-2).**

**Classification Pay Plan Update(s) (tabled at 05/22/19 TC Meeting)**

***R. Duhaime motioned to remove this item from the table. A. Walczyk seconded the motion.  
Voted unanimously in favor.***

A. Garron: The warrant article which was passed allowed for all non-union employees to get a 2.25% increase on July 1, 2019. Four employees are at the maximum level for their grades. Council approval is needed to increase the maximum levels of all grades so that everyone can receive the increase. The financial impact of all of these increases, including the four who are at the maximum, is \$7,298.05.

C. Karolian: This report brings up a couple of questions. Are these four employees at Grade 26?

D. Fitzpatrick: They are at the maximum of their grades There are 26 grades and each grade has a minimum and a maximum.

C. Karolian: So, four positions are eligible for this increase?

D. Fitzpatrick: There are more than four, but four are at the maximum of their grades.

C. Karolian: So, these four are at Grade 26?

D. Fitzpatrick: One is at Grade 9, one is at Grade 14, and two are at Grade 23.

C. Karolian: What is the procedure for getting to the next level?

D. Fitzpatrick: We do not have steps. Page 46 of my staff report gives examples of how this has been handled in the past. In one situation, an employee was moved up a grade when it was felt that the current position was too low. Another employee was determined to be at the correct grade and did not get an increase that year, but got one the next year. Levels are moved at the discretion of the Town Council. Each grade has a minimum and a maximum pay level.

C. Karolian: Employees do not move from one grade to the next?

D. Fitzpatrick: Warrant Article #11 was passed by the voters on March 12, 2019, appropriating \$93,153.00 for salary increases (\$77,260.00) and benefit increases (\$15,893.00) for non-union full-time and part-time Town personnel. This allowed an average 2.25% increase for each employee.

C. Karolian: These are not based on performance evaluations?

D. Fitzpatrick: We currently do not have merit increases. As a disclaimer, if we are going to talk further about specific positions, we need to invite the employees involved to participate in a public or non-public session.

C. Karolian: Are increases based solely on warrant articles?

D. Fitzpatrick: We have not had merit increases since 2007, so yes.

C. Karolian: Therefore, it doesn't matter if an employee is doing a fabulous job. Just as food for thought, what is the incentive?

Chair Sullivan: Collectively, town employees can work together to do a good job. It is the perception of the voters. Discussions about merit or changes to the pay classification system would be appropriate for a workshop discussion.

C. Karolian: How do we have a system without performance evaluations?

D. Fitzpatrick: We do have performance evaluations.

C. Karolian: They are done, but it doesn't matter?

D. Ross: Department heads have the ability via the budget process to raise the wage line. This is about a change in the wage range. The warrant article dictates what we must do with the money, and we need to raise the ranges in order to give all non-union employees the 2.25% raise.

D. Fitzpatrick: A few years ago, before Public Works was unionized, there was a warrant article allowing a 2% increase, with 1% to be used at the discretion of the Town Administrator to bring people to positions such as laborers and truck drivers which were difficult to recruit and maintain. With the stability of a Town Administrator who will be with us for the next ten years, we can explore this subject.

Chair Sullivan: We could have increases which are combinations of merit and cost of living That would be a good workshop topic.

C. Karolian: Do part-time employees get benefits?

D. Fitzpatrick: No, they do not.

R. Duhaime: The new Town Administrator may be looking at the evaluation/compensation issue and have some recommendations.

J. Levesque: In a past fiscal year, didn't the Town Administrator have some discretionary funds?

R. Duhaime: Yes, he did. That's what Ms. Fitzpatrick was talking about.

A. Garron: This has been a good discussion, providing food for thought on how we evaluate employees.

R. Duhaime motioned to update the Classification Pay Plan for all grade levels to reflect a 2.25% maximum range increase, effective July 1, 2019. J. Giotas seconded the motion.

A roll call vote was taken on the motion.

**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).**

## **NEW BUSINESS**

### **TIF (Tax Increment Finance) District Sewer Engineering Design Contract**

A. Garron: The contract for the Route 3A TIF District Sewer Engineering Design has been awarded. Mr. Thomas will give you a report on that.

B. Thomas: We are looking for permission to have the Town Administrator sign the engineering contract for the TIF District sewer engineering design. A warrant article was approved in the amount of \$2.5 million for the TIF District Infrastructure. In April, we sent an RFP to nine companies; five responded. Six people formed the selection team: the Public Works Director, the Acting Town Administrator, the Town Planner, the Code Enforcer, the Sewer Superintendent and myself. We independently and unanimously chose Underwood Engineering. They did an excellent job on their submission. I have a copy of it with me if anyone would like to look at it. They looked at the project five different ways, not just one or two. They brought up things the others did not mention. This was a qualification-based bid; cost was considered separately. Underwood bid \$431,800.00 to perform the Engineering Study and Preliminary Design. The total estimated project cost is \$18 million, and part of the engineering study to be done by Underwood will be to look at how to phase in the various parts of the project. Underwood's proposal has been reviewed by other staff members, the Town Attorney, and Primex.

Chair Sullivan: If selection is not based on the amount of the bid, how do we know it is the best choice?

B. Thomas: To be eligible for state funding, we must follow the DES standard contract format, which is based on qualifications only, which really is the best way. The other cost bids will be returned unopened.

D. Ross: Why don't you open all of the bids? The chosen one might have missed something.

B. Thomas: We open all of the qualification bids; it is the cost bids we do not open.

J. Durand: Were you all in a room together when reviewing the qualification bids?

B. Thomas: No, we reviewed the bids separately. Then we met and unanimously agreed on Underwood.

J. Durand: So, nobody could influence anyone else.

BI Thomas: I have Dave Mercier here from Underwood who will manage the project and also in the audience is Phil McDonald, who will handle the roadwork and DOT issues. They are happy to answer questions. Also, I distributed a letter to all of you for the grant which I would like Chair Sullivan to sign. This is for our application for a State Revolving Fund grant. They like other types of projects better so our chances are not very good, but with enthusiasm, we may succeed.

C. Karolian: Who will pay for the hookup?

B. Thomas: We can require owners to hook up if their property is within 100 feet of the sewer line. I don't know for sure who pays for the hookup.

B. Kudrick, Sewer Superintendent: When the sewer line gets put in, homeowners have six months to hook up at their own expense. They can get a waiver if they have just put in a new septic system, but they will have to hook up eventually. The homeowner must hire a private contractor who pulls a permit for the job.

T. Tsantoulis: These are good questions but we are getting ahead of ourselves.

D. Mercier: We have worked at the Waste Water Treatment plant for four years. I will be the overall project manager and Phil McDonald will deal with the DOT and road work, which is his forte.

A. Walczyk: The whole purpose is to get this on a warrant article. How confident are you in the schedule?

D. Mercier: This has been in the works for years. There are key decisions not yet made. 2021 is our goal for warrant article. This has been looked at by many entities and we are very confident in the proposed schedule.

A. Walczyk: If you have an issue, escalate early and often.

R. Duhaime: Thank you. This is a big project with a wonderful design.

***R. Duhaime motioned to grant permission for the Town Administrator to sign a contract with Underwood engineering for \$431,800.00 for Engineering Services related to the TIF District. A. Walczyk seconded the motion.***

D. Ross: From the list of ranking criteria, how could you evaluate these?

e. Ability to communicate ideas

i. Accuracy of the firm in estimating time and cost requirements.

Paperwork only is a problem for me. Pricing has always been part of the process.

B. Thomas: They contacted us several times and the communication has been great. They were recommended by multiple towns.

C. Karolian: What was the process? No envelopes were opened? Some could be higher and some lower?

B. Thomas: True, but then we would not be eligible for state grants. I sent an RFP to nine companies. Five responded, and then I created the interview team. We selected Underwood unanimously based on qualifications only. If we had not done it this way, we would not be eligible for State funds.

D. Ross: You said we probably would not get State funds anyway.

B. Thomas: That would not apply only to this project. It affects the entire \$18 million project.

J. Levesque: Does anyone know how much money could come from the State?

B. Thomas: It varies and depends upon ranking by the State. These are low-interest loans.

J. Giotas: Is this the qualifications of the company or of the designs?

B. Thomas: It is the company, including such items as backgrounds of the staff, projects completed and ideas of what the project should look like.

D. Mercier: Once you rank and select, if the negotiation of fees doesn't work, you go to second choice. The DES also reviews all bids.

J. Levesque: Where does this \$431,800.00 come from?

B. Thomas: It is from the TIF funds.

A. Garron: This is quality-based bidding, as Mr. Thomas explained. A specialized skill set is needed. If you start opening all bids, you are getting to the lowest bidder again.

Chair Sullivan called for a roll call vote on the motion.

**Roll Call Vote #5**

**T. Tsantoulis No**

**D. Ross No**

**R. Duhaime Yes**

**A. Walczyk Yes**

**J. Levesque No**

**C. Karolian No**

**J. Durand Yes**

**J. Giotas Yes**

**J. Sullivan Yes**

**Voted in favor (5-4).**

***Chair Sullivan motioned for Chair to sign the grant funding request letter. R. Duhaime seconded the motion.***

***Voted unanimously in favor.***

**Fire Rescue Department - Ambulance 2 Replacement**

Assistant Chief Colburn: We have three ambulances in our fleet. Ambulance 2 is a 2009 International and has almost 120,000 miles on it. We are looking to trade this for a 2020 Ford F-550 with a PL custom ambulance body. It would be a twin to Ambulance 3. We are setting up a rotation so that we are not keeping ambulances so long that they need a lot of maintenance. We are trying to standardize the fleet.

***D. Ross motioned to approve the purchase of a new ambulance for the Fire Rescue Department at a cost of \$293,833.00, which includes the trade-in value of Ambulance 2. R. Duhaime seconded the motion.***

Assistant Chief Colburn: We are adding a self-load power cot in hopes of reducing back injuries. Primex sent us a letter of support for this, mostly because of workers comp.

D. Ross: What is the current balance in the fund?

Captain Stalker: The balance is \$278,983.41. We realize about \$40,000 per month in ambulance revenue, so we calculate that this will be paid for by December.

R. Duhaime: An ambulance costs \$75 to \$100 per day. Ambulance 2 has 120,000 miles on it. I have trucks with 300,000 miles on them. We need to get all that we can out of a truck and return money to the taxpayers.

Assistant Chief Colburn: These are the vehicles we use the most. They are on the road 18 hours a day and we don't want them to break down. Lives are at stake. We might have considered a remount if we were not changing the back of the ambulance. We will be able to do a remount with this one.

J. Giotas: How about regular rust corrosion? This isn't galvanized, is it?

Assistant Chief Colburn: No; it is not galvanized. It will be oiled and waxed every other year. It is small enough to go on the lift.

C. Karolian: How often has this ambulance been towed in the past year? What was the problem?

Assistant Chief Colburn: It was towed about three times. They were all electrical issues.

C. Karolian: So, you plan to buy a new ambulance every three years?

Assistant Chief Colburn: Yes. It will be primary for six years, reserve for three years, and remounted before reaching 100,000 miles. At this point there is less involved with a remount. Ambulance 2 is worn out.

T. Tsantoulis: What do you mean saying it is worn out?

Assistant Chief Colburn: Hinges and other parts are broken. Doors are damaged. Floors and upholstery are worn. The HVAC system breaks down often.

T. Tsantoulis: These sound like wants or aesthetics more than needs.

Assistant Chief Colburn: We can't have cuts in the upholstery because of blood-borne pathogens.

A. Walczyk: Your report says that most of the medical equipment can be moved to the new truck. Is that 51% or 90%?

Captain Stalker: A majority of the equipment is in good shape and can be moved. The only thing we need is a new stretcher, and that is included in the cost of the ambulance.

A. Walczyk: What are you looking at for a warranty?

Assistant Chief Colburn: Some of the items in the package don't apply. It is the same as for Ambulance 3, which is 3 years, 36,000 miles; ten-year, 100,000 miles power train warranty; lifetime on the electrical; seven years on the paint.

C. Karolian: When Ambulance 2 broke down with a transmission problem, was that warrantied?

Assistant Chief Colburn: No. That is an International and has a different warranty

C. Karolian: Do you know the cost to replace the box but keep the chassis? How much have you spent on maintenance in last 12 months?

Assistant Chief Colburn: Do you mean replace the box and keep the worn-out chassis? That would be a first in this country; they always remount and put on a new chassis. I don't know the 12-month maintenance cost for Ambulance 2 off the top of my head and did not bring that data with me.

Chair Sullivan said that is something you should have prepared in the future.

C. Karolian: I am in favor of safe vehicles. I have to ask questions because people will ask me. This is not for political optics. We all have to look at cost.

Assistant Chief Colburn: The crash safety system has been the same for 26 years. There is not yet a rated crash system in NH, but it is being debated.

Chief Burkush: Manchester mandated a new ambulance every four years. Hooksett Fire has always had high standards for the appearance of its vehicles. They are washed and painted all the time. They look good but are worn out. Fords are easier to repair and less costly to repair than Internationals. They have all wheel drive, so no chains are needed. I hope you will support this request.

J. Durand: You ran this ambulance for ten years and now you want to replace them every three years.

Assistant Chief Colburn: It would be six years as the primary ambulance and then reserve status for three years.

Chair Sullivan called for a roll call vote on the motion.

**Roll Call Vote #6**

**J. Durand Yes**

**J. Levesque Yes**

**C. Karolian Yes**

**J. Giotas Yes**

**D. Ross Yes**

**T. Tsantoulis No**

**A. Walczyk Yes**

**R. Duhaime Yes**

**J. Sullivan Yes**

**Voted in favor (8-1).**

**Town Wide Line Striping**

E. Labonte: We requested bids for center lines, fog lines and eight crosswalks. We only received two bids.

***R. Duhaime motioned to waive the rules for the bid process. D. Ross seconded the motion. Voted unanimously in favor.***

***R. Duhaime motioned to accept the bid from Hi-way Safety Systems, Inc. for \$18,988.19 for Town Wide Line Striping. D. Ross seconded the motion.***

T. Tsantoulis: Have both of these companies done work for Hooksett in the past?

E Labonte: Yes, they have.

T. Tsantoulis: Are these bids in line with their bidding in the past?

E. Labonte: Yes, they are.

Chair Sullivan called for a roll call vote on the motion.

**Roll Call Vote #7**

**D. Ross Yes**

**C. Karolian Yes**

**J. Levesque Yes**

**R. Duhaime Yes**

**A. Walczyk Yes**

**J. Durand Yes**

**T. Tsantoulis Yes**

**J. Giotas Yes**

**J. Sullivan Yes**

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

**Roadway Crack Sealing**

E. Labonte: We requested bids and received only two for Roadway Crack Sealing.

***D. Ross motioned to waive the rules for the bid process. R. Duhaime seconded the motion. Voted unanimously in favor.***

***R. Duhaime motioned to accept the bid from Superior Sealcoat, Inc. for \$86,310.00 for roadway crack sealing. T. Tsantoulis seconded the motion.***

T. Tsantoulis: Have both of these companies done work for Hooksett in the past?

E Labonte: Yes, they have.

T. Tsantoulis: Are these bids in line with their bidding in the past?

E. Labonte: Yes, they are.

C. Karolian: When they do the crack sealing, are they using coal slag to cover up the wet sealant?

E. Labonte: I am not 100% sure what they use. Last year, or two years ago, they used a product called Black Magic. It does call in the specs for them to over-band and to place something on it to keep the sealant from tracking.

C. Karolian: The reason I bring that up, and I don't want to use any company names personally, we experienced it in District 5, some crack sealing, and I can personally attest that it was a horror show. The reason it was a horror show was they used coal slag. It is important to know if coal slag that is going to be used contains beryllium.

E. Labonte: I can't answer that.

R. Duhaime: I don't know if it's a polymer or not.

C. Karolian: It is not a polymer; it's a carcinogen. It's one of the toxic items in coal slag.

J. Durand: Can it get in the drinking water, like the wells?

C. Karolian: It can do a lot of damage to a lot of different things – the ecosystem as well as humans. If we don't know if that carcinogen has been removed from the coal slag, it poses a great safety issue, in my opinion, as well as the national standards. Anyone out there can Google it. The problem with spreading is that it's not a round particle; it's angular and it sticks to everything. It gets tracked in by cars, feet, animals – cats and dogs. It doesn't wash away to the side of the road readily. In District 5 - I don't know where else they used it - it was a complete horror show and didn't go away for quite some time. The concern I have about the coal slag is that if it has this carcinogen in it, I don't feel I can go forward supporting this for three reasons. First is the horror show it presents to the people that live on that street. Second, we don't know if that carcinogen has been removed prior to being put down; that's something really serious. Last, this comes from the Road Resurfacing Maintenance Fund. Is this supposed to be for re-paving?

E. Labonte: Crack sealing qualifies. The specs call for boiler slag - an aggregate.

C. Karolian: Coal plants burn it, and that's the residue that's used. I questioned it three or four years ago in District 5. I called the department and the person I spoke with was aware that it was very nasty stuff. In my opinion, until we get more information about the specific aggregate they are going to use to cover up this rubber/tar, I'd like to table it.

***A. Walczyk motioned to table this item. C. Karolian seconded the motion.  
Voted unanimously in favor.***

#### **Budget Transfer #2019-06**

C. Soucie: Legal service costs are higher than anticipated due to the changeover in Town Administrators and several litigation cases. Funds are available in both Administration and Community Development due to staff changeover.

***R. Duhaime motioned to have the Council Chair sign Budget Transfer #2019-06 in the amount of \$50,000 to cover overages in the legal line. T. Tsantoulis seconded the motion  
Voted unanimously in favor.***

#### **FY 2018-19 Budget Encumbrances Review**

C. Soucie: No Council action is needed for this item. I am presenting a list of Encumbrances. These are the balances as of May 30, 2019. Some have changed since then and will change more by your next meeting, at which time you will vote on them. There are 15 items totaling \$1,163,365.47. Chief Burkush has something to say about #11.

J. Burkush: Regarding the Fire Alarm System at the Safety Center, we received two qualified bids which were close. The one which is \$894 more is a local Hooksett business; the other is in Massachusetts. I would like to accept the local bid and am looking for consensus on that, which I appear to have, so I will present that with a Staff Report at the next meeting.

C. Soucie: Items 16 through 27 are non-budgetary purchase orders, which means they are from dedicated funds and naturally encumbered. These total \$664,283.50.

***Chair Sullivan made a motion to extend the meeting. C. Karolian seconded the motion.  
Voted unanimously in favor.***

D. Ross: During its budget process, the Conservation Commission noticed that the Merrimack River Front Trails are listed on the CIP. They were not aware of this and would like to know more about it.

Chair Sullivan: We can get that information for you.

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

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(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.

(f) 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 06/12/19 at 9:30 pm per NH RSA 91-A:3 II (a), (b), (c), (d), (e), and (f). Seconded by R. Duhaime.***

### **Roll Call #8**

J. Levesque – yes

R. Duhaime – yes

T. Tsantoulis – yes

A. Walczyk – yes

J. Durand – yes

D. Ross – yes

J. Giotas – yes

C. Karolian - yes

J. Sullivan - yes

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

***J. Sullivan motioned to exit non-public session of 06/12/19 at 10:06pm. Seconded by T. Tsantoulis.***

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

### **Back in public session at 10:06pm**

***J. Sullivan motioned to seal the non-public session minutes of 06/12/19. Seconded by D. Ross. Vote unanimously in favor (9-0).***

### **Old Business, continued**



15.3 Unsealing of Council Non-Public session minutes (June 2018-May 2019), if in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91A:3 III.(tabled at 05/22/19 TC Meeting)

**J. Sullivan motioned to remove item 15.3 from the table. Seconded by T. Tsantoulis. Vote unanimously in favor (9-0).**

**R. Duhaime motioned to unseal the following Town Council Non-Public Minutes:**

• **June 13, 2018 Discussion #2**

**DISCUSSION #2 – K-9 Program Sidebar**

Police Chief Bouchard: Presented the K-9 Program Sidebar approved and signed by the Police Union.

**Council Consensus: Motion will be made in public session tonight as follows:**

- 1. Motion to accept the K-9 program sidebar to the Town of Hooksett, NH and New England Police Benevolent Association, INC. (NEPBA) LOCAL 46 OF NEW HAMPSHIRE 070117-063020 collective bargaining agreement as presented and signed by the Police Union and Town Council.**
- 2. Motion that the overtime cost(s) associated with the K-9 program sidebar be taken out of the K-9 Trust Fund.**

• **November 13, 2018 Discussion #1**

**DISCUSSION #1 – Town Administrator – Conditional Offer of Employment**

Dr. Dean E. Shankle, Jr.: Announced to the Town Council of his conditional employment offer to be Town Administrator for the Town of Amherst, NH. Requested resignation timeframe of 60 days vs. contractual 90 days. Informed Council he would be available by phone or e-mail to the acting Town Administrator or Council Chair at no fee. He proposes a committee to debrief members of his duties. This committee would include Christine Soucie (Finance), Donna Fitzpatrick (HR) and a member(s) of the Town Council.

Councilors Winterton and Ross volunteered to be on the Town Administrator debrief of duties' committee.

D. Shankle: The next steps are for the Town of Amherst to complete their pre-employment background checks. I request the Council keep this discussion sealed until Amherst does a press release and I announce it under my Town Administrator Report (scheduled to announce 12/12/18).

Chair Sullivan: We accept your conditional resignation.

**Council consensus: We agree to a 60-day resignation vs. 90-day resignation as outlined by the Town Administrator above.**

**AND that all other sealed Town Council non-public minutes for period June 2018 – May 2019 are to remain sealed at this time. Seconded by T. Tsantoulis. Vote in favor (8-0). C. Karolian abstained.**

**ADJOURNMENT**

***J. Sullivan motioned to adjourn the public session of 06/12/19 at 10:07pm. Seconded by J. Levesque.***

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

Respectfully submitted,

*Kathleen Donnelly*

Kathleen Donnelly

Records Clerk