

**Town of Hooksett  
Town Council Meeting Minutes  
Wednesday, November 20, 2019**

1  
2 The Hooksett Town Council met on Wednesday, November 20, 2019 at 6:00 in the Hooksett Municipal  
3 Building.

4  
5 **CALL TO ORDER**

6 Chair Sullivan called the meeting of 20 Nov 2019 to order at 6:02 pm.

7  
8 **PROOF OF POSTING**

9 Administrative Services Coordinator Donna Fitzpatrick provided proof of posting.

10  
11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Robert Duhaime, Councilor John Durand,  
13 Councilor Avery Comai, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark  
14 Karolian, and Councilor Alex Walczyk

15  
16 **Missing:** Councilor James Levesque

17  
18 **PLEDGE OF ALLEGIANCE**

19 Chair Sullivan called for the Pledge of Allegiance.

20  
21 **PUBLIC HEARING**

22 **Petition to Change Boundaries for Central Hooksett Water Precinct**

23  
24  
25 Chair Sullivan: It is 6:03 pm, and I am opening the public hearing on the petition to change boundaries  
26 for Central Hooksett Water Precinct. This road connects Londonderry Turnpike with Mammoth Road. I  
27 will read the Public Hearing Notice:

28  
29 In accordance with RSA 52.5, the Hooksett Town Council will be holding a public hearing during  
30 their regular meeting on Wednesday, November 20, 2019. The purpose of the hearing is to  
31 receive input on the approval of a petition to change the boundaries of the Central Hooksett  
32 Water Precinct to include the plot of land known as 48 Zapora Road, in its entirety, thus  
33 establishing a new fixed point for said precinct's boundaries.

34  
35 C. Karolian: This refers to Zapora Road. Is this actually Zapora Drive? If so, does that have to be  
36 changed before we can act on this?

37  
38 A. Garron: As long as there is no Zapora Road in Hooksett, this only needs to be corrected.

39  
40 Chair Sullivan: Let the record reflect that this will be corrected to say Zapora Drive.

41  
42 Jay Smith, Superintendent of the Central Hooksett Water Precinct: The well belonging to the residents  
43 of 48 Zapora Drive has been going dry during the summer season. They are within the Manchester  
44 Water Works franchise area, which would need easements over two properties – Map 40, Lot 59 and  
45 Map 40, Lot 58 – in order to serve them. Our water line is right in front of their property. Manchester  
46 Water Works and the owners of 48 Zapora Drive have signed documents agreeing to this, and the  
47 required petition with ten signatures has been submitted.

48  
49 C. Karolian: Who will pay for hookup?

50  
51 J. Smith: The homeowner will pay, based on number of bedrooms.

52  
53 T. Tsantoulis: Can we wrap this up tonight? Is there any reason we have to wait until the next meeting  
54 to vote on this?

55  
56 Chair Sullivan: For this issue, there is no need to wait between the public hearing and the vote.  
57 I am closing the public hearing at 6:08 pm.

58  
59 ***T. Tsantoulis motioned that the Town Council approve the petition to expand the Central***  
60 ***Hooksett Water Precinct boundaries to include 48 Zapora Drive. C. Karolian seconded the***  
61 ***motion.***

62 ***Voted unanimously in favor (8-0).***

63  
64

## 65 **SPECIAL RECOGNITION**

### 66 **Hooksett Municipal Employee - New Hire**

67  
68 A. Garron: We welcome Mary Kitsis as a new patrol officer for the Hooksett Police Department,  
69 beginning December 2, 2019.

70  
71 A. Garron: Two employees are leaving Hooksett. Tory O'Brien is leaving Hooksett Fire-Rescue, and  
72 Joseph Landry, a mechanic, is leaving the Public Works Department. We want to thank both of them for  
73 their service to the town.

74

## 75 **SCHEDULED APPOINTMENTS**

### 76 **JoCarol Woodburn, Vice-Chair of Conservation Commission, regarding retroactive approval of a** 77 **sole source agreement with Bear-Paw**

78  
79 J. Woodburn: In the February and March timeframe, Bear-Paw brought to our attention that the Student  
80 Conservation Association could do some work on the trails. We prepared a plan for the work and  
81 established a cost of \$10,500. This was discussed at our meetings, but we didn't have a recorded vote,  
82 so it didn't come before the Town Council. The work was done in August at Clay Pond. Ten students  
83 did the work with hand tools. They did a great job with very little disturbance of the delicate  
84 environment.

85  
86 D. Ross, Conservation Commission member: I remember bringing it to the Town Council when I was  
87 still a member, as the Town Council's representative to the Conservation Commission. The cost was  
88 \$15 per hour and the students would camp on site. We were lucky to get them, and the Council  
89 seemed to be totally in favor. This is part of our stewardship responsibility and Conservation funds  
90 would be paying. It was written up in a couple of conservation magazines. We hope to use the Student  
91 Conservation Association again in the future. Everything is covered by them. They left the place cleaner  
92 than when they started.

93  
94 C. Karolian: When was the work performed?

95  
96 D. Ross: August.

97  
98 C. Karolian: The contract between Bear-Paw and the Student Conservation Association was July 31<sup>st</sup>  
99 and August 8<sup>th</sup>, and the work was done after August 8<sup>th</sup>?

100  
101 J. Woodburn: Yes, it was done during the last two weeks of August.

102  
103 C. Karolian: And the money was to come out of the Conservation Commission fund?

104  
105 J. Woodburn: Yes.  
106  
107 C. Karolian: And you thought it was discussed in January or February?  
108  
109 J. Woodburn: It was a March/April timeframe.  
110  
111 C. Karolian: Why was this not brought before the Council?  
112  
113 D. Ross: I thought it was. Either it didn't get recorded or we didn't think it needed to be voted on. Maybe  
114 it is because it is more than \$10,000.  
115  
116 C. Karolian: That begs the question of why it was not brought before the Council.  
117  
118 D. Ross: I think I did bring it, and the Councilors said it was great and to go for it.  
119  
120 C. Karolian: The agendas for March and April should be checked.  
121  
122 D. Ross: It might not have been on an agenda because it would have been part of my subcommittee  
123 report as the Town Council representative to the Conservation Commission.  
124  
125 Chair Sullivan: It was not in the right fiscal year. You weren't a Councilor after July 1<sup>st</sup>. This should have  
126 been approved in August.  
127  
128 C. Karolian: When did the Conservation Commission sign a contract with Bear-Paw? It seems to me  
129 the contract with Bear-Paw is dated November 4<sup>th</sup>. It has pricing and payment. Ms. Robinson signed  
130 but did not date the document.  
131  
132 J. Woodburn: I think we received the invoice and asked for more information.  
133  
134 R. Duhaime: This is part of our stewardship plan. A loop trail was to be created. Clay Pond was  
135 purchased in 2014 with L-chip funds and money from Bear-Paw and the Town of Hooksett. The  
136 property will revert to Bear Paw if Hooksett does not do the maintenance. In the future, documentation  
137 should be provided beforehand.  
138  
139 D. Ross: We have an ongoing relationship. Steve Couture is with Bear-Paw now. It was an oversight. It  
140 is Conservation funds and that's exactly what it was used for. The only time we come here is for  
141 property acquisitions.  
142  
143 Chair Sullivan: Who has the authority to disburse the funds? What is the reason it is before the Town  
144 Council?  
145  
146 J. Woodburn: It is probably because of the \$10,000 threshold.  
147  
148 **A. Comai motioned to approve retroactively the sole source agreement with Bear-Paw Regional**  
149 **Greenways for the work completed by the Student Conservation Association, Inc., in the**  
150 **amount of \$10,500. R. Duhaime seconded the motion.**  
151  
152 C. Karolian: We have a contract with Bear-Paw? It is their property?  
153  
154 J. Woodburn: It is not their property. They have easements.

155 C. Karolian: And Bear-Paw maintains the property?  
156  
157 D. Ross: We do. It's a stewardship plan.  
158  
159 C. Karolian: Didn't Bear-Paw ask about the contract with the Conservation Commission?  
160  
161 J. Woodburn: The contract was between Bear-Paw and the Student Conservation Association. It was  
162 with Americore.  
163  
164 C. Karolian: Don't they do this work for free?  
165  
166 J. Woodburn: No.  
167  
168 C. Karolian: These students are volunteers, aren't they?  
169  
170 J. Woodburn: No, they are paid.  
171  
172 R. Duhaime: In the future, I would like to be informed as a Council member about what types of  
173 materials were used.  
174  
175 Chair Sullivan: The contract was for August 20-30, 2019. The invoice is dated October 15, 2019.  
176  
177 D. Ross: I would like to provide a map of the work done.  
178  
179 A roll call vote was taken on the motion to approve the motion to pay the invoice.  
180

181 **Roll Call Vote #2**

182 ***R. Duhaime Aye***  
183 ***J Durand Aye***  
184 ***C. Jones Aye***  
185 ***J. Levesque Not present***  
186 ***A. Walczyk Nay***  
187 ***A. Comai Aye***  
188 ***C. Karolian Nay***  
189 ***T. Tsantoulis Nay***  
190 ***J. Sullivan Aye***  
191 ***Voted in favor (6-2).***

192  
193 **CONSENT AGENDA**

194  
195 **Acceptance of Moose Plate Grant Funds for Restoration of Historic Pre-1842 Map of Hooksett**

196  
197 Chair Sullivan: The Heritage Commission asked me to emphasize that this is a grant for conserving the  
198 map versus restoring it.  
199

200 ***R. Duhaime motioned to accept the \$3,200 Moose Plate Grant under the authority granted***  
201 ***through RSA 31:95-b. T. Tsantoulis seconded the motion.***  
202 ***Voted unanimously in favor.***  
203

204  
205 **TOWN ADMINISTRATOR'S REPORT**

206 A. Garron: The new tax rate is \$21.55. We have provided information on historical trends. The property  
207 tax bills should be out by Friday. The tax rate was \$22.12 last year.

208  
209 A. Garron: Tomorrow, we will have two active shooter training sessions for staff. This first is from 9:00  
210 am to 10:30 am; the second is from 10:45 am until 12:15 pm.  
211  
212 A. Garron: Nick Germain and I met with Eversource about changing our streetlights from sodium vapor  
213 to LED. At this point we are just gathering information. Also, I will be meeting at 2:00 pm tomorrow with  
214 a solar vendor – probably the first of many. I have invited Councilor Walczyk to attend because of his  
215 interest in this. Other Councilors are welcome to attend.  
216  
217 A. Garron: Regarding the historic barn near Exit 11 which, unfortunately, was taken down, the Code  
218 Enforcement Officer, Kathie Northrop and I are exploring options for enforcement, given that we have a  
219 demolition delay ordinance.  
220  
221 A. Garron: Several months ago, I spoke with you about Resource Management Inc. and its permit to  
222 apply bio-solids to farmland owned by the Town, Map 1, Lot 37, per a NHDES permit. I checked with  
223 the DES, and Resource Management has met all requirements. They have been doing this for ten  
224 years and their contract expires at the end of December this year. The only change is that the permits  
225 are now for ten years, not four. Whoever is farming the land can agree or disagree with the application  
226 of bio-solids. I have the 57-page document which outlines the conditions of the permit, if anyone wishes  
227 to look at it.  
228  
229 **R. Duhaime motioned to have the Town Administrator and Council Chair sign a contract with**  
230 **Resources Management Inc. for the application of bio-solids on town-owned farmland, Map 1,**  
231 **Lot 37. T. Tsantoulis seconded the motion.**  
232  
233 R. Duhaime: This is conservation land. We have to farm it. The State gave us the money to purchase it,  
234 and it is very good farmland.  
235  
236 A. Garron: Part of the land is in conservation under the protection of the NH Society for the Protection  
237 of NH Forests; this is the farmland.  
238  
239 C. Karolian: Are the bio-solids human or animal generated?  
240  
241 Bruce Kudrick, Superintendent of the Hooksett Waste Water Department: All bio-solids are from waste  
242 water treatment plants. This is for cow corn, alfalfa, and hay. It is not for human consumption.  
243  
244 C. Karolian: Do the bio-solids come from a private company?  
245  
246 A. Garron: I don't know.  
247  
248 C. Karolian: Are we getting revenue from the private company?  
249  
250 A. Garron: No.  
251  
252 R. Duhaime: We are supposed to farm the land, but it is close to the river, and we don't want nitrates  
253 getting into the water.  
254  
255 B. Kudrick: This saves the farmers a lot of money. Acid rain helps out. They only apply so much per  
256 acre. This is trying to help the farmer.  
257  
258 Chair Sullivan: Does this mimic what you did in Pembroke in the 1990s?  
259  
260 B. Kudrick: Yes, it is like cow manure. It saves the farmers on commercial fertilizer.  
261  
262 C. Jones: Do we have a right of way to get the biosolids to the property?  
263  
264 A. Garron: There are multiple lots the town owns.  
265  
266 R. Duhaime: They come down from the Allenstown side via Pleasant Street.

267  
268 C. Jones: Do we have an agreement with the property owners?  
269  
270 B. Kudrick: It is a handshake. That's the way farmers do this.  
271  
272 C. Jones: Handshakes don't work nowadays. Do we have an alternative route if there are future  
273 problems?  
274  
275 A. Garron: Yes.  
276  
277 C. Karolian: Do they pay Hooksett to farm this land?  
278  
279 Chair Sullivan: No.  
280  
281 C. Karolian: Why do we own the property then?  
282  
283 R. Duhaime: It is conservation land.  
284

285 **Roll Call Vote #3**

286 **A. Comai Aye**  
287 **C. Jones Aye**  
288 **A. Walczyk Nay**  
289 **J. Durand Aye**  
290 **R. Duhaime Aye**  
291 **T. Tsantoulis Nay**  
292 **J. Levesque Not present**  
293 **C. Karolian Nay**  
294 **J. Sullivan Aye**  
295 **Voted in favor (5-3).**  
296  
297

298 **PUBLIC INPUT - 15 MINUTES**

299 Mary Farwell, 24 Grant Drive: I am here on behalf of the Library Trustees. I want to comment on your  
300 agenda item regarding health insurance for elected officials. If you are going to offer health insurance to  
301 elected officials, who may only work a few hours a month for the town, you owe it to part-time  
302 employees to offer health insurance for them. We have nine part-time employees who love the library  
303 and are dedicated to our patrons. It is because of them that we can offer the level of service on which  
304 we pride ourselves. Because these part-time employees often find they have to work full-time because  
305 they need health insurance, turnover is high and creates a revolving door issue, resulting in dollars and  
306 manhours spent on training which could be better spent on improving library services. Other libraries  
307 are offering health insurance for part-timers. Even if the elected officials pay 100% of the cost, they  
308 could influence the claims experience and thus the premiums for everyone.  
309

310 Richard Smith, 266 Hackett Hill Road: I am here to comment on the barn at 53 Hackett Hill Road which  
311 was to be protected but has been demolished. With the development of Chucksters, the barn was to be  
312 used as a smoke house. People could park at Chucksters and walk to the smoke house. I have  
313 discussed this with others and we hope something can be done to prevent this from happening again in  
314 the future.  
315

316 Chair Sullivan called for a brief recess at 7:24 pm.

317  
318 Councilor Jones left the meeting at 7:30 pm due to illness.  
319

320 Chair Sullivan called the meeting back to order at 7:34 pm.  
321

322 **OLD BUSINESS**

TC MINUTES 11-20-19

323 **FY 2020-21 Budget and Warrant Articles**

324 Bruce Kudrick, Hooksett Wastewater Department Superintendent: Two years ago, the NHDES offered  
325 a \$30,000 grant for Asset Management, which we used to map out our sewer lines, sewer services and  
326 easements. The DES is now offering a second grant in the same amount. This is a wash item. It must  
327 be approved by the town in a warrant article, we spend the money to complete the work, and then the  
328 State will reimburse us. We would be using the funds to map the pump station and treatment plan.

329  
330 T. Tsantoulis: It is to our advantage to be careful that this is properly presented and easy to read. We  
331 don't want to miss out.

332  
333 Chair Sullivan: We would like to see draft language for this at our December 11<sup>th</sup> meeting. We need it to  
334 be simply stated.

335  
336 A. Garron: Is it just this item for which you would like to see draft language?

337  
338 Chair Sullivan: Yes.

339  
340 ***R. Duhaime motioned to place on the ballot a warrant article to accept a grant of \$30,000.00 from***  
341 ***NHDES for developing an Asset Management Program for its wastewater facilities J. Durand***  
342 ***seconded the motion.***

343  
344 **Roll Call Vote #4**

345 ***A. Walczyk Aye***

346 ***J. Levesque Not present***

347 ***C. Jones Not present***

348 ***R. Duhaime Aye***

349 ***J. Durand Aye***

350 ***C. Karolian Aye***

351 ***T. Tsantoulis Aye***

352 ***A. Comai Aye***

353 ***J. Sullivan Aye***

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

355

356 **Energy Efficiency Exemption (i.e. Solar Energy) (tabled at 10/09/19 Town Council Meeting)**

357 ***R. Duhaime motioned to remove this item from the table. Chair Sullivan seconded the motion.***  
358 ***Voted unanimously in favor.***

359  
360 A. Walczyk: I have been working with the Town Administrator on a few things related to solar and have  
361 put together a draft warrant article. Before getting to that, in your packets is a consolidation of my  
362 research on various laws which have been enacted as a result of the State statute I would like the  
363 Town of Hooksett to adopt. It is straightforward and I have made some wording adjustments. I am 99%  
364 sure these houses would be subject to revaluation. Based on research done in Milford a few years ago,  
365 I am suggesting a maximum abatement of \$30,000 for a solar installation. For example, if a house is  
366 valued at \$300,000 and solar equipment valued at \$30,000 is installed, the homeowner can apply for  
367 an abatement of \$30,000.

368  
369 T. Tsantoulis: A lot of solar systems are not owned by the homeowner. Many have a lease agreement  
370 for the solar installations. Essentially, the solar company is using the homeowner's roof and making  
371 money. How is this different from an outright purchase?

372

373 A. Garron: We posed that question for legal advice from the NHMA: How does this work for leased  
374 solar equipment? The response was that the homeowner is not required to own the solar equipment in  
375 order to get the abatement.

376  
377 J. Durand: Why should the homeowner get a credit if the equipment is leased? The homeowner didn't  
378 spend \$30,000. Does the homeowner get any money for energy savings?

379  
380 Chair Sullivan: That is between the vendor and the homeowner, whether or not the homeowner benefits  
381 from the energy savings.

382  
383 T. Tsantoulis: What is the purpose, from the town's perspective, other than to feel good about having  
384 solar?

385  
386 A. Garron: It is to encourage the use of alternate sources. We are now looking at using town land for a  
387 solar array.

388  
389 C. Karolian: I didn't look into this, but as I understand it, the solar companies are making money off the  
390 lease, and the homeowner gets a reduced energy rate, I believe. The solar companies place an  
391 attachment on the deed for the property, which is removed when the installation is paid off in 15 or 20  
392 years.

393  
394 R. Duhaime: The Sewer Commission yesterday gave \$25,000 to a vendor as part of an agreed for a  
395 solar plan. The installation will be on their property. Their Eversource bill is over \$10,000 per month.  
396 They are looking at a 30-year life for the solar equipment.

397  
398 A Garron: Of the 234 New Hampshire cities and towns, 135 have adopted a solar incentive plan. The  
399 typical maximum abatement is about \$30,000.

400  
401 ***A. Walczak motioned to place on the ballot a warrant article to provide property tax incentives***  
402 ***for persons owning real property equipped with solar energy systems intended for use at the***  
403 ***immediate site, said exemption equal to 100% of the assessed value of the solar equipment, not***  
404 ***to exceed \$30,000. C. Karolian seconded the motion.***

405  
406 **Roll Call Vote #5**

407 ***T. Tsantoulis Aye***

408 ***C. Jones Not present***

409 ***R. Duhaime Aye***

410 ***A. Walczyk Aye***

411 ***J. Levesque Not present***

412 ***C. Karolian Aye***

413 ***J. Durand Aye***

414 ***A. Comai Aye***

415 ***J. Sullivan Aye***

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

417  
418 **Town of Hooksett Health Insurance for Elected Officials (tabled at 10/23/19 Town Council**  
419 **Meeting)**

420  
421 ***C. Karolian motioned to remove this item from the table. A. Comai seconded the motion.***  
422 ***Voted unanimously in favor.***

423



424 D. Fitzpatrick: Our initial discussion regarding health insurance for elected officials took place at the  
425 October 23, 2019 Town Council meeting. A Councilor requested that research be done on the viability  
426 of offering health insurance to elected officials. The Town Administrator was asked to do research on  
427 cost, policy, and procedure. I offer the caveat that I have information only on health insurance for  
428 elected officials. The inquiry opened a Pandora's Box of questions about health insurance for appointed  
429 officials, volunteer or part-time firefighters, and other groups. I had asked Health Trust for their by-laws  
430 pertaining only to health insurance for elected officials. When I then asked for all of their by-laws, I read  
431 about other groups which could be offered coverage. I have concentrated on elected officials only.  
432 Based on our Administrative Code, we have 37 elected officials in Hooksett. This group of Councilors  
433 represents nine of the 37. We have a January 8, 2020 deadline for submitting monetary warrant articles  
434 because the Budget Committee will hold its public hearing on these items the following evening,  
435 January 9, 2020. I asked Health Trust if insurance for a new group could be added at any time and the  
436 response was yes, it could. Next is the question of what other communities are doing. I refer you to  
437 section C on page 40, which indicates that Health Trust does not track which groups within a pool  
438 provides insurance for elected or appointed officials. I also checked with our legal advisors and they are  
439 not aware of what other communities have for policies regarding health insurance. Do we want to call  
440 around to other human resources departments to find out? Next, we look at cost in sections E and F.  
441 Assuming a two-person policy and using the non-union rate sheets, the results are as follows: For the  
442 first tier (ACCESS BLUE HMO AB201PDED), the cost to the town of providing health insurance to the  
443 37 elected officials would be \$679,346.27 annually. To offer coverage to only the nine Town Councilors  
444 would be \$165,246.39 per year. For the second tier (ACCESS BLUE HMO ABSOS 20/40), the cost to  
445 the town of providing health insurance to the 37 elected officials would be \$649,567.56 per year. To  
446 offer coverage only to the nine Town Councilors would be \$158,002.00 annually. The second tier is a  
447 site of service plan and the one we find most employees opting for. The third tier has a very high  
448 deductible. Section F is the scenario if the town contributes nothing and elected officials pay 100% of  
449 the premiums. Here, only the claims experience exposure would affect the town. That effect would be  
450 realized in the annual rate renewals. Our rate this year was 3.6%, which is very good. Section H  
451 addresses the question of whether or not the Council can vote for this for themselves. The answer is  
452 that the Council can propose a warrant article so that all of the voters can vote on it. Section G is about  
453 the Charter. If a warrant article is passed allowing elected officials to have town health insurance, the  
454 Charter would have to be amended because this is a change in compensation. Both the warrant article  
455 and the Charter change could be presented at the same election; however, the Charter change process  
456 usually begins in September, as it requires Secretary of State approval of the wording. Another issue is  
457 coverage of Domestic Partners. With a younger workforce, especially in the Fire and Police  
458 Departments, this is something to consider. A Domestic Partner is one who has resided at the same  
459 legal address as the employee for at least one year. Here, only claims experience exposure affects the  
460 town. There is also an attendance issue when providing health insurance to elected officials. Would  
461 absences include subcommittee absences?  
462

463 R. Duhaime: This is a great discussion and is food for thought. It is too late for this year, but it deserves  
464 more time. I will take the raise and the health insurance in the future. It is something the town could  
465 consider.  
466

467 T. Tsantoulis: The voters would not approve \$96,000 just for a recreation director. This is a lot more  
468 money over a longer time. As Ms. Fitzpatrick said, it's a Pandora's Box. I don't see it passing.  
469

470 C. Karolian: I contacted the Mayor's office in Manchester and was told they offer health insurance in  
471 lieu of a stipend for Aldermen and School Board members. Do we have any elected officials who have  
472 town health insurance?  
473

474 D. Fitzpatrick: The Town Clerk could have health insurance but has coverage from another source. This  
475 is because he has a full-time job here as Deputy Tax Collector. Even if he were not the elected Town  
476 Clerk, he would still be a full-time employee. He is not eligible for health insurance based on his  
477 election as Town Clerk. It is because of his other, full-time position.

478  
479 R. Duhaime: Could it be just single coverage for Councilors only?  
480  
481 D. Fitzpatrick: It could be whatever you want. On another note, the firefighters are covered under a  
482 NHRSA 154.1.  
483  
484  
485 **NEW BUSINESS**  
486  
487  
488 **Winter Drive Drain**  
489  
490 A. Garron: A week after I started with Hooksett, I had an email, including pictures, from a resident about  
491 a flooding issue on Winter Drive. I turned this over to Bruce Thomas and Earl Labonte.  
492  
493 B. Thomas: I have provided updated information, in addition to what is in your packet. What I want to do  
494 is a culvert. We hired Stantec Engineering to do an analysis because of liability and because they have  
495 the right software. All of the residents in the neighborhood support this plan. The original drainage  
496 system was poorly designed and causes flooding.  
497  
498 E. Labonte: Flooding occurs about once each year. We are using two 24-inch pipes for the project.  
499  
500 B. Thomas: The project will require three easements from three properties – two are permanent and  
501 the third is a temporary easement for grading. Eleven bids were received for this project. We eliminated  
502 the lowest bid, as it was incomplete. We would like approval to accept the second lowest bid, which is  
503 from Advanced Excavation. Their bid of \$55,671.60 is within \$2,000 of my estimate. They have  
504 demonstrated experience in this type of work. A granite bound will have to be located, removed during  
505 construction, and reset after construction. Quotes were received and Belanger Land Surveying will be  
506 awarded that work since they are competent and provided the lowest quote of \$650.  
507  
508 ***T. Tsantoulis motioned to accept the bid from Advanced Excavation and award the contract to***  
509 ***them in the amount of \$55,671.60 as recommended by staff, and to approve of the Town***  
510 ***accepting easements from the three property owners. C. Karolian seconded the motion.***  
511  
512 T. Tsantoulis: I have seen videos, and this is flooding is not acceptable, even if it only happens once a  
513 year.  
514  
515 C. Karolian: Will this be a problem for Autumn Run? Are we kicking the ball down the road to Autumn  
516 Run?  
517  
518 E. Labonte: Stantec looked into that and affirmed that it would not be a problem.  
519  
520 C. Karolian: Could there be a problem at 38, 39, or 34 Autumn Run? Have they been notified that the  
521 water is still going to come down and be in their back yards?  
522  
523 B. Thomas: That is why we hired Stantec. They do not anticipate that flooding will increase.  
524  
525 C. Karolian: Should they do Autumn Run too? Should we notify them? Is there a requirement to do so?  
526  
527 E. Labonte: Stantec did a study and said it would not go downstream. It never should have been  
528 installed that way. No one looked at the drainage when it was approved.  
529  
530 C. Karolian: I would be happy to spend another \$60,000 if necessary.  
531

532 R. Duhaime: Several developments went in that area in the 60s and 70s. Plans were not followed or  
533 followed up on.

534

535 **Chair Sullivan motioned that the funds for this project will come from the Storm Drainage**  
536 **Capital Reserve Fund. T. Tsantoulis seconded the motion.**

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

538

539 A roll call vote was taken on the original motion.

540

541 **Roll Call Vote #6**

542 **J. Durand Aye**

543 **J. Levesque Not present**

544 **C. Karolian Aye**

545 **A. Comai Aye**

546 **C. Jones Not present**

547 **T. Tsantoulis Aye**

548 **A. Walczyk Aye**

549 **R. Duhaime Aye**

550 **J. Sullivan Aye**

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

552

553 **Donati Field Concession Stand Pump Station Project**

554

555 **Chair Sullivan motioned to table this item. R. Duhaime seconded the motion.**

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

~~557~~

~~558~~

560 **Self-Contained Breathing Apparatus (SCBA) Replacement- Fire-Rescue Department**

561 **DOT.**

562

563 Chief Burkush: I have with me a sample of our current SCBA equipment, which was purchased in 2005  
564 using the capital reserve fund designated for that purpose. These have a 15-year life. Two of our  
565 employees are trained and certified to keep these working.

566

567 Assistant Chief Colburn: I have an example of the new ones, which are heavier. They last 45 minutes  
568 versus 30 minutes, and they have more redundancy in the electronics. The straps can be removed and  
569 laundered. They are warrantied for 15 years.

570

571 C. Karolian: Do they have a personal safety pass device.

572

573 Assistant Chief Colburn: Yes, the mask vibrates. There is a low air alarm. If a firefighter goes down, it  
574 activates. There also is a pack tracker, a handheld device to guide you to the pack. The buddy  
575 breathing mechanism is easier to use. Overall safety is enhanced.

576

577 C. Karolian: Are they open circuit?

578

579 Assistant Chief Colburn: Yes, they are. We have \$284,000 in the capital reserve account. The cost for  
580 38 devices is \$279,580.

581

582 T. Tsantoulis: What part is personal protection equipment? Why are you purchasing them all at once?

583

584 Assistant Chief Colburn: First, all parts are personal protection equipment. We get a better deal by  
585 purchasing all of them at once. We also have fewer parts to stock. Training is simplified because they  
586 are all the same.

587  
588 Chief Burkush: The parts cannot be interchanged.

589  
590 A. Walczyk: Thank you for bringing in the equipment. How many did you order?

591  
592 Chief Burkush: I think we were ordering 37 at the time I was preparing the staff report, but the total is  
593 actually 38.

594  
595 A. Walczyk: Is there training involved with the new ones?

596  
597 Assistant Chief Colburn: Yes, the two employees who are certified to keep these working will go for  
598 training on the new ones. Other firefighters will have inhouse training. We have a confidence course at  
599 one of the stations.

600  
601 A. Walczyk: How often are these used?

602  
603 Assistant Chief Colburn: They are used every day. A functional test is done every morning.

604  
605 R. Duhaime: I see a trade-in amount of \$34,000.

606  
607 Assistant Chief Colburn: Yes, there is a trade-in amount.

608  
609 T. Tsantoulis: Do you need to have one for every firefighter?

610  
611 Assistant Chief Colburn: Each seat must have an air pack. That is a national standard. We have extras  
612 for training.

613  
614  
615 **A. Comai motioned to approve the purchase of 38 air-packs, spare bottles and related**  
616 **equipment from Fire-Tech and Safety for #279,580.00, using the Air-pack Capital Reserve**  
617 **Account for the Fire Rescue Department. R. Duhaime seconded the motion.**

618  
619 **Roll Call Vote #7**

620 **C. Jones Not present**

621 **C. Karolian Aye**

622 **J. Levesque Not present**

623 **R. Duhaime Aye**

624 **A. Walczyk Aye**

625 **J. Durand Aye**

626 **T. Tsantoulis Aye**

627 **A. Comai Aye**

628 **J. Sullivan Aye**

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

630  
631 Chief Burkush: This Council has always supported us in the purchase of safety equipment. We are  
632 grateful for that.

633

634 **Policy on Hours of Work for Salaried Exempt Employees (Non-Union in Town Personnel Plan) -**  
635 **Request(s) to Council for Waiver of Position(s)**  
636

637  
638 A. Garron: This is a request for an adjustment of how hours are utilized at the Police Department. I  
639 support the waiver.

640  
641 Chief Bouchard: The Town's policy says we will work from 8:00 am until 4:30 pm. I am requesting a  
642 waiver because this doesn't work for the two lieutenants, the captain and me. We are often called upon  
643 to make presentations or respond to concerns of residents at hours outside of our scheduled hours.  
644 Also, I have an open-door policy, but am missing those on the evening and night shift. Myself, the  
645 captain and the lieutenants have trouble connecting with employees on these shifts. We have not been  
646 adhering to the policy, but we would rather have a waiver than to violate the policy.

647  
648 Chair Sullivan: I'm for it. I understand that you do not want to be in violation.  
649

650 D. Fitzpatrick: This went into effect in 2015. The reason that the Public Works Director is included is  
651 because the waiver is for the person, not the position. Mr. Labonte needs a waiver as well.

652  
653 C. Karolian: What is the justification for this? How often is this a problem?  
654

655 Chief Bouchard: I don't know exactly how often this is a problem, but I do know that the lieutenant in  
656 charge of the detective division must be at every incident and can be called at any time. Both  
657 lieutenants, Captain Robie and myself often attend community and network functions. Both lieutenants  
658 are training instructors.

659  
660 C. Karolian: Isn't this part of being salaried?  
661

662 Chief Bouchard: I want permission to run the department in the best way.  
663

664 Captain Robie: We are looking for flexibility in the hours we work.  
665

666 A. Garron: This works better for this department.  
667

668 D. Fitzpatrick: We are looking into removing the entire policy, which would give responsibility back to  
669 department heads. I don't know of any employees who are abusing work hours. If these waivers aren't  
670 granted, an employee working very late into the night could be disciplined for coming to work a few  
671 minutes late the next day.

672  
673 C. Karolian: If you work late and then come in late the next day, who would say anything about that? I  
674 would think you would have the authority to handle that.  
675

676 D. Fitzpatrick: It would violate the current policy.  
677

678 **R. Duhaime motioned to approve the waiver request to make an exception to the Policy on**  
679 **Hours of Work for Salaried Exempt Employees for these Hooksett Police Department positions:**  
680 **Chief of Police, Administrative Captain, and both Lieutenants AND Public Works Director,**  
681 **effective December 1, 2019. A. Walczyk seconded the motion.**  
682 **Voted in favor (6-1). C. Karolian voted nay.**  
683

684 A. Walczyk: I would like to suggest that this be a future workshop topic, as suggested by Ms.  
685 Fitzpatrick.  
686

687 **APPROVAL OF MINUTES**

688 **Public: 11/06/2019**

690  
691 ***T. Tsantoulis motioned to approve the minutes of the November 6, 2019 meeting. R. Duhaime***  
692 ***seconded the motion.***

693  
694 Chair Sullivan asked for corrections to the minutes.

695  
696 C. Karolian: The vote on the motion to extend the meeting, line 616, was 3-6, not 4-5.

697  
698 Chair Sullivan called for a vote on the motion to approve the public minute of the 11/06/2019 meeting  
699 as amended.

700  
701 ***Voted unanimously in favor.***

702  
703 ***C. Karolian motioned to extend the meeting. A. Comai seconded the motion.***  
704 ***Voted unanimously in favor (7-0).***

705  
~~706~~  
708 **Public: 10/23/19 (tabled at 11/06/19 Town Council Meeting)**

709  
710 ***R. Duhaime motioned to remove this item from the table. T. Tsantoulis seconded the motion.***  
711 ***Voted unanimously in favor (7-0).***

712  
713 ***T. Tsantoulis motioned to approve the minutes of the October 23, 2019 meeting. R. Duhaime***  
714 ***seconded the motion.***

715  
716 Chair Sullivan asked for corrections to the minutes.

717  
718 C. Karolian: Referring to line 520, it should say: Did you ask all of the financial institutions listed in your  
719 staff report about a prepayment penalty or a one-year payment and a flexible closing date? The  
720 response of C. Soucie should say: No, because they didn't have the lowest rate. They didn't offer to  
721 give that information and I didn't ask for it.

722  
723 A. Walczyk: Beginning on line 549, it should read as follows: The town's policy is a minimum of five  
724 percent, working toward eight percent. DRA guidelines recommend that the general fund balance be  
725 between eight and 17 percent. We should not be saving the lowest recommended amount. We should  
726 invest while the economy is good so we can grow the tax base.

727  
728 Chair Sullivan called for a vote on the motion to approve the public minutes of 10/23/2019 as amended.

729  
730 ***Voted unanimously in favor (7-0).***

731  
~~732~~  
734 **Non-Public: 10/23/19 (tabled at 11/06/19 Town Council meeting)**

735  
736 ***Chair Sullivan motioned to remove the minutes from the table. J. Durand seconded the motion.***  
737 ***Voted unanimously in favor (7-0).***

738  
739 ***Chair Sullivan motioned to approve the minutes of the October 23, 2019 non-public session. T.***  
740 ***Tsantoulis seconded the motion.***  
741 ***Voted unanimously in favor (7-0).***

742

743 **Non-Public: 11/06/2019**

744

745 ***R. Duhaime motioned to approve the minutes of the November 6, 2019 non-public session. A.***

746 ***Walczyk seconded the motion.***

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

748

749

750 **SUB-COMMITTEE REPORTS**

751

752 A. Comai: I would like to ask for a calendar invite to committee meetings.

753

754 T. Tsantoulis: We have selected another Hooksett Youth Achiever. At the December 11<sup>th</sup> meeting, we  
755 can make that presentation.

756

757 A. Walczyk: At the Parks & Rec meeting last night, we had more discussion of the pavilion. We were  
758 questioning whether we need to get quotes now or wait for the funding approval. We are working on  
759 signs and decorating around Donati Park. Also, we are reaching out to learn why various people are  
760 honored there.

761

762 Chair Sullivan: They once had a fundraiser. Anyone who bought a tree got a plaque.

763

764 A. Walczyk: We have a question about adding signage about the Riverwalk and the Pavilion to existing  
765 signs. We are also working on signs for the Dog Park about cleaning up dog waste.

766

767 R. Duhaime. The Sewer Department met on Tuesday. They plan to have the solar installation complete  
768 by next fall. They are adding longevity for their employees at six years and ten years. They are working  
769 on a system for preparing bio-solids to be sold. They do not yet have a demo. The EPA has problems  
770 with the codes because it is a foreign unit. The Planning Board met and granted two waivers for wells  
771 for one contractor and four for another. They discussed limiting to two feet the amount a well can  
772 extend beyond a property border.

773

774 C. Karolian: Councilor Duhaime arranged for me to speak at the Planning Board meeting. I explained  
775 what I learned at DES. In a nutshell, I explained that it is not up to the Planning Board to make sure  
776 wells are constructed properly. This is the responsibility of the Code Enforcement Officer. He should  
777 hold back on granting a CO, and waivers should not be granted without construction being done.

778

779 R. Duhaime: The Town Administrator gave a presentation to the Planning Board on growth at Exits 10  
780 and 11. I told them that, when we hired the new Town Administrator, we instructed him to focus on  
781 economic development.

782

783 A. Garron: The Planning Board chair wants more discussions, and I want to take him up on that.

784

785 C. Karolian: I told the Planning Board that the Town Administrator will ensure that the Code  
786 Enforcement Officer follows Hooksett's guidelines.

787

788 A. Garron: I had a discussion with the Code Enforcement Officer on the well radius issue. There is a  
789 disconnect because he follows Hooksett's codes, not the State requirements. It is not clear to me what  
790 we should ask for. It seems that the responsibility falls on the well driller.

791

792 Chair Sullivan: The Economic Development Committee met and reviewed a good plan for development  
793 at Bypass 28. They will need the support of the ZBA for an exception. We also looked at the basic tax

794 incentives available, including 79E incentives and Economic Revitalization Zones (ERZ). Mr. Williams  
795 will be speaking to us about an ordinance change which will allow for redevelopment of historical  
796 properties. We also discussed Brownfield assessments. These are properties which may have  
797 underground contamination, often because they once had gas stations on them. There are grants  
798 available for cleaning these areas.

799  
800 N. Germain: I would like to read into the record the Moose License Plate Conservation Grant  
801 Resolution.

802  
803 RESOLVED: That this municipality shall enter into a contract with the State of New Hampshire, acting  
804 by and through the Department of Cultural Resources/New Hampshire State Library providing for the  
805 performance by this Municipality of certain services as documented within the foregoing FY2017/2018  
806 Moose License Plate Conservation Grant application, and that the official, Town Administrator, André  
807 Garron, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement  
808 with New Hampshire Department of Cultural Resources/NH State Library, and that s/he is to take any  
809 and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal,  
810 acknowledge and deliver any and all documents, agreements and other instruments on behalf of this  
811 Municipality in order to accomplish the same.

812  
813 RESOLVED: That the signature of the above authorized official of this Municipality, when affixed to any  
814 instrument or document described in, or contemplated by this resolution, shall be conclusive evidence  
815 of the authority of said parties to bind this Municipality, thereby. The foregoing resolution has not been  
816 revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the  
817 date hereof.

818  
819 **Chair Sullivan motioned to approve the resolution and to have the Town Administrator sign the**  
820 **resolution. R. Duhaime seconded the motion.**

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

822  
823 N. Germain: The problem with the video has been fixed and video should be working for tonight's  
824 meeting.

825  
826 **Chair Sullivan motioned to enter non-public session at 10:00 pm in accordance with the**  
827 **provisions of RSA 91-A:3. II (a) and (c). R. Duhaime seconded the motion.**

828  
829 RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining  
830 of such employee, or the investigation of any charges against him or her, **unless** the employee affected  
831 (1) has a right to a public meeting, and (2) requests that he meeting be open, in which case the request  
832 shall be granted.

833  
834 RSA 91-A:3, II (c) Matters which, if discussed in public, would likely affect adversely the reputation of  
835 any person, **other than a member of this board**, unless such person requests an open meeting. This  
836 exemption shall extend to include any application for assistance or tax abatement or waiver of a fee,  
837 fine, or other levy, if based on inability to pay or poverty of the applicant.

838  
839 **Roll Call Vote**

840 **J. Durand Aye**

841 **A. Comai Aye**

842 **C. Jones Not present**

843 **R. Duhaime Aye**

844 **C. Karolian Aye**

845 **A. Walczyk Aye**

846 **T. Tsantoulis Aye**

847 **J. Levesque Not present**

848 **J. Sullivan Aye**

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



850  
851 **Chair Sullivan motioned to leave non-public session at 10:33 pm. R. Duhaime seconded the**  
852 **motion.**  
853 **Voted unanimously in favor (7-0).**  
854  
855 **Chair Sullivan motioned to seal the minutes of the non-public session because it is determined**  
856 **that divulgence of this information likely would affect adversely the reputation of any person**  
857 **other than a member of this board or that it would likely render a proposed action ineffective. T.**  
858 **Tsantoulis seconded the motion.**  
859  
860 **Roll Call Vote**  
861 **C. Karolian Aye**  
862 **T. Tsantoulis Aye**  
863 **J. Levesque Not present**  
864 **C. Jones Not present**  
865 **A. Comai Aye**  
866 **J. Durand Aye**  
867 **A. Walczyk Aye**  
868 **R. Duhaime Aye**  
869 **J. Sullivan Aye**  
870 **Voted unanimously in favor (7-0).**  
871  
872 **ADJOURNMENT**  
873 **Chair Sullivan motioned to adjourn the public session of November 9, 2019 at 10:34 pm. T.**  
874 **Tsantoulis seconded the motion.**  
875 **Voted in favor (7-0).**  
876  
877 **Respectfully submitted,**  
878 **Kathleen Donnelly**  
879 **Recording Clerk**  
880 **Kathleen Donnelly**  
881  
882  
883 **Please see subsequent meeting minutes for any amendments to these minutes.**  
884