



AGENDA

Town of Hooksett Town Council

Wednesday, July 1, 2020 at 6:00 PM

A meeting of the Town Council will be held Wednesday, July 1, 2020 in the Hooksett Municipal Building commencing at **6:00 PM**.

	Page
1. ITEMS 1-6 LED BY TOWN ADMINISTRATOR	
2. CALL TO ORDER	
3. PROOF OF POSTING	
4. ROLL CALL	
5. PLEDGE OF ALLEGIANCE	
6. TOWN COUNCIL REORGANIZATION - PART I	
6.1. Town Clerk swearing-in of all new Councilors	
6.2. Election of Council Chair, Vice-Chair and Secretary	
7. AGENDA OVERVIEW	
8. PUBLIC HEARINGS	
9. SPECIAL RECOGNITION	
9.1. Hooksett Municipal Employee - New Hire	
10. SCHEDULED APPOINTMENTS	
11. TOWN COUNCIL REORGANIZATION - PART II	
11.1. First meeting of the New Town Council, motion for section 2a (3-12) of Town Council Rules of Procedures 07012020 REORG PART II	3
11.2. Town Council Assignments to Boards, Committees, and Roles 2020-2021 Staff Report - SR-20-135 - Pdf	5 - 6
12. CONSENT AGENDA	
13. TOWN ADMINISTRATOR'S REPORT	
14. PUBLIC INPUT - 15 MINUTES	
15. NOMINATIONS AND APPOINTMENTS	
15.1. Nominations and (Re-)Appointments July 2020 Staff Report - SR-20-136 - Pdf	7 - 8
16. BRIEF RECESS	
17. OLD BUSINESS	
17.1. Topics for Town Council Workshop - August 12, 2020	9

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

18. NEW BUSINESS

- 18.1. Removal of (2) "Caution: Blind Person" signs on South Bow Road
[Staff Report - SR-20-134 - Pdf](#)

11 - 13

19. APPROVAL OF MINUTES

20. SUB-COMMITTEE REPORTS

21. PUBLIC INPUT

22. NON-PUBLIC SESSION NH RSA 91-A:3 II

23. ADJOURNMENT

PUBLIC INPUT

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

Town of Hooksett
Town Council Rules of Procedures
Adopted as of: 01/10/2001
Amended as of: 09/11/19

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
 - a. Robert's Rules "Parliamentary Law at a Glance" by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
 - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
 - a. Annually, at the first meeting of the new Town Council:
 1. The Town Clerk shall swear-in all new Councilors as a group.

Note: The Town Administrator shall act in the role of Council Chair from July 1st until such time the new Town Council has their first meeting to choose their Chair, Vice Chair and a Secretary. The Town Administrator, as acting Council Chair, shall lead this meeting through Town Council Reorganization – Part I.

The members thereof shall:

2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
6. Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
7. Motion to adopt the Town Council Rules of Procedures.
8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
9. Motion to adopt the Family Services Guidelines.
10. Motion to have the Tax Collector sign payment plans for deedable properties.
11. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
12. Motion to have a Councilor work with Administration to coordinate the annual Town Council Old Home Day booth and Employee Appreciation Picnic

Town Council
STAFF REPORT



To: Town Council
Title: Town Council Assignments to Boards, Committees, and Roles 2020-2021
Meeting: Town Council - 01 Jul 2020
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

The Hooksett Town Council traditionally assigns ex officio or representatives to each public body in the Town of Hooksett.P

Some of the departing town councilors were very

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None if previous years policy is pursued.

RECOMMENDATION:

Assign a Town Councilor and an alternate for all the listed positions. Highly recommended that councilors select positions they can attend regularly and that representation is cumulatively shared equitably to avoid some councilors having too many assignments.

SUGGESTED MOTION:

None. Go through the list and agree on assignments.

ATTACHMENTS:

[Council Assignments 2020](#)

HOOKSETT TOWN COUNCIL ASSIGNMENTS - JULY 1, 2020

Chairperson: _____

Secretary: _____

Board of Assessors

(1 Year Terms)

Member	Member
1	2

Member	Alternate
3	1

Budget Committee

Council Representative	Alternate
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Conservation Commission

Council Representative	Alternate
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Economic Development Advisory Committee

Council Representative	Alternate
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Heritage Commission

Council Representative	Alternate
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Hooksett Youth Achiever of the Month

Member	Member
1	2

Member	Alternate
3	(?)

Parks and Recreation Advisory Board

Council Representative	Alternate
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Planning Board

Council Representative	Alternate
------------------------	-----------

Recycling and Transfer Advisory Board

Council Representative	Alternate
------------------------	-----------

Sewer Commission

Council Representative	Alternate
------------------------	-----------

**Route 3A TIF District Advisory Board
(Non-voting Currently)**

Council Representative	Alternate
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Town Hall Preservation Committee

Council Representative	Alternate
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Zoning Board of Adjustment

Council Representative	Alternate
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MISC. ASSIGNMENTS

Union Negotiations

Fire	1	2	3
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Police	1	2	3
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Public Works	1	2	3
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SNHU Subcommittee	Representative
(2 Council Members previously)	Representative

Solar Power Sub-committee	
(On paper ; hasn't met)	

Perambulation	
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Town Council
STAFF REPORT



To: Town Council
Title: Nominations and (Re-)Appointments July 2020
Meeting: Town Council - 01 Jul 2020
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

As of the writing of this staff report, there are still a significant number of appointed town public body members that haven't notified Administration whether they're interested in being reappointed.

There are anticipated openings on all major boards, including:

- Parks and Recreation Advisory Board
- Planning Board
- Zoning Board of Adjustment
- Economic Development Advisory Board
- Conservation Commission
- Recycling and Transfer Advisory Board

Staff will have advised Council if any new applicants or returning candidates that arrive for July 1st and will supply paperwork as it's available.

FINANCIAL IMPACT:

n/a

POLICY IMPLICATIONS:

A significant number of town positions are currently empty as of July 1st. This could cause significant quorum issues if new or returning appointment candidates don't materialize before July 1st.

RECOMMENDATION:

Consider any applications that are received or available.

SUGGESTED MOTION:

"I nominate.....[First name, last name] to a term on the [Public Body] as a [Role] to a term expiring 6/30/2023."

Consider waiving normal rules and appointing immediately if candidates are available and they present acceptable credentials.

DRAFT

Town Council Workshop
August 12, 2020

Discussion Items – TO BE DEVELOPED BY TOWN COUNCIL IN PREP FOR WORKSHOP

***THE FINAL COVER SHEET AND SUPPORTING DATA WILL BE PROVIDED TO COUNCILORS
IN PACKETS AUGUST 5, 2020 FOR THE AUGUST 12, 2020 WORKSHOP***

1. **Town Charter**
 - a. **TO BE DEVELOPED BY TOWN COUNCIL**

2. **Administrative Code**
 - a. **Review Current Process of RFPs**

3. **Town Council Rules of Procedures (TO BE DEVELOPED BY TOWN COUNCIL)**
 - a. **Review Current Process of Town Administrator Evaluation (to include form)**
 - b. **Add Process for Donation of items to Town**
 - c. **Review Current Process for Councilor Discussion on Agenda Items**
 - d. **Review Current Process to Table Items on the Agenda**
 - e. **Add Process for Town Council to Receive Additional Information on an Item(s) or a New Item after Agenda Packet has been Posted**

4. **Town Administrator Goals for July 1, 2020 – June 30, 2021**
 - a. **TO BE DEVELOPED BY THE NEW TOWN COUNCIL**

5. **Other (TO BE DEVELOPED BY TOWN COUNCIL)**
 - a. **Health Insurance for Elected Officials**
 - b. **Petition Warrant Articles – language in voter guide**
 - c. **Respective Duties of Boards and Committees**
 - d. **Commercial properties – how to enforce PB & ZBA approved plans years later (Councilor Duhaime)**
 - e. **Department Head Item(s)**
 - a. **Council Non-Public Sessions prior to start of public session to be changed to different date to accommodate public session items**
 - f. **Miscellaneous Workshop Items**

Note: No motions/votes are made at workshops. Items discussed above that warrant action will be placed on a future regularly scheduled Council agenda.

Workshops are typically scheduled for 2 hours.

AS OF 06/23/2020

Town Council
STAFF REPORT



To: Town Council
Title: Removal of (2) "Caution: Blind Person" signs on South Bow Road
Meeting: Town Council - 01 Jul 2020
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

At their meeting on April 21, 2010, the Town Council approved the installation of (2) "Caution: Blind Person" signs on South Bow Road at the request of the resident. The blind resident has since moved out of the neighborhood. DPW received a new request from a resident in the area to remove the signs.

FINANCIAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Approve the removal of (2) "Caution: Blind Person" signs.

SUGGESTED MOTION:

Motion to approve the removal of (2) "Caution: Blind Person" signs.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Blind Signs](#)

4/9/2020

Mail Thomas Barula Outlook

File Home Share Recent Favorites

New request received

Category Highways and Public Works has received a new request.

Here is what we have on file:

Street Signs

#3036

SUBMITTER

[View Request](#)

Category:	Highways and Public Works	Barbara Tardie
Priority:	3	12 South Bow Rd
Assigned To:	Lahonte Earl	Hooksett, NH 03106-2405
Submitted:	4/9/2020 11:40 AM	CONTACT
Source:	Website 98.229.138.79	moszerb@hotmail.com 6033402800

REQUEST DETAILS

12 South Bow Rd
Hooksett, NH 03106-2405

Description

Hello, There are two "CAUTION BLIND PERSON" signs on South Bow Rd. They are no longer needed in the neighborhood as far as I know. The gentleman who lived up the street from us and was blind has moved away. I'm requesting that the signs be removed. One is right in front of 9 South Bow Rd and the other is up the road a little way on the other side.

Your information

Name
Barbara Tardie

Fax Number

Email Address
moszerb@hotmail.com

Preferred Contact Method
email

Town Council Minutes
April 21, 2010

Sign on South Bow Road

Councilor Longfellow received a request from a resident to install a "Caution: Blind Person" signs in both directions on South Bow Road.

D. Ross moved to approve the signs as described and have them installed. Motion seconded by J. Gorton. Motion carried unanimously.

Parking Lot Curb/Barrier

G. Longfellow suggested placing parking curbs or barrier at the Town Hall parking lot to prevent people from driving into the field by accident.

Dale Hemeon, Public Works Director would work on this with the Town Administrator's approval.

Perambulation

G. Longfellow asked if any of the Councilors would like to attend the meeting on Perambulation to be held on Wednesday, April 28th at 6:30 pm at the Council Chambers.

P. Loiselle will attend the meeting.

Boy Scouts Signs

P. Loiselle moved to allow the Boy Scouts to place signs at four designated places (Donati Field, Public Library, Transfer Station and corner of Route 3A and Main Street) and to waive the fees. Motion seconded by D. Boutin. Motion carried unanimously.

DOT Project on Route 3

The Town Administrator drafted a letter, on behalf of the Council, to be sent to NHDOT urging them to proceed with the Route 3 project proposal. This roadwork will significantly improve the flooding issues in the area.

Council consensus was to authorize the Chair to sign the letter.

Councilor D. Boutin will hand deliver the letter at the meeting tomorrow.

Police Commission

The Town received legal opinions regarding the Police Commission from LGC and the Town's Legal Counsel. The Chair asked for a consensus to release the letters of opinion to the Police Commission and also to request for a copy of legal opinion from the Police Commission's Legal Counsel. The purpose is to have a better understanding on how to work with the Police Commission in a collaborative manner.

Council consensus was to release the legal opinions.

Gambling Legislation

D. Boutin informed everyone that the Gambling Legislation was "killed" in the house today.

SUB-COMMITTEE REPORTS

Town Hall Preservation Committee

They have a meeting next Wednesday with Russ Pelletier of the Facility Advisory Committee who met with the Police Department and Code Enforcement Officer to discuss what could be done with the building. They will also discuss Heritage Day celebration.

Parks & Recreation Advisory Board

The board is discussing how to improve the storage facilities. They are looking at a temporary ice rink for next winter. They are also working on mapping the trails.

Planning Board

The subdivision being split into five (5) properties was completed. They will bring the plan to the board for approval.

D. Ross left the meeting at 8:35 pm.