

**Town of Hooksett  
Town Council Meeting Minutes - Official  
Wednesday, July 10, 2019**

The Hooksett Town Council met on Wednesday, July 10, 2019 at 6:00 in the Hooksett Municipal Building.

**CALL TO ORDER**

Town Administrator André Garron called the meeting of 10 Jul 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 Robert Duhaime, Councilor John Durand, Councilor Avery Comai, Councilor James Levesque, Councilor Clifford Jones, and Councilor Clark Karolian. Councilor Alex Walczyk arrived at 6:03 pm.

**Missed:** Councilor Timothy Tsantoulis

**PLEDGE OF ALLEGIANCE**

Town Administrator André Garron called for the Pledge of Allegiance.

**TOWN COUNCIL REORGANIZATION - PART I**

**Town Clerk swearing-in of new Councilors as a group**

Town Clerk Todd Rainier administered the Oath of Office to the two new Councilors, Avery Comai and Clifford Jones.

**Election of Chair, Vice-Chair and Secretary**

A. Garron asked for nominations and appointments for the position of Chair.

***R. Duhaime motioned to nominate and appoint J. Sullivan as Chair. J. Levesque seconded the motion.***

***J. Durand motioned to nominate and appoint C. Karolian as Chair. C. Karolian seconded the motion.***

A. Garron called for a roll call vote on the nomination and appointment of J. Sullivan as Chair.

**Roll Call Vote #2**

***R. Duhaime***    ***Yes***  
***J Durand***     ***No***  
***C. Jones***     ***No***  
***J. Levesque*** ***Yes***  
***A. Walczyk*** ***Yes***  
***A. Comai***     ***Yes***  
***C. Karolian*** ***No***  
***J. Sullivan*** ***Yes***  
***Voted in favor (5-3).***

A. Garron called for a roll call vote on the nomination and appointment of C. Karolian as Chair.

**Roll Call Vote #3**

**A. Comai No**

**C. Jones Yes**

**A. Walczyk No**

**J. Durand Yes**

**R. Duhaime No**

**J. Levesque No**

**C. Karolian Yes**

**J. Sullivan No**

**Voted not in favor (3-5).**

A. Garron declared J. Sullivan the Chair.

Chair Sullivan called for nominations and appointments for Vice Chair.

***J. Levesque nominated R. Duhaime as Vice Chair. A. Walczyk seconded the motion.  
Voted in favor (7-1). C. Karolian voted no.***

**TOWN COUNCIL REORGANIZATION - PART II**

**First meeting of the New Town Council, motion for sections 2a (3-12) of Town Council Rules of Procedures**

***A. Walczyk motioned to approve Sections 2a (3 – 12) of the Town Council Rules of Procedure as presented. R. Duhaime seconded the motion.  
Voted unanimously in favor (8-0).***

**Town Council Board/Committee Assignments for 2019-2020**

Town Council Board/Committee assignments were made as follows:

Board of Assessors (one-year term): T. Tsantoulis, J. Durand, A. Comai, and A. Walczyk (alternate)

Budget Committee: R. Duhaime

Conservation Commission: A. Comai

Economic Development Advisory Committee: J. Sullivan

Heritage Commission: J. Sullivan

Hooksett Youth Achiever of the Month: T. Tsantoulis, J. Durand, and A. Walczyk

Planning Board: R. Duhaime and C. Jones (alternate)

Recycle and Transfer Advisory Committee: J. Levesque and C. Karolian

Town Hall Preservation Committee: J. Sullivan and C. Karolian (alternate)

Zoning Board of Adjustment: J. Levesque and C. Jones (alternate)

Miscellaneous Assignments were made as follows:

Union Negotiations for Police and Fire: J. Durand, R. Duhaime and C. Karolian

SNHU Subcommittee: J. Durand, A. Walczyk, and C. Karolian

Solar Power Subcommittee: C. Karolian, A. Comai, and A. Walczyk (alternate)

N. Germain: I am noting that no assignments were made for the Parks and Recreation Advisory Board, the Sewer Commission liaison and the Route 3A TIF District Advisory Board.

R. Duhaime: I believe that any Council member may serve as an alternate on any subcommittee. If an appointed member or the alternate is not able to attend a meeting, the Chair should be contacted to see if another Councilor would be able to attend.

**APPROVAL OF MINUTES**

**Public: 06/26/2019**

***J. Levesque motioned to approve the public minutes of June 26, 2019. R. Duhaime seconded the motion.***

***J. Levesque amended his motion to include amendments. R. Duhaime seconded the amended motion.***

***Voted in favor (7-0). C. Jones abstained because he was not a member of the Council at that time.***

**Non-Public: 06/12/2019 (tabled at 06/26/19 TC Meeting)**

***R. Duhaime motioned to remove the non-public minutes of June 12, 2019 from the table. C. Karolian seconded the motion.***

***Voted in favor (7-0). C. Jones abstained because he was not a member of the Council at that time.***

**Non-Public: 06/26/2019**

***R. Duhaime motioned to approve the non-public minutes of the June 26, 2019 meeting. C. Karolian seconded the motion. Voted in favor (7-0). C. Jones abstained because he was not a member of the Council at that time.***

**AGENDA OVERVIEW**

Chair Sullivan: We will be taking up nominations, new business, boat registrations and the annual Town Report.

## **PUBLIC HEARINGS**

**Public hearing to accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the Softball Division of the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works.**

Chair Sullivan: I am going to read the public hearing notice. The Hooksett Town Council will be holding a public hearing on Wednesday, July 10, 2019 @ 6:00 pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the donation of a new fence (valued at \$11,875 with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the Softball Division of HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works per RSA 31:95-e, II. For documentation or questions, contact the Hooksett Public Works Department at 603-668-8019.

Michael St. Germain, 28 Main Street: I am representing the Softball Division of HYAA, and we cannot play softball with flag football being played in the next field because the ball is going to fly into that field. We have raised money for this fence at the concession stand and with other fund raising activities.

Chair Sullivan: Thank you, Mr. St. Germain

## **CONSENT AGENDA**

### **Landscape Surety Release – Merrimack County Savings Bank**

***R. Duhaime motioned to approve the release of surety in the amount of \$42,000.00 to the Merrimack County Savings Bank. A. Walczyk seconded the motion.***

B. Thomas: I visited the site. I requested that they replace one dead plant, and they did so immediately. Actually, the landscaping looks really nice.

C. Karolian: I think it's a great idea. I love the way they designed the building. It's just not cookie cutter. It doesn't look like an old metal building that's just being thrown up. I think they did a bang-up job.

A. Walczyk: Does it follow the rules and guidelines for the way it is supposed to look, according to planning and zoning?

B. Thomas: I'm not sure what you mean...the building?

A. Walczyk: Yes, the appearance.

C. Jones: The Planning Board and them usually require a certain green space there and want to make sure they've met that.

R. Duhaime: For the performance zone, they have lowered some of the height and it is set back. The signage is small. They went above what they needed to do.

***Voted unanimously in favor.***

## **TOWN ADMINISTRATOR'S REPORT**

A. Garron: The good news is we have realized savings in the insurance premiums we pay, derived by the Joint Loss Committee as well as our Human Resources Director from efforts to save money on workers comp in the amount of \$12,927.83. We also received prime designation from Primex, which means a 2.5% reduction on workers comp and property liability insurance.

A. Garron: Our meeting with SNHU went well. Councilor Walczyk and Nick Germain went with me. This was mostly to introduce ourselves to each other. The maintenance person and the architect behind the expanded buildings attended. The meeting was set up by Jane Yarrington. The campus is gorgeous.

A. Walczyk: They want a dialog with us and want to meet with us regularly - once a month or at least every quarter. They suggested a couple of items we could leverage. They are getting rid of a couple of dorms and these might be places for Police and Fire activities. We were throwing out ideas. Hopefully, we can provide the services they need. We told them it would be helpful if they could give us a heads up when they need something.

A. Garron: At the June 12<sup>th</sup> meeting, the Council approved an increase of the upper range of the pay scale. You will have a document reflecting that change. This is just non-union employees.

D. Fitzpatrick: Since the Public Works people are now represented by the Teamsters, those employees have been removed. We cleaned up a couple of things.

A. Garron: I have spoken with the Town Clerk about the civil forfeitures for unlicensed dogs and the efforts that go into informing people of their responsibility. Some might not be aware of all that the Town Clerk's office does regarding this process. There was one issue which Councilor Levesque addressed himself. Mr. Rainer's office sent out 1,400 postcards as reminders to dog owners. They had captured 350 email addresses, so those people were reminded via email, and they have captured more email addresses since the renewal process began. Notices were placed at every window in the Town Clerk/Tax Collector's office. A 3' X 5' double-sided sign featuring a picture of the town's K-9 Officer Timber with his partner, Officer McCluskey, was in front of Town Hall during April and May. This process starts six months in advance of the licensing deadline. The effort has been good, and we are open to suggestions. Civil forfeiture is the last line of defense. We could send out more notices, but there is a cost involved.

T. Rainer: The PD Facebook page has been helpful as well. It has driven more people into the office. Reminders have been posted on the home page of the town's website and on the Town Clerk/Tax Collector's page. We sent out 400 notices after the deadline for licensing; 169 are still on list. Some owners have moved out of town and in some cases, the dog is deceased. Since vets are not allowed to notify us that a dog is deceased, we rely on the owners to let us know. Now we are getting updated addresses and re-sending notices. I have been working with the post office in an effort to determine the reason some notices are coming back to us.

A. Garron: Next, at the June 26<sup>th</sup> meeting, former Councilor Ross asked for a motion to increase the asset limit for the elderly exemption from \$160,000 to \$250,000. I would like to ask that someone make a motion to make that effective January 1, 2020.

***Chair Sullivan motioned to make the increase of the asset limit for the elderly exemption (160,000 to \$250,000) effective January 1, 2020. J. Durand seconded the motion. Voted unanimously in favor.***

A. Garron said that the impact of this exemption on property taxes will increase by about 20% when the new asset limit is in place. That is, with the current limit of \$160,000, the impact is \$427,000; it will be just over \$500,000 when the new asset limit goes into effect. This means that all other property owners will make up the difference.

D. Fitzpatrick: I am passing out a draft agenda for the August 14<sup>th</sup> workshop. Please let me or Mr. Garron know if you would like to add anything. Or, you can add suggestions at the next meeting on July 24<sup>th</sup>.

A. Garron: We have three candidates for the Assessor position. We will interview them on July 23<sup>rd</sup> and would like the Town Council meeting on July 24<sup>th</sup> to start at 5:00 pm so we can present those candidates.

A. Garron: I have verified that the NH Municipal Association meets every other year with delegates from member communities to review and vote on each piece of proposed State legislation affecting the municipalities, so this will happen next in 2020.

D. Fitzpatrick: Councilor Walczyk was our delegate in 2018, and we hope he will want to participate again.

A. Walczyk: I would like to.

## **PUBLIC INPUT**

Marc Miville, 42 Main Street: I am speaking as an ordinary citizen, not as the Town Moderator. Thank you for accepting those amendments to the last meeting. It wasn't intended to be verbatim, but instead a clarification of what was written after my comments, especially about the sewer TIF district. My understanding is that residents' properties are not included in the evaluations, only business properties, unless I'm missing something in the last year. The TIF is only established by evaluation of businesses. The developer said citizens had to buy in and connect to the town sewer within six months. To me, this is inaccurate. I have been attending a lot of the meetings of the Parks & Rec Advisory Board. They need Council help. I have been providing a lot of that myself. They have been discussing how often they will meet. My advice to my wife, who is the Chair, was that it seems to me that is a Charter thing – the time and frequency of their meetings. The Council needs to know and approve that. The pavilion thing is up in the air. If there is to be a warrant article, that needs to be done soon. We seem to miss that deadline every year. Thank you.

Chair Sullivan: The Council establishes the subcommittees. Regarding a change in the frequency of the subcommittee meetings, we will get clarification on that.

## **NOMINATIONS AND APPOINTMENTS**

### **Nominations and Appointments - July 2019**

N. Germain: The Southern NH Regional Planning Commission has been looking for a third person; there has been a long-term vacancy. Mark Chagnon is willing to fill this position.

***A. Comai motioned to nominate Mark Chagnon as a Hooksett representative to the Southern NH Regional Planning Commission.***

N. Germain: Former Councilor John Giotas has expressed interest in serving on the Heritage Commission and the Recycle and Transfer Advisory Committee.

***R. Duhaime nominated John Giotas to serve on the Heritage Commission and the Recycle and Transfer Advisory Committee.***

***J. Levesque motioned to appoint Roger Duhaime to the Zoning Board of Adjustment, term ending June 30, 2022; Gerald Hyde to the Zoning Board of Adjustment, term ending June 30, 2022; Matthew Reed to the Planning Board, term ending June 30, 2022; and Matthew Barrett to the Economic Development Advisory Committee, term ending June 30, 2022. A. Walczyk seconded the motion.  
Voted unanimously in favor.***

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

**Accept the donation of a new fence (valued at \$11,875) with netting (valued at \$1,800) for a total of \$13,675.00 along the first base side at Donati Upper Field from the Softball Division of the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public Works.**

Chair Sullivan closed the public hearing at 7:43 pm.

***R. Duhaime motioned to accept the donation of a new fence (valued at \$11,875) and netting (valued at \$1,800) for a total of \$13,675.00 to be installed along the first base side at Donati Upper Field from the Softball Division of the HYAA to the Town of Hooksett for the Parks, Recreation & Cemetery Division of Public works, RSA 31:95-e, II. A. Walczyk seconded the motion.***

***Voted unanimously in favor.***

## **Hooksett Boat Registrations**

A. Garron: I asked Tax Collector Kim Blichmann to follow up on the inquiry from the last Council meeting regarding adding boats to the list of vehicles we register in Hooksett.

K. Blichmann: I contacted our software company and confirmed that the price of the software is \$400, and the training will cost between \$100 and \$200, depending upon the amount of time needed. They will come to our location for the training. There is an annual fee of \$70, as well. The State DMV cannot supply the number of boats in Hooksett because of confidentiality and because they cannot be accurate regarding the number in Hooksett. That is because, unlike all other vehicles, boats can be registered anywhere in the State that is qualified to register boats. Hooksett will keep a minimum of \$5 per registration.

R. Duhaime: That means we would hope to register 14 boats to recover the annual \$70 fee.

K. Blichmann: We have had a lot of inquiries.

C. Jones: Roughly how many registrations do you expect?

K. Blichmann: We won't know until we get started.

J. Levesque: Does Bass Pro Shop register boats?

K. Blichmann: I do not believe that they do.

J. Durand: You would have to register 100 boats to recoup the cost of the software and training.

K. Blichmann: Yes, those are one-time fees, and I think the word will get out.

J. Durand: Will that \$70 annual fee include updates?

K. Blichmann: Yes, it will. I was told that a bond would be needed, but I have checked with the Finance Director and she says we are covered already.

Chair Sullivan: Do we have the funds in this year's budget?

A. Garron: I believe we do. If not, we will do it for next year.

K. Blichmann: Once we have the funds, it will not take long to be ready. There is an online one-hour test we will have to take and the software company only needs a few days' notice to provide the training.

Chair Sullivan: The consensus is that we will proceed with boat registrations either this year or next, depending upon when funding is available.

### **Selecting a Cover for the 2018-2019 Annual Town & Schools Report**

N. Germain: My first suggestion for the 2018-2019 Annual Town & School Report cover is a picture commemorating the Old Lilac Bridge. I also have community pictures from events such as Old Home Day and Memorial Day. Another idea is a retrospective of old town report covers.

R. Duhaime: How about the old walking bridge and the new one side-by-side?

Chair Sullivan: The consensus is for the bridge.

C. Karolian: Does it cost extra for color?

N. Germain: No, the cover is almost always in color.

### **2018-2019 Town Report in Memoriam**

This will be taken up in a non-public session.

### **SUB-COMMITTEE REPORTS**

J. Levesque: The ZBA approved a variance to remove a deck and add a second story on the back at 327 West River Road. They also approved a variance for a two-stall garage on Beauchene Drive where the garage didn't meet the setback requirement.

R. Duhaime: The Planning Board approved a subdivision plan for what has been called the Maurais subdivision. They have submitted several plans over the past 15 years and finally have approval. This plan has less impact than previous proposals. There is a wetlands area which drains out onto a town-owned lot. This raises the question of who represents the town in these situations. There is a town road and a cul-de-sac; the townhouses will have a private road off the cul-de-sac. There are no wetlands crossings in this plan. The developer was able to purchase part of the back of a deep lot, and this lot line adjustment made this plan possible. Now, two-thirds of the lot will not be developed.

C. Karolian: I think there is a brand-new house being built there.

R. Duhaime: I believe they are just excavating at this point.

Chair Sullivan: There is a house that has been there for a long time.



R. Duhaime: At the next Planning Board meeting, they will consider Pike's proposal for a liquid asphalt plant distribution center at the site of Hooksett Crushed Stone on Hackett Hill. This is an industrial zone, and they will have two trucks per hour coming and going 24/7. This is a tank system.

A. Walczyk: At our meeting with SNHU, they said that their marketing group could help with fire truck decorations for a logo and design.

J. Durand: Isn't that all set?

Chair Sullivan: There was some indication that there will be a recognition plaque.

A. Walczyk: Should we contact the Chief?

A. Garron: Yes, we should.

A. Walczyk: As I said earlier, there are some old dorms – townhouses – being taken down, and SNHU has offered them for Police and Fire emergency training and crisis training activities. We plan to have ongoing dialogue so the town is aware of projects starting or completed.

Chair Sullivan: The Heritage Commission is working with the homeowner of the 1838 home. Some inquiries have been made, but, unfortunately, it will probably have to be demolished. We appreciate all of the outreach that has occurred.

#### **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.

***J. Sullivan motioned to enter non-public session of 07/10/19 at 8:09 pm per NH RSA 91-A:3 II (c). Seconded by R. Duhaime.***

#### **Roll Call #4**

A. Walczyk – yes

J. Levesque – yes

C. Jones – yes

R. Duhaime – yes

J. Durand – yes

C. Karolian – yes

T. Tsantoulis – not present

A. Comai - yes

J. Sullivan - yes

***Vote unanimously in favor (8-0).***

***J. Sullivan motioned to exit non-public session of 07/10/19 at 8:41pm. Seconded by J. Levesque.***

***Vote unanimously in favor (8-0).***

#### **Back in public session at 8:41pm**

***J. Sullivan motioned to seal the non-public session minutes of 07/10/19. Seconded by J. Levesque.***

***Vote unanimously in favor (8-0).***

**ADJOURNMENT**

***J. Sullivan motioned to adjourn the public session of 07/10/19 at 8:44 pm. Seconded by J. Durand.***

***Vote unanimously in favor (8-0).***

Respectfully submitted,  
*Kathleen Donnelly*  
Kathleen Donnelly  
Records Clerk