

**Town of Hooksett  
Town Council Meeting Minutes - Official  
Wednesday, June 26, 2019**

The Hooksett Town Council met on Wednesday, June 26, 2019 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Chair Sullivan called the meeting of 26 Jun 2019 to order at 6:00 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 at 6:02 pm.

**PLEDGE OF ALLEGIANCE**

Chair Sullivan called for the Pledge of Allegiance.

**SPECIAL RECOGNITION**

**Town Councilors David Ross and John Giotas - ending terms**

Chair Sullivan: David Ross has served on the Town Council for the past two terms (six years) and for a total of ten years including service in prior years. We thank him for his candor, passion, heated debates, insights and convictions. John Giotas served four years and we thank him also for his thoughts and efforts to keep Hooksett moving in the right direction. Good luck to both of you.

**Hooksett Municipal Employee - New Hire**

A. Garron: Leann Fuller is re-joining the team after leaving in May. She was selected from the four candidates interviewed for the position of Administrative Assistant in the Community Development Department.

**SCHEDULED APPOINTMENTS**

None.

**APPROVAL OF MINUTES**

*Chair Sullivan motioned to amend lines 273 & 274 of the January 23, 2019 Town Council public minutes for the motion to read the correct operating budget amount, changing the incorrect amount of \$18,666,969.00 to the correct amount of \$19,035,357.00, as read into the record correctly at that meeting (section 44:47 of the video). R. Duhaime seconded the motion.  
Voted unanimously in favor.*

**Public: 06/05/20**

*J. Levesque motioned to approve the minutes of the June 5, 2019 public meeting. T. Tsantoulis seconded the motion.  
Voted unanimously in favor.*

**Public: 06/12/2019**

***R. Duhaime motioned to approve the minutes of the June 12, 2019 public meeting. A. Walczyk seconded the motion.***

Chair Sullivan called for a vote to approve the amendments to the June 12, 2019 public meeting.

***Voted unanimously in favor.***

Chair Sullivan called for a vote on the amended minutes of the June 12, 2019 public meeting.

***Voted unanimously in favor.***

**Non-Public: 05/22/2019 (tabled at 06/12/19 TC Meeting)**

***Chair Sullivan motioned to remove this item from the table. T. Tsantoulis seconded the motion.***

***Voted unanimously in favor.***

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

***A. Walczyk seconded the motion.***

***Voted unanimously in favor.***

**Non-Public: 06/05/2019**

***R. Duhaime motioned to approve the minutes of the June 5, 2019 non-public session.***

***A. Walczyk seconded the motion.***

***Voted unanimously in favor.***

**Non-Public: 06/12/2019**

***D. Ross motioned to table these minutes. R. Duhaime seconded the motion.***

***Voted unanimously in favor.***

## **CONSENT AGENDA**

**Acceptance of \$4,000.00 in grant money from the Stanton Foundation, to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III and to return said amount to the police department K-9 trust fund.**

***R. Duhaime motioned to accept \$4,000 in grant money from the Stanton Foundation to the Town of Hooksett for the Hooksett Police Department at the Town Council meeting for the acceptance of this grant money under RSA 31:95-b, III and to return said amount to the police department K-9 trust fund. A. Walczyk seconded the motion.***

***Voted unanimously in favor.***

## **Surety Release –Hidden Oak Way Offsite Improvements at Hackett Hill Road**

***R. Duhaime motioned to approve the release of surety in the amount of \$49,816.60 to the “William Socha Development, LLC” Development. J. Giotas seconded the motion.***

B. Thomas: This project was completed a couple of years ago. I inspected the site, and I had the plans with me when I did. Everything looked good and is still in good condition. These

were offsite improvements, including widening of the pavement and installing curbing. They installed new catch basins to match the curb line and I recommend releasing the surety.

R. Duhaime: Is this the entrance road off Hackett Hill?

B. Thomas: Yes, it is.

D. Ross: Is this the final amount?

B. Thomas: Yes, it is.

***Voted unanimously in favor.***

### **TOWN ADMINISTRATOR'S REPORT**

A. Garron: I received the good news from legal counsel that Hooksett was granted a summary judgement in the Lembo vs. Town of Hooksett case. We are now seeking attorney fees.

A. Garron: Fire and Police union negotiations will begin in July. At the July 10, 2019 meeting, we hope to have three Council members offering to serve on the negotiating committee. An introductory meeting is tentatively set for July 11, 2019.

A. Garron: I want to commend Nick Germain for the great job he did setting up the Volunteer Appreciation Dinner. He gave a nice speech. We appreciate the volunteers who came and who give time and effort to the town.

A. Garron: I attended a Village Water Precinct meeting last night. They gave a good overview of the projects they are working on. They want to improve communication among the various precincts, which is something I strongly support.

A. Garron: I also attended my first EDAC meeting. The TIF district is the keynote of their many projects. I am a member of NH Economic Development Association and am a past president of that organization. I organized a summer meeting workshop in Newmarket where the transformation of the mill buildings has been phenomenal, the anchor toward improvement of the whole downtown. Eric Chinburg was the developer, and he has done many excellent mill redevelopment projects. Public and private sector involvement was the theme of the workshop. Folks from the state attended, along with Rob Riley from the forest center, NH Housing Finance Authority Director Kate Martin, and a representative from Steve Duprey's development firm in Concord. Chris Waszczuk, Deputy Commissioner of Transportation, was in attendance as well.

A. Garron: I attended a Planning Board meeting and an Old Town Hall meeting recently. We have also held two management team meetings. I met with the HYAA and with the Town of Bow. At my meeting with SNHU, we discussed their role in the town and how we can help each other.

A. Garron: I attended a ribbon cutting ceremony at Northeast Credit Union; that building came out great.

A. Garron: The YMCA day camp has started and is going well. Corri Wilson has done a great job organizing all of this. She deserves our thanks.

D. Fitzpatrick: I will be meeting with her this week and will pass along the town's gratitude.

A. Garron: Leeann Fuller has completed research on the location of the proposed kiosk on Chester Turnpike. It is on Bear Paw property, not on the town right of way, so the Town Council will not be required to vote on it.

A. Garron: Your July 10th packets will have a list of boards and committees to sign up for.

T. Tsantoulis: I am aware of an issue in the Tax Collector's office which I would like to bring to your attention. Hooksett cannot at this time license boats because we do not have the software and the training needed to do so.

Kimberly Blichmann, Tax Collector: We would like to purchase the software, possibly this year. I looked at it when Dr. Shankle was here, but we were level-budgeted and not allowed to add anything.

T. Tsantoulis: What is the cost of the software and training?

K. Blichmann: The software is about \$500, and the training is between \$100 and \$200, depending upon the amount of training needed.

A. Walczyk: Can you get an estimate of the number of boats?

K. Blichmann: Yes, I can get that from the DMV. However, not all Hooksett residents who have boats register them here. They might register them where they are docked.

C. Karolian: Is it true that the town will get a portion of the fee, which would offset the cost of the software and training?

K. Blichmann: Yes, that is true.

C. Karolian: If we add boat registration, could all Hooksett residents register every vehicle in town?

K. Blichmann: Yes, except for ATV's and scooters.

### **PUBLIC INPUT - 15 MINUTES**

Joanne McHugh, 14 Jefferson Drive: Thank you for allowing me to speak. I am a 45-year resident of Hooksett. I was a school board member a number of years ago when a whole lot of development was happening in Hooksett. There was a lack of space in the schools. We made our concerns known to the Planning Board. I then became a member of the Planning Board and we commissioned a study of how municipalities deal with fast growth. The Board went forward with impact fees but couldn't go back and charge for projects in progress or projects which had already been completed. A program was developed for municipal improvements. The Planning Board appointed a committee to coordinate these projects. There were guidelines; projects had to cost more than \$20,000 and have a useful life of more than two years. Projects were organized in categories including safety, infrastructure, and community facilities. Capital reserve funds were established for items over \$50,000. The Board did the initial vetting and itemizing of CIP projects. After 12 years and difficulty getting volunteers, the CIP Committee stopped but the CIP itself continued. Now, the town reviews its projects and the school reviews its own. They don't meet and look at the town as a whole. The Town Council could now recommend to the Planning Board that they bring back the CIP Committee. It's important to the town. Do that vetting so that projects needed are planned for and money set aside, avoiding huge tax burdens.

Michael Sorel, 54 Cross Road: I sat next to Andre Garron at a Southern NH Regional Planning Commission seminar in 2004 and it was a pleasant experience. You have made a great choice. To Councilors Ross and Giotas, you have done great work. A few years ago, I spoke to you about the

lawns of Hooksett's public buildings and I appreciate that attention was given to my comments. Now, Exit 9, a gateway to Hooksett, looks terrible; it has not been mowed. Exit 10 was mowed a few days ago for the first time, and the center island on Route 3 also looks terrible. Exit 28 and Route 3, a gateway to Allenstown, is mowed and trimmed. I realize this is a State issue, but there are ways of dealing with that. The center courtyard in this building looks pretty bad. It has not been weeded. I want to add onto what Mrs. McHugh said. I served on the Planning Board with her. I urge you to accede to her requests and comments. Thank you. I want Hooksett to be the best it can be.

R. Duhaime: When the CIP is skipped, it affects results.

Chair Sullivan: The CIP is Section 5.7 of the Charter.

Marc Miville: I want to thank Councilor Ross and Councilor Giotas for their work. I know exactly what they went through, so I appreciate their hard work. I also did work with Mr. Garron on the EDC, and I think very highly of him. I think Hooksett made a good choice there. I also agree with Joanne McHugh about the CIP committee. I also served on that CIP committee with Councilor Duhaime and Ms. McHugh. We got a lot done and we focused on it as a citizen-based focus. It was a little bit different from what it is now. What concerned me at the time when Dr. Shankle took over the CIP committee's work and decided to do it himself as part of the budget process, as I told him at the time, was that this was just one more citizen-run committee disbanded and taken over by the administration. To me, the citizens were looking at this with a different viewpoint than the department heads and the administration. We did yeomen's work to separate things, as Ms. McHugh said, to reduce the tax bite. Now department heads don't know what the other departments are doing; they pitch in all their stuff and before we know it, it's \$1.5 million. Rather than spreading them out, in one year we have a fire truck for \$1.5 million. The committee was valuable and should come back again. Departments don't always look at the big picture. I can't do this, being the moderator, and I love that position. There are a lot of citizens in town who would love to look at this and make recommendations to the Town Council. Regarding boat software, this is only \$500 in a \$19 million budget. It seems to me that tonight is the last chance to encumber the money, make it happen, and look at it after. I am mostly here because I was involved for many years with the sewer TIF project. I took the lead on a lot of those meetings – the EDC, the Sewer Commission and the Town Council. I studied it very hard. The minutes of the last meeting indicate a change in perception. This was business oriented. Between 70 and 90 businesses were identified and their evaluations made up the TIF district. We needed \$18 million to make it work, and these businesses represented that \$18 million. The citizens in the surrounding area were not involved. They were to be invited to hook up to the sewer after the project was completed. I read in the minutes of the meeting two weeks ago that the citizens are no longer secondary. In fact, it appears they are being forced to hook up to the sewer within six months after the project is done. This is not what this was about. If you want the support of the 3A residents, you are not going to get it if they are forced to pay into sewer when they already have septic. This was not the focus all along. I don't know where I lost focus on this myself, if it has turned into an entire citizenry and the businesses. I don't feel that is right. Citizens should have a say. There should be several public hearings on this. Originally, the warrant articles gave the understanding that TIF funds would be collected from the businesses, not from the citizens. They were not obligated to join the TIF if they did not want to. I am sharing my concerns about this. Thank you for your time.

## **NOMINATIONS AND APPOINTMENTS**

### **Nominations and reappointments - June, 2019**

***R. Duhaime motioned to nominate Roger Duhaime to the ZBA, term ending June 30, 2022; Gerald Hyde to the ZBA, term ending June 30, 2022; Matt Reed to the Planning Board, term ending June 30, 2022; and Matthew Barrett to the Economic Development Advisory Board, term ending June 30, 2022, with all nominations effective July 1, 2019.***

C. Karolian: Do you need a second for the nominations?

Chair Sullivan: No, not for nominations; only for appointments.

***R. Duhaime motioned to appoint the slate of nominees listed on pages 33 and 34 of the agenda packets. J. Giotas seconded the motion.  
Voted unanimously in favor.***

C. Karolian: Do we have to read all of the names into the record?

Chair Sullivan: They are listed on the town website and in the agenda packets. They will also be in the minutes.

**The slate of nominees follows; all terms are effective July 1<sup>st</sup>, 2019**

Richard Bairam to the Recycling & Transfer Advisory Board, term expiring 6/30/2022

Paul Scarpetti to the Planning Board, term expiring 6/30/2022

Andy Janosz to the Parks and Recreation Advisory Board, term expiring 6/30/2022

Dan Lagueux to the Economic Development Advisory Committee, term expiring 6/30/2022

Philip Fitanides to the Conservation Commission, term expiring 6/30/2022

Robert Schroeder as an Alternate for the Recycling and Transfer Advisory Board, term expiring 6/30/2022

Deborah Miville to the Conservation Commission, term expiring 6/30/2022

Dan Lagueux to the TIF District Advisory Board, term expiring 6/30/2022

Michael Somers to the TIF District Advisory Board, term expiring 6/30/2022

Russ Letendre to the TIF District Advisory Board, term expiring 6/30/2022

Denise Cascio Bolduc as an Alternate for the Cemetery Commission, term expiring 6/30/2022

**OLD BUSINESS**

**Roadway Crack Sealing – Tabled at 6/12/2019 Town Council Meeting**

***Chair Sullivan motioned to remove this item from the table. J. Giotas seconded the motion.  
Voted unanimously in favor.***

E. Labonte: In your packets is another presentation on this item. Coat tar is not in crack sealing as identified at the last Council meeting. It's a coal slag called Black Beauty, a reduced quantity. Beryllium is at .001%, a trace amount and not at a hazardous level that needs monitoring. The project done one or two years ago was done with chip sealing. Coal tar was used and it was a mess. Paving is messy no matter what. For crack sealing, a router is used for the cracks and sealant is put in the cracks. Black Beauty is put on top to prevent tracking. It prolongs the life of the road and is practiced throughout the country. It prevents premature deterioration of roads.

C. Karolian: I'm reading your staff report, and as you just said orally, it repeatedly said I asked about coal tar. Where did you get that information? Is that from your recollection of what occurred? To be honest with you, as we corrected the minutes, I did not use the term 'coal tar.' My inquiry was about coal slag.

E. Labonte: I believe you did use coals tar, but I will have to listen to the tape again.

C. Karolian: Can you explain what chip sealing is?

E. Labonte: A layer of coal tar substance is applied. It looks like tack coat. Then chips are put on top and rolled into the surface.

Chairman Sullivan: What are the chips?

E. Labonte: They are gravel chips They are rolled in and in a few days the chips are swept away. This can be done every two or three years. This was used a lot in the 1960's and 1970's and was sometimes called tarmac road. You get back five to seven years of life on the pavement and the cost is 20% of the cost of repaving.

Chair Sullivan: And we are not using that?

E. Labonte: That's correct. We are not.

C. Karolian: My concern was crack sealing, not chip sealing. At the risk of boring anybody or insulting anybody's intelligence, a simplified analogy would be back in kindergarten or grade school when kids were given Elmer's Glue with which to make a design on paper. Then they were given sparkles to sprinkle on the design made by the glue. What happened to the sparkles that didn't stick? That is a rhetorical question so people can understand what I am talking about. Do you have a Materials Safety Data Sheet (MSDS), not just for the beryllium but for all of the heavy metals?

E. Labonte: Yes. That is on the web. There is silica, aluminum oxide, iron oxide, calcium oxide, magnesium oxide, potassium oxide, titanium oxide, silica crystalline, magnesium, beryllium and cadmium. Percentages by weight are provided.

C. Karolian: The reason they do an MSDS is because they list the toxic materials in coal slag – boiler slag. This is used for sandblasting or covering up crack sealing. For sandblasting, they close off the area and it is completely encapsulated and the workers wear respirators and suits because they are using coal/boiler slag. When used for crack sealing, it is broadcast not just on the strip but on the whole street.

E. Labonte: No, it is applied in a slightly wider path than the strip but not on the whole street.

C. Karolian: How do they remove it? Will the contractor come back to remove the excess?

E. Labonte: Normally, it is left there. We come back with a street sweeper.

C. Karolian: So, there is toxic material in the specs of OSHA and the EPA?

E. Labonte: The health risk is zero, but there are precautions to take which are listed on the Safety Data Sheet (SDS).

C. Karolian: Why are they providing the information if there is zero health risk?

E. Labonte: It is because there are trace elements in it.

D. Ross: I see that Martins Ferry Road is on the list. Wasn't that just paved?

E. Labonte: Crack sealing can be done as early as two years after a road is paved.

D. Ross: This lists 3,700 feet.

E. Labonte: The length of the entire road is listed.

C. Karolian: I can attest that it was a mess when the chip sealing was done in District 5. It was broadcast, then they came back with hand sweepers and brooms because it was such a horror show. It tracked everywhere. Would it be accurate to say that these pieces are like small pieces of fractured glass with sharp edges, with the intention of having them stick into the crack sealant?

E. Labonte: It has rough edges.

C. Karolian: People drove on it right away and it was tracked in. Correct me if I'm wrong; eventually it is washed to the side of the road. Nobody comes back to pick it up and it could be in the water source. Would that be accurate?

E. Labonte: It would not be inaccurate, but the quantities are minor. We do sweep the streets once a year. We will follow up with the sweeper to pick up as much as we could.

C. Karolian: That is the town, not the contractor?

E. Labonte: Yes. Trace amounts are per the GSA provided by the manufacturer.

C. Karolian: Not OSHA? Not the EPA?

E. Labonte: The safety sheets are turned into them.

C. Karolian: What was their response?

E. Labonte: I can't answer that.

D. Ross: Black Beauty has a bad history. I remember when it was illegally dumped in Manchester. It was in old mills and had to be sealed and inspected.

E. Labonte: That was a different application. I am talking about the silica in it.

D. Ross: I am talking about the silica in it. That is coarse stuff. If it gets in your lungs, it stays there. You can't cough it up.

C. Karolian: Did you say that Black Beauty contains silica?

E. Labonte: It is a silica-based product. It is coal with silica in it.



C. Karolian: Just for the record, slag is coal residue. After it burns in a furnace, it doesn't go up the stacks or into the air. It is at the bottom of the boiler. It is sprayed with water which causes it to fracture and blow smoke, or it is put in a pond of water and kept on site because it can't be disposed of. What you are saying is that it has silica in it?

***R. Duhaime motioned to accept the bid from Superior Sealcoat, Inc. in the amount of \$86,310.00 for Roadway Crack Sealing. J. Giotas seconded the motion.***

R. Duhaime: Black Beauty is used for sandblasting. It has sharp edges and can be coarse, medium or fine. It is strained and cleaned, but there are trace amounts of some elements. It is bagged and shipped. Now they have funnel dispensers on wheels to better direct the product into the cracks. There are a lot of pros and cons. You can put sand on it to keep it down, but then the sand is blowing and the sand has trace elements too. The concerns of Councilor Karolian are justified.

J. Giotas: Can you read the amounts of beryllium and cadmium as percentages per weight?

E. Labonte: These are the percentages by weight as listed on the web. Silica – 50-53%; aluminum oxide – 17-25%; iron oxide – 5-31%; calcium oxide – 3-20%; magnesium oxide - .1-7%; potassium oxide - .1-3%; silica crystalline – less than .1%; magnesium - .01-.05%; beryllium - .001%; and cadmium - .001%.

A. Walczyk: Is there an alternative to this?

E. Labonte: We don't crack seal. There are many types of repairs with all different costs. This is done because it delays heavier repairs.

T. Tsantoulis: In terms of environmental concern, there is a lot we do to support the society we live in. The manufacturing of vehicles is a filthy business, but we all buy and drive cars. Regardless of what our President says of it, there is no such thing as clean coal or clean coal byproducts. This has a minimal effect. If used properly, it fits our needs. I wouldn't suggest kid go out and play with it.

J. Levesque: Two years ago, Continental Paving rented a building and sandblasted all of its truck bodies. I contacted the Code Enforcement Officer because there was a huge plume; people were concerned. After snow melting and rain, it was gone down the drain. The Code Enforcement Officer was not concerned.

C. Karolian: Those elements listed, are they carcinogens?

E. Labonte: I can't answer that; they are items of concern.

C. Karolian: I am concerned about the liability of the people and the town. If this is used and in five or ten years, someone gets cancer, will they hold the town liable? If they have cancer, is it related to this? I don't know. Those are my concerns. That is why I brought it up, and I thank you for your time.

R. Duhaime: There is an inventory now for keeping track of drains. The Merrimack Watershed fund was established and filtration systems have been improved and continue to be. They will be better in the future. Pike Industries has a new sealant which will get roads to last longer. The future will be better. Also, when big trucks go out to do these jobs, that causes pollution too.

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

**Roll Call Vote #2**

**R. Duhaime** Yes  
**J Durand** Yes  
**D. Ross** Yes  
**J. Levesque** Yes  
**A. Walczyk** Yes  
**J. Giotas** Yes  
**C. Karolian** No  
**T. Tsantoulis** Yes  
**J. Sullivan** Yes  
**Voted in favor (8-1).**

## **NEW BUSINESS**

### **2019 Paving**

E. Labonte: We prepared a list of paving projects and sent out a request for bids. Soon after, we created an addendum when we learned that Bell Avenue was in worse condition than we had thought it would be. Our plan was to do just a drag shim and overlay but had to change that to milling and overlay. We had to correct a wording error, so we created a second addendum. The two lowest bidders did not bid Bell Avenue accurately; that is, they did not bid according to the addendum, so after consulting with the Town Administrator, we want to award the project to Advanced Excavating & Paving, the third-place bidder. Of the three suggested motions, Mr. Garron recommends the first one, and I agree.

A. Garron: It behooves the bidders to pay attention to addendums.

D. Ross: Should the Bell Avenue section of the proposal be rebid, since it wasn't proposed properly in the first place? We could approve all except that section. It is a lot of work. Can they get it all done?

E. Labonte: Bidders were cautioned to monitor the website and two of them did not. The project was put out in time, and the bids were hand-delivered.

C. Karolian: What was the timeframe between when addendum went out to the closing date?

E. Labonte: The original request for bids went out on May 17<sup>th</sup>; the first addendum was dated May 21<sup>st</sup> and the second on May 23<sup>rd</sup>. The closing date was May 28<sup>th</sup>.

T. Tsantoulis: I don't believe anyone on the Council works in the paving industry, so I think we should rely on the expertise of those who know about it.

***T. Tsantoulis motioned to approve and consent awarding the 2019 Roadway Improvement Project to Advanced Excavating & Paving for a total of \$721,453.19, with \$281,128.00 coming from the current year budget and \$440,325.19 coming from the FY 2019-20 budget. J. Durand seconded the motion.***

R. Duhaime: When bidding, it is wise to wait and check for changes – a fax, an email or a text.

D. Ross: I just want to say that we are the Council. We are the voice of the citizens and should ask questions about this whether we are pavers or not

C. Karolian: According to the bid, they were required to supply references, weren't they? I don't see them in the bid packages.

E. Labonte: The packet would have been too thick if all of the material had been included.

D. Fitzpatrick: We try to keep it to no more than 100 pages in total. More than that pushes the software program over the edge. It is cumbersome for department heads, and they want to avoid adding information when only a couple of councilors want more details. This is something we plan to address at our workshop on August 16<sup>th</sup>.

A. Garron: This is my fourth week and I am learning what the Town Councilors want to see. We are trying to keep an eye on the volume of information and find the sweet spot. Anyone who wants more information can contact me.

C. Karolian: For clarification, I am not trying to be argumentative or the smartest one in the room. Of the four bids, one lists references; the other three do not. Why is there one bid with references and three without? Did Advanced provide references?

E. Labonte: Yes, they did.

C. Karolian: Were their references contacted?

E. Labonte: We have used Advanced in the past on multiple projects, so there was no need to check.

A. Garron: They listed 30 references. If they were new, we might have checked a handful or maybe all of them.

C. Karolian: So, we don't contact references if we have used them in the past?

E. Labonte: Not normally, if we have had a good experience with them.

J. Levesque: Additional information is available on the website or at town hall.

E. Labonte: I do not put all information regarding a project being bid on the website.

D. Fitzpatrick: The bid result is on the website.

A. Garron: If a Councilor wants additional information from a department, let me know and I will obtain it for you.

C. Karolian: I am concerned about the dollar amount – the low bidder versus the one being recommended.

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

**Roll Call Vote #3**

**J. Giotas Yes**

**D. Ross Yes**

**A. Walczyk Yes**

**J. Durand Yes**

**R. Duhaimé Yes**

**T. Tsantoulis Yes**

**J. Levesque Yes**

**C. Karolian Abstain (not enough information for an informed vote)**

**J. Sullivan Yes**  
**Voted in favor (8-0) with one abstention**

### **Update to Safety Manual**

K. Blichmann: Department of Labor rules require that we update our Safety Manual every two years. We have only one small update. Material Safety Data Sheets (MSDS) are not called Safety Data Sheets (SDS). The manual has been reviewed by Primex, the Town's Workers Comp and Liability Insurance Carrier, so we only need Town Council approval.

***D. Ross motioned to approve the update to the Safety Manual as presented. C. Karolian seconded the motion.***

***Voted unanimously in favor.***

D. Fitzpatrick: The Councilors also need to sign the Safety Manual Statement of Commitment.

### **Approval of revised Hooksett Family Services Department General Assistance Guidelines**

D. Fitzpatrick: As a quick preface, when the new Council goes over the list of rules of procedure in July, adoption of the Hooksett Family Services Department General Services should be included. When our financial services advisor recommended that the Town Councilors review the edit, we realize the Council has never seen the document. It is very old and there is no computer copy to convert to PDF. Abbey Reeve re-typed the entire document and incorporated the necessary edits. We are lucky to have her here with us.

A. Reeves: We now have a computer copy as well as a hard copy. During my review, I ensured that our fair market run numbers are accurate. I made changes to incorporate new laws such as the fair hearing regulations, and I moved some items for a better flow. The guidelines include step-by-step instructions for determining if assistance should be provided. We have so many resources in Hooksett that nobody has left my office without some assistance. One important adjustment was removing language which says that people on APTD cannot get town assistance. This is no longer true.

D. Ross: Have others looked through this, like our attorney and our financial advisor?

A. Reeves: Yes. Drummond Woodsum has reviewed it, as well as Matt Angell, our financial auditor.

Chair Sullivan: Use of the term 'welfare' bothers me because of political correctness.

A. Reeves: It bothers me too, but it is used a lot in state and federal language.

***T. Tsantoulis motioned to approve the revised Hooksett family Services Department General Assistance Guidelines. R. Duhaime seconded the motion.***

D. Fitzpatrick: If this is going to be approved at the first meeting in July on the 10<sup>th</sup>, do you want councilor Tsantoulis to amend his motion, replacing 'revised' with 'report'?

T. Tsantoulis amended his motion to change the word 'revised' to 'report.'

Chair Sullivan called for a vote on the amended motion.

***Voted unanimously in favor.***

## **Safety Center Fire Alarm System Replacement**

Chief Burkush: The interim town administrator asked us to look into the replacement of the fire alarm system at the Safety Center. The new locker rooms need smoke and heat detection. The fire panel is the original one; heat detectors, smoke detectors and other related devices are at end of life. Due to our expertise, we were asked to look into it. There were no wiring diagrams, which created problems for the bidders. We had nine inquiries and three bidders. One pulled out at the last minute. The remaining two bids were acceptable. The lower of the two bidders is from Billerica, MA. The other bidder, who was only three percent (\$894.00) higher, is from Hooksett. That is the bid I recommend accepting. He is familiar with the facility and the system. The owner is here tonight and happy to answer your questions.

D. Ross: Will this have all new wiring?

Burkush: Yes.

D. Ross: I thought it was Fire Light, not Silent Knight. Both are Honeywell products and both are excellent. Perhaps a change order would be in order. The other town buildings have Fire Light. It might be easier if they were standardized.

Chair Sullivan: What is the difference between them?

D. Ross: They operate differently. The problem is timing. We have to approve encumbrances tonight, and we must have a contract in order to encumber.

T. Tsantoulis: Would you please explain your bid process again?

Chief Burkush: I created an RFP, which was posted on the website on May 15<sup>th</sup>. It was advertised in the Union Leader on May 19<sup>th</sup> and a site visit took place on May 30<sup>th</sup>. June 11<sup>th</sup> was the deadline. We followed the town's procurement policy exactly.

T. Tsantoulis: Could we rebid the project?

A. Garron: Since the third bid was withdrawn at the last minute, a waiver would be appropriate. The intent was there.

A. Walczyk: It is good to waive the rules so that there is a record of what was done and why.

***C. Karolian motioned to waive the procurement policy rule requiring three competitive bids. R. Duhaime seconded the motion  
Motion carried unanimously.***

***C. Karolian motioned to accept the bid proposal from Pro Technologies for \$32,420.27 for replacement of the fire alarm system at the Safety Center. R. Duhaime seconded the motion.***

Steve Lawrence, Owner of Pro Technologies: I prefer Silent Knight, but some of the people who work for me prefer Fire Light. Our staff is factory-trained in both, and the cost is almost identical. I would be happy to rewrite the bid if that is what you want.

Chief Burkush: Since the other bidder was lower, I don't want to change it.

J. Levesque: I agree with Councilor Ross; we should use same brand in all facilities.

R. Duhaime: If there is no change in cost, we can choose either one.

Chair Sullivan: We really don't want to change the bid. It could have an impact on the bid process, opening the door for concerns.

D. Ross: This is not a change in the specs if the brand name was not mentioned.

Chief Burkush: It was mentioned.

C. Karolian: Did both come in with Silent Knight?

Chief Burkush: It was in the specs. They copied on the specs with no exceptions.

S. Lawrence: If I were the other bidder, a change in the specs would bother me. Chief Burkush has a valid point.

R. Duhaime: If we were taking the lowest bid, that would be a problem, but not in this case.

Chair Sullivan: I would like to request that staff reports include a statement that rules need to be waived, if that is the case.

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

**Roll Call Vote #4**

**A. Walczyk Yes**

**J. Levesque Yes**

**D. Ross Yes**

**R. Duhaime No**

**J. Durand Yes**

**C. Karolian Yes**

**T. Tsantoulis Yes**

**J. Giotas Yes**

**J. Sullivan Yes**

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

**FY 2018-19 Budget Encumbrances**

C. Soucie: This is an updated list of encumbrances and includes a budget summary. The operating budget balance is \$1.2 million.

***R. Duhaime motioned to encumber items # 1-16 in the amount of \$1,138,324.16 from the FY 2018-19 budget under RSA 32:7. T. Tsantoulis seconded the motion. A roll call vote was taken.***

**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).***

**Police Union Collective Bargaining Agreement 07/01/17-06/30/20 = Sidebar for Union Pay Scale to include amounts for NECPI +.5%**

D. Fitzpatrick: The Police Union Collective Bargaining Agreement requires that the Union Pay Scale include amounts for the NECPI + .5% Since this is not available until after December, it has now been looked up and added. The union representative signed it in from of the Town Council Chair. No motion or vote is required; Two sheets are being circulated for each of you to sign.

**Elderly Exemption Asset Limits**

***D. Ross motioned to approve the recommendation of the Board of Assessors to increase the asset limit for Elderly Exemptions from \$160,000 to \$250,000. J. Levesque seconded the motion***

D. Ross: The asset limit used to be \$350,000 and I motioned to change it to \$160,000. I now realize that is a small amount and it includes things like collections and old cars, I think it now needs to be raised.

**Roll Call Vote #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**

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

**SUB-COMMITTEE REPORTS**

J. Levesque: The Recycling & Transfer Station Committee has decided to hold a meeting every other month. Cardboard and aluminum are the only items they are making money on. There has been no change in prices.

D. Ross: There will be no Conservation Commission meeting in July

R. Duhaime: At the Planning Board meeting, there was a discussion about architectural guidelines.

Chair Sullivan: We talked about architectural consistency, rezoning of Londonderry Turnpike, looking at the impact fee schedule and expanding the Economic Revitalization Zone. Nick Williams provided an update on the Planning Board and ZBA. Matt Reed wants to bring back a farmers' market.

J. Giotas: The transfer station scale is done except for calibration. They have a display outside for weights. The Heritage Committee made a budget. They will not have a table at Old Home Day.

Chair Sullivan: There is an 1838 building on Whitehall Road planned for demolition. Under Planning Board rules, the Heritage Commission is required to review any building over 50 years old. We are interested in changing those rules to allow for more time for the Heritage Commission to review, since the five-day turn around is just too quick to do thorough research. The current owner is working with the Heritage Commission on delaying the demolition with hopes of saving the building, once owned by the Ayer family. There is a list of criteria to determine a building's eligibility for consideration. Though it meets only a few – age and architecture – it is a building worth saving.

T. Tsantoulis: We now have two nominations for the Hooksett Youth Achiever Award.

D. Ross: Something needs to be done about the storage containers used by businesses in lieu of warehouse space.

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

(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.

(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 06/26/19 at 9:04pm per NH RSA 91-A:3 II (c) and (f). Seconded by R. Duhaime.***

#### **Roll Call #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

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

***J. Sullivan motioned to exit non-public session of 06/26/19 at 9:20pm. Seconded by D. Ross. Vote unanimously in favor (9-0).***

#### **Back in public session at 9:20pm**

***J. Sullivan motioned to seal the non-public session minutes of 06/26/19. Seconded by J. Levesque.***

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

#### **ADJOURNMENT**

***D. Ross motioned to adjourn the public session of 06/26/19 at 9:20pm. Seconded by J. Levesque.***



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

Respectfully submitted,

*Kathleen Donnelly*

Kathleen Donnelly  
Records Clerk